

**SERIAL 06021 RFP JANITORIAL SERVICES
SBM 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.

Wes Baysinger, Director
Materials Management

CH/mm
Attach

Copy to: Materials Management
Richard Crago, Facilities Management



CONTRACT PURSUANT TO RFP

SERIAL 06021-RFP

This Contract is entered into this 4th day of October, 2006 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and SBM Site Services, LLC ("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 1st day of December, 2006 and ending the 30th 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 upon the County's receipt of a properly completed invoice. Invoices shall contain the following information: Contract number, purchase order number, item numbers, description of supplies and/or services, sizes, quantities, unit prices, extended totals and any applicable sales/use tax.

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 Date(s) 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 Purchase (product or services)

- 2.3.1.11 Pricing per unit of purchase
- 2.3.1.12 Extended price
- 2.3.1.13 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/).

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 ORDERING 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:

SBM Site Services, LLC
Kendall Saville

National Manager
5241 Arnold Avenue
McClellan, California 95652
Telephone: 916-922-7600
Facsimile: 916-565-3649
E-mail: ksaville@sbmgroup.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 Contractor agrees to accept oral cancellation of purchase orders.

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, 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 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 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 written notice of the termination and the reasons for it to the Contractor.

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 County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.

4.8.4 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.

4.9 **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, Hazard Communications Program

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

CONTRACTOR

Ken Silva
AUTHORIZED SIGNATURE

Ken Silva
Chief Financial Officer

PRINTED NAME AND TITLE

SBA Site Services 5241 Arnold Ave McClellan CA 95652
ADDRESS

9/27/06
DATE

MARICOPA COUNTY

BY: Don Staples
CHAIRMAN, BOARD OF SUPERVISORS

OCT 16 2006
DATE

ATTESTED:

Janet Camp
CLERK OF THE BOARD 100406

OCT 16 2006
DATE

APPROVED AS TO FORM:

Chris Smith
DEPUTY MARICOPA COUNTY ATTORNEY

10/12/06
DATE

EXHIBIT A

SERIAL 06021-RFP
PRICING SHEET NIGP 9103901

BIDDER NAME: SBM Site Services LLC
F.I.D./VENDOR #: 93-1125400
BIDDER ADDRESS: 5250 NE Elam Young Pky / Suite #900 / Hillsboro, OR 97125
P.O. ADDRESS: 5241 Arnold Avenue, McClellan, California 95652
BIDDER PHONE #: (503) 809-9235
BIDDER FAX #: (503) 693-7555
COMPANY WEB SITE: www.thesbmgroup.com
COMPANY CONTACT (REP): Kendall Saville
E-MAIL ADDRESS (REP): ksaville@sbmcorp.com

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL

WILL ACCEPT PROCUREMENT CARD

WILL NOT GIVE REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

HAS INTERNET ORDERING CAPABILITY

OTHER GOVERNMENT AGENCIES MAY USE THIS CONTRACT

PAYMENT TERMS: NET 45 DAYS

1.0 PRICING:

GROUP 1: DOWNTOWN COMPLEX

~~3405~~; 3301; 3303; 3304; 3305; 3308; 3310; 3311; 3315; 3317; ~~3319~~; 3320; 3321; 3401; 4051; **4053**, 4137; 4157; 6202; 6205

Combined square footage for Group 1: ~~1,821,780~~ **1,647,760**

GROUP 3: SOUTHEAST MESA COMPLEX

2852; 2853; 2855; 2856; 2860; 2871

Combined square footage for Group 3: 236,371

EXHIBIT A

		YEAR 1			YEAR 2			YEAR 3		
GROUP 1: DOWNTOWN COMPLEX										
	<u>3105 Human Services – Workforce Connections</u>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.1	Labor for 250 services:	\$7,271.78	\$8,555.04	/per yr	\$7,271.78	\$8,555.04	/per yr	\$7,271.78	\$8,555.04	/per yr
1.2	Supplies:	\$5,330.00	Same as	/per yr	\$5,330.00	Same as	/per yr	\$5,330.00	Same as	/per yr
1.3	TOTAL:	\$12,601.78	\$13,885.04	/per yr	\$12,601.78	\$13,885.04	/per yr	\$12,601.78	\$13,885.04	/per yr
1.4	Fixed rate per service day:	\$50.41	\$55.54	/per day	\$50.41	\$55.54	/per day	\$50.41	\$55.54	/per day
1.5	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.6	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.7	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.8	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.9	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	579.89	682.22	-	579.89	682.22	-	579.89	682.22	-
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	<u>3301 Superior Court - West Court Building</u>	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.10	Labor for 250 services:	\$70,259.77	\$82,658.55	/per yr	\$70,259.77	\$82,658.55	/per yr	\$70,259.77	\$82,658.55	/per yr
1.11	Supplies:	\$21,034.00	Same as	/per yr	\$21,034.00	Same as	/per yr	\$21,034.00	Same as	/per yr
1.12	TOTAL:	\$91,293.77	\$103,692.55	/per yr	\$91,293.77	\$103,692.55	/per yr	\$91,293.77	103,692.55	/per yr
1.13	Fixed rate per service day:	\$365.18	\$414.77	/per day	\$365.18	\$414.77	/per day	\$365.18	\$414.77	/per day
1.14	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.15	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.16	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.17	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.18	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	5,602.85	6,591.59		5,602.85	6,591.59		5,602.85	6,591.59	

EXHIBIT A

3303 Superior Court - East Court Building		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.19	Labor for 250 services (Includes 1-porter):	\$85,590.27	\$100,694.44	/per yr	\$85,590.27	\$100,694.44	/per yr	\$85,590.27	\$100,694.44	/per yr
1.20	Supplies:	\$26,912.00	βsame as	/per yr	\$26,912.00	βsame as	/per yr	\$26,912.00	βsame as	/per yr
1.21	TOTAL:	\$112,502.27	\$127,606.44	/per yr	\$112,502.27	\$127,606.44	/per yr	\$112,502.27	127,606.44	/per yr
1.22	Fixed rate per service day:	\$450.01	\$510.43	/per day	\$450.01	\$510.43	/per day	\$450.01	\$811.39	/per day
1.23	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.24	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.25	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.26	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.27	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
1.28	Porter hourly rate:	\$14.21	/per hr		\$14.21	/per hr		\$14.21	/per hr	
1.29	Trash dolly transport for site #3303 (250 services)	\$50.00	/per day		\$50.00	/per day		\$50.00	/per day	
	Minimum Number of Labor Hours (#)	6,825.38	8,029.86		6,825.38	8,029.86		6,825.38	8,029.86	
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3304 Supervisors Auditorium		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.30	Labor for 250 services:	\$2,961.25	\$3,483.82	/per yr	\$2,961.25	\$3,483.82	/per yr	\$2,961.25	\$3,483.82	/per yr
1.31	Supplies:	\$427.00	βsame as	/per yr	\$427.00	βsame as	/per yr	\$427.00	βsame as	/per yr
1.32	TOTAL:	\$3,388.25	\$3,910.82	/per yr	\$3,388.25	\$3,910.82	/per yr	\$3,388.25	\$3,910.82	/per yr
1.33	Fixed rate per service day:	\$13.55	\$15.64	/per day	\$13.55	\$15.64	/per day	\$13.55	\$15.64	/per day
1.34	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.35	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.36	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.37	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.38	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	236.14	277.82		236.14	277.82		236.14	277.82	

EXHIBIT A

3305 Superior Court - Central Court Building		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.39	Labor for 250 services (Includes 2-porters):	\$149,013.24	\$175,309.69	/per yr	\$149,013.24	\$175,309.69	/per yr	\$149,013.24	\$200,390.00	/per yr
1.40	Supplies:	\$34,430.00	βsame as	/per yr	\$34,430.00	βsame as	/per yr	\$34,430.00	βsame as	/per yr
1.41	TOTAL:	\$183,443.24	\$209,739.69	/per yr	\$183,443.24	\$209,739.69	/per yr	\$183,443.24	\$234,820.00	/per yr
1.42	Fixed rate per service day:	\$733.77	\$838.96	/per day	\$733.77	\$838.96	/per day	\$733.77	\$939.28	/per day
1.43	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.44	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.45	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.46	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.47	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
1.48	Porter hourly labor rate:	\$14.21	/per hr		\$14.21	/per hr		\$14.21	/per hr	
	Minimum Number of Labor Hours (#)	11,883.03	13,980.04		11,883.03	13,980.04		11,883.03	13,980.04	

3308 Madison St. Parking Garage		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.49	Labor for 250 services:	\$518.56	\$610.07	/per yr	\$518.56	\$610.07	/per yr	\$518.56	\$610.07	/per yr
1.50	Supplies:	\$608.00	βsame as	/per yr	\$608.00	βsame as	/per yr	\$608.00	βsame as	/per yr
1.51	TOTAL:	\$1,126.56	\$1,218.07	/per yr	\$1,126.56	\$1,218.07	/per yr	\$1,126.56	\$1,218.07	/per yr
1.52	Fixed rate per service day:	\$4.51	\$4.87	/per day	\$4.51	\$4.87	/per day	\$4.51	\$4.87	/per day
1.53	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.54	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.55	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.56	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.57	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	41.35	48.65		41.35	48.65		41.35	48.65	

EXHIBIT A

3310 Administration Building		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes									
1.58	1-porter):	\$166,999.09	\$196,469.51	/per yr	\$166,999.09	\$196,469.51	/per yr	\$166,999.09	\$221,549.50	/per yr
1.59	Supplies:	\$47,043.00	βsame as	/per yr	\$47,043.00	βsame as	/per yr	\$47,043.00	βsame as	/per yr
1.60	TOTAL:	\$214,042.09	\$243,512.51	/per yr	\$214,042.09	\$243,512.51	/per yr	\$214,042.09	\$268,592.50	/per yr
1.61	Fixed rate per service day:	\$856.17	\$974.05	/per day	\$856.17	\$974.05	/per day	\$856.17	\$1,074.37	/per day
1.62	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.63	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.64	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.65	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.66	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
1.67	Porter hourly labor rate:	\$14.21	/per hr		\$14.21	/per hr		\$14.21	/per hr	
	Minimum Number of Labor Hours (#)	13,317.31	15,667.43		13,317.31	15,667.43		13,317.31	15,667.43	
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3311 Facilities Management & Garage		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.68	Labor for 250 services:	\$227.44	\$267.57	/per yr	\$227.44	\$267.57	/per yr	\$227.44	\$267.57	/per yr
1.69	Supplies:	\$1,985.00	βsame as	/per yr	\$1,985.00	βsame as	/per yr	\$1,985.00	βsame as	/per yr
1.70	TOTAL:	\$2,212.44	\$2,252.57	/per yr	\$2,212.44	\$2,252.57	/per yr	\$2,212.44	\$2,252.57	/per yr
1.71	Fixed rate per service day:	\$8.85	\$9.01	/per day	\$8.85	\$9.01	/per day	\$8.85	\$9.01	/per day
1.72	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.73	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.74	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.75	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.76	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	18.14	21.34		18.14	21.34		18.14	21.34	

EXHIBIT A

3311 Equipment Services - Downtown Station		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.77	Labor for 250 services:	\$7,718.70	\$9,080.82	/per yr	\$7,718.70	\$9,080.82	/per yr	\$7,718.70	\$9,080.82	/per yr
1.78	Supplies:	\$706.00	βsame as	/per yr	\$706.00	βsame as	/per yr	\$706.00	βsame as	/per yr
1.79	TOTAL:	\$8,424.70	\$9,786.82	/per yr	\$8,424.70	\$9,786.82	/per yr	\$8,424.70	\$9,786.82	/per yr
1.80	Fixed rate per service day:	\$33.70	\$39.15	/per day	\$33.70	\$39.15	/per day	\$33.70	\$39.15	/per day
1.81	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.82	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.83	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.84	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.85	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	615.53	724.15		615.53	724.15		615.53	724.15	

3315 Jackson St. Customer Service Center		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.86	Labor for 250 services:	\$57,630.10	\$67,800.12	/per yr	\$57,630.10	\$67,800.12	/per yr	\$57,630.10	\$67,800.12	/per yr
1.87	Supplies:	\$11,173.00	βsame as	/per yr	\$11,173.00	βsame as	/per yr	\$11,173.00	βsame as	/per yr
1.88	TOTAL:	\$68,803.10	\$78,973.12	/per yr	\$68,803.10	\$78,973.12	/per yr	\$68,803.10	\$78,973.12	/per yr
1.89	Fixed rate per service day:	\$275.21	\$315.89	/per day	\$275.21	\$315.89	/per day	\$275.21	\$315.89	/per day
1.90	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.91	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.92	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.93	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.94	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	4,595.70	5,406.71		4,595.70	5,406.71		4,595.70	5,406.71	

EXHIBIT A

3317 Star Call Center		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.95	Labor for 250 services:	\$57,630.10	\$67,800.12	/per yr	\$57,630.10	\$67,800.12	/per yr	\$57,630.10	\$67,800.12	/per yr
1.96	Supplies:	\$1,000.00	βsame as	/per yr	\$1,000.00	βsame as	/per yr	\$1,000.00	βsame as	/per yr
1.97	TOTAL:	\$58,630.10	\$68,800.12	/per yr	\$58,630.10	\$68,800.12	/per yr	\$58,630.10	\$68,800.12	/per yr
1.98	Fixed rate per service day:	\$234.52	\$275.20	/per day	\$234.52	\$275.20	/per day	\$234.52	\$275.20	/per day
1.99	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.100	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.101	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.102	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.103	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	4,595.70	5,406.71		4,595.70	5,406.71		4,595.70	5,406.71	

3317 Forensic Science Garage		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.104	Labor for 250 services:	\$57,630.10	\$67,800.12	/per yr	\$57,630.10	\$67,800.12	/per yr	\$57,630.10	\$67,800.12	/per yr
1.105	Supplies:	\$4,260.00	βsame as	/per yr	\$4,260.00	βsame as	/per yr	\$4,260.00	βsame as	/per yr
1.106	TOTAL:	\$61,890.10	\$72,060.12	/per yr	\$61,890.10	\$72,060.12	/per yr	\$61,890.10	\$72,060.12	/per yr
1.107	Fixed rate per service day:	\$247.56	\$288.24	/per day	\$247.56	\$288.24	/per day	\$247.56	\$288.24	/per day
1.108	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.109	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.110	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.111	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.112	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	4,595.70	5,406.71		4,595.70	5,406.71		4,595.70	5,406.71	

EXHIBIT A

3321 Las Artes de Maricopa County		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
		\$ 1,683.38			\$ 1,683.38			\$ 1,683.38		
1.131	Labor for 250 services:	\$1,673.38	\$1,968.68	/per yr	\$1,673.38	\$1,968.68	/per yr	\$1,673.38	\$	/per yr
		\$ 335.00			\$ 335.00			\$ 335.00		
1.132	Supplies:	\$309.00	βsame as	/per yr	\$309.00	βsame as	/per yr	\$309.00	βsame as	/per yr
1.133	TOTAL:	\$1,982.38	\$2,277.68	/per yr	\$1,982.38	\$2,277.68	/per yr	\$1,982.38	\$9,000.00	/per yr
		\$ 43.93		/per	\$ 43.93		/per	\$ 43.93		/per
1.134	Fixed rate per service day:	\$ 7.93	\$9.11	day	\$ 7.93	\$9.11	day	\$ 7.93	\$36.00	day
1.135	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.136	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.137	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.138	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.139	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	133.44	156.99		133.44	156.99		133.44	156.99	
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3401 Superior Court - Old Courthouse		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.140	Labor for 250 services:	\$43,785.92	\$51,512.84	/per yr	\$43,785.92	\$51,512.84	/per yr	\$43,785.92	\$51,512.84	/per yr
1.141	Supplies:	\$8,389.00	βsame as	/per yr	\$8,389.00	βsame as	/per yr	\$8,389.00	βsame as	/per yr
1.142	TOTAL:	\$52,174.92	\$59,901.84	/per yr	\$52,174.92	\$59,901.84	/per yr	\$52,174.92	\$59,901.84	/per yr
				/per			/per			/per
1.143	Fixed rate per service day:	\$208.70	\$239.61	day	\$208.70	\$239.61	day	\$208.70	\$239.61	day
1.144	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.145	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.146	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.147	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.148	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	3,491.70	4,107.88		3,491.70	4,107.88		3,491.70	4,107.88	

EXHIBIT A

4051 Human Services Homeless Campus		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.149	Labor for 250 services:	\$2,214.12	\$2,604.84	/per yr	\$2,214.12	\$2,604.84	/per yr	\$2,214.12	\$2,604.50	/per yr
1.150	Supplies:	\$ 6,468.00	βsame as	/per yr	\$6,468.00	βsame as	/per yr	\$6,468.00	βsame as	/per yr
1.151	TOTAL:	\$8,682.12	\$9,072.84	/per yr	\$8,682.12	\$9,072.84	/per yr	\$8,682.12	\$9,072.50	/per yr
1.152	Fixed rate per service day:	\$34.73	\$36.29	/per day	\$34.73	\$36.29	/per day	\$34.73	\$36.29	/per day
1.153	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.154	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.155	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.156	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.157	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	176.56	207.72		176.56	207.72		176.56	207.72	
4137 Security Building		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.158	Labor for 250 services:	\$71,518.64	\$84,139.58	/per yr	\$71,518.64	\$84,139.58	/per yr	\$71,518.64	\$109,220.00	/per yr
1.159	Supplies:	\$20,400.00	βsame as	/per yr	\$20,400.00	βsame as	/per yr	\$20,400.00	βsame as	/per yr
1.160	TOTAL:	\$91,918.64	\$104,539.58	/per yr	\$91,918.64	\$104,539.58	/per yr	\$91,918.64	\$129,620.00	/per yr
1.161	Fixed rate per service day:	\$367.67	\$418.16	/per day	\$367.67	\$418.16	/per day	\$367.67	\$518.48	/per day
1.162	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.163	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.164	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.165	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.166	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	5,703.24	6,709.70		5,703.24	6,709.70		5,703.24	6,709.70	

EXHIBIT A

4157 Security Center		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.167	Labor for 250 services (Includes 1 porter, 4 hrs):	\$77,235.31	\$90,865.08	/per yr	\$77,235.31	\$90,865.08	/per yr	\$77,235.31	\$115,946.00	/per yr
1.168	Supplies:	\$22,104.00	ßsame as	/per yr	\$22,104.00	ßsame as	/per yr	\$22,104.00	ßsame as	/per yr
1.169	TOTAL:	\$99,339.31	\$112,969.08	/per yr	\$99,339.31	\$112,969.08	/per yr	\$99,339.31	\$138,050.00	/per yr
1.170	Fixed rate per service day:	\$397.36	\$451.88	/per day	\$397.36	\$451.88	/per day	\$397.36	\$502.04	/per day
1.171	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.172	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.173	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.174	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.175	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
1.176	Porter hourly rate:	\$ 14.21	/per hr		\$14.21	/per hr		\$14.21	/per hr	
	Minimum Number of Labor Hours (#)	6,159.12	7,246.02		6,159.12	7,246.02		6,159.12	7,246.02	
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6202 Materials Management / MCSO Warehouse		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.177	Labor for 250 services:	\$4,571.52	\$5,378.25	/per yr	\$4,571.52	\$5,378.25	/per yr	\$4,571.52	\$5,378.25	/per yr
1.178	Supplies:	\$1,352.00	ßsame as	/per yr	\$1,352.00	ßsame as	/per yr	\$1,352.00	ßsame as	/per yr
1.179	TOTAL:	\$5,923.52	\$6,730.25	/per yr	\$5,923.52	\$6,730.25	/per yr	\$5,923.52	\$6,730.00	/per yr
1.180	Fixed rate per service day:	\$23.69	\$26.92	/per day	\$23.69	\$26.92	/per day	\$23.69	\$26.92	/per day
1.181	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.182	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.183	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.184	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.185	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	364.55	428.89		364.55	428.89		364.55	428.89	

EXHIBIT A

6205 Elections		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.186	Labor for 250 services:	\$18,116.62	\$21,313.67	/per yr	\$18,116.62	\$21,313.67	/per yr	\$18,116.62	\$21,313.67	/per yr
1.187	Supplies:	\$4,779.30	βsame as	/per yr	\$4,779.30	βsame as	/per yr	\$4,779.30	βsame as	/per yr
1.188	TOTAL:	\$22,895.92	\$26,092.97	/per yr	\$22,895.92	\$26,092.97	/per yr	\$22,895.92	\$26,092.97	/per yr
1.189	Fixed rate per service day:	\$ 91.58	\$104.37	/per day	\$91.58	\$104.37	/per day	\$91.58	\$104.37	/per day
1.190	Extra carpet shampoo/extraction:	\$0.06	/per sq. ft.		\$0.06	/per sq. ft.		\$0.06	/per sq. ft.	
1.191	Extra strip & wax:	\$0.11	/per sq. ft.		\$0.11	/per sq. ft.		\$0.11	/per sq. ft.	
1.192	Labor, extra services:	\$12.54	/per hr		\$12.54	/per hr		\$12.54	/per hr	
1.193	Daytime percentage increase:	12%	%		\$0.12	%		\$0.12	%	
1.194	Global square foot rate:	\$0.57	/per sq. ft.		\$0.57	/per sq. ft.		\$0.57	/per sq. ft.	
	Minimum Number of Labor Hours (#)	1,444.71	1,699.66		1444.71	1699.655101		1,444.71	1,699.66	

GROUP 3: SOUTHEAST MESA COMPLEX

2852 Equipment Services - Mesa Service Station		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.423	Labor for 156 services:	\$180.96	\$212.90	/per yr	\$180.96	\$212.90	/per yr	\$180.96	\$212.90	/per yr
1.424	Supplies:	\$241.00	βsame as	/per yr	\$241.00	βsame as	/per yr	\$241.00	βsame as	/per yr
1.425	TOTAL:	\$421.96	\$212.90	/per yr	\$421.96	\$212.90	/per yr	\$421.96	212.90	/per yr
1.426	Fixed rate per service day:	\$1.69	\$2.91 \$0.85	/per day	\$1.69	\$2.91 \$0.85	/per day	\$1.69	\$2.91 \$0.85	/per day
1.427	Extra carpet shampoo/extraction:	\$0.06	0.06/per sq. ft.		\$0.06	0.06/per sq. ft.		\$0.06	0.06/per sq. ft.	
1.428	Extra strip & wax:	\$0.11	0.11/per sq. ft.		\$0.11	0.11/per sq. ft.		\$0.11	0.11/per sq. ft.	
1.429	Labor, extra services:	\$12.54	12.54/per hr		\$12.54	12.54/per hr		\$12.54	12.54/per hr	
1.430	Daytime percentage increase:	12%	12%		12%	12%		12%	12%	
1.431	Global square foot rate:	\$0.68	0.81/per sq. ft.		\$0.68	0.81/per sq. ft.		\$0.68	0.81/per sq. ft.	
	Minimum Number of Labor Hours (#)	14.43	16.98/ hrs.		14.43	16.98/ hrs.		14.43	16.98/ hrs.	

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2853 MCSO - Mesa Substation		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.432	Labor for 156 services:	\$6,190.78	\$7,283.27	/per yr	\$6,190.78	\$7,283.27	/per yr	\$6,190.78	\$7,283.27	/per yr
1.433	Supplies:	\$3,078.00	βsame as	/per yr	\$3,078.00	βsame as	/per yr	\$3,078.00	βsame as	/per yr
1.434	TOTAL:	\$9,268.78	\$7,283.27	/per yr	\$9,268.78	\$7,283.27	/per yr	\$9,268.78	7,283.27	/per yr
1.435	Fixed rate per service day:	\$37.08	\$29.13	/per day	\$37.08	\$29.13	/per day	\$37.08	\$29.13	/per day
1.436	Extra carpet shampoo/extraction:	\$0.06	0.06/per sq. ft.		\$0.06	0.06/per sq. ft.		\$0.06	0.06/per sq. ft.	
1.437	Extra strip & wax:	\$0.11	0.11/per sq. ft.		\$0.11	0.11/per sq. ft.		\$0.11	0.11/per sq. ft.	
1.438	Labor, extra services:	\$12.54	\$12.54/per hr		\$12.54	\$12.54/per hr		\$12.54	\$12.54/per hr	
1.439	Daytime percentage increase:	12%	12%		12%	12%		12%	12%	
1.440	Global square foot rate:	\$0.07	0.81/per sq. ft.		\$0.07	0.81/per sq. ft.		\$0.07	0.81/per sq. ft.	
	Minimum Number of Labor Hours (#)	493.68/ hrs.	580.80/ hrs.		493.68/ hrs.	580.80/ hrs.		493.68/ hrs.	580.80/ hrs.	

2855 Southeast Public Facility		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.441	Labor for 250 services (Includes 1-porter):	\$82,625.73	\$97,206.74	/per yr	\$82,625.73	\$97,206.74	/per yr	\$82,625.73	97,206.74	/per yr
1.442	Supplies:	\$32,850.00	βsame as	/per yr	\$32,850.00	βsame as	/per yr	\$32,850.00	βsame as	/per yr
1.443	TOTAL:	\$115,475.73	\$97,206.74	/per yr	\$115,475.73	\$97,206.74	/per yr	\$115,475.73	\$97,206.74	/per yr
1.444	Fixed rate per service day:	\$461.90	\$388.83	/per day	\$461.90	\$388.83	/per day	\$461.90	\$388.83	/per day
1.445	Extra carpet shampoo/extraction:	\$0.06	0.06/per sq. ft.		\$0.06	0.06/per sq. ft.		\$0.06	0.06/per sq. ft.	
1.446	Extra strip & wax:	\$0.11	0.11/per sq. ft.		\$0.11	0.11/per sq. ft.		\$0.11	0.11/per sq. ft.	
1.447	Labor, extra services:	\$12.54	12.54/per hr		\$12.54	12.54/per hr		\$12.54	12.54/per hr	
1.448	Daytime percentage increase:	12%	\$12.00		12%	\$12.00		12%	\$12.00	

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1.449	Global square foot rate:	<u>\$0.68</u>	0.81/per sq. ft.	<u>\$0.68</u>	0.81/per sq. ft.	<u>\$0.68</u>	0.81/per sq. ft.
1.450	Porter hourly labor rate:	<u>\$14.21</u>	14.21/per hr	<u>\$14.21</u>	14.21/per hr	<u>\$14.21</u>	14.21/per hr
	Minimum Number of Labor Hours (#)	6588.97/ hrs.	7751.73/ hrs.	6588.97/ hrs.	7751.73/ hrs.	6588.97/ hrs.	7751.73/ hrs.

2856 Juvenile - SE Complex		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
									\$75,360.00	
1.451	Labor for 250 services:	<u>\$45,298.29</u>	<u>\$53,292.11</u>	/per yr	<u>\$45,298.29</u>	<u>\$53,292.11</u>	/per yr	<u>\$45,298.29</u>	53,292.11	/per yr
1.452	Supplies:	<u>\$22,068.00</u>	fsame as	/per yr	<u>\$22,068.00</u>	fsame as	/per yr	<u>\$22,068.00</u>	fsame as	/per yr
1.453	TOTAL:	<u>\$67,366.29</u>	<u>\$53,292.11</u>	/per yr	<u>\$67,366.29</u>	<u>\$53,292.11</u>	/per yr	<u>\$67,366.29</u>	<u>\$53,292.11</u>	/per yr
			\$301.44	/per day		\$301.44	/per day		\$301.44	/per day
1.454	Fixed rate per service day:	<u>\$269.47</u>	<u>\$213.17</u>	day	<u>\$269.47</u>	<u>\$213.17</u>	day	<u>\$269.47</u>	<u>\$213.17</u>	day
1.455	Extra carpet shampoo/extraction:	<u>\$0.06</u>	0.06/per sq. ft.		<u>\$0.06</u>	0.06/per sq. ft.		<u>\$0.06</u>	0.06/per sq. ft.	
1.456	Extra strip & wax:	<u>\$0.11</u>	0.11/per sq. ft.		<u>\$0.11</u>	0.11/per sq. ft.		<u>\$0.11</u>	0.11/per sq. ft.	
1.457	Labor, extra services:	<u>\$12.54</u>	12.54/per hr		<u>\$12.54</u>	12.54/per hr		<u>\$12.54</u>	12.54/per hr	
1.458	Daytime percentage increase:	<u>12%</u>	\$12.00		<u>12%</u>	\$12.00		<u>12%</u>	\$12.00	
1.459	Global square foot rate:	<u>\$0.68</u>	0.81/per sq. ft.		<u>\$0.68</u>	0.81/per sq. ft.		<u>\$0.68</u>	0.81/per sq. ft.	
	Minimum Number of Labor Hours (#)	3612.30/ hrs.	4249.77/ hrs.		3612.30/ hrs.	4249.77/ hrs.		3612.30/ hrs.	4249.77/ hrs.	

2860 Juvenile - Mesa Parking Garage		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
									\$1,981.20	
1.460	Labor for 156 services:	<u>\$579.08</u>	<u>\$681.28</u>	/per yr	<u>\$579.08</u>	<u>\$681.28</u>	/per yr	<u>\$579.08</u>	681.28	/per yr
1.461	Supplies:	<u>\$1,300.00</u>	fsame as	/per yr	<u>\$1,300.00</u>	fsame as	/per yr	<u>\$1,300.00</u>	fsame as	/per yr
1.462	TOTAL:	<u>\$1,879.08</u>	<u>\$681.28</u>	/per yr	<u>\$1,879.08</u>	<u>\$681.28</u>	/per yr	<u>\$1,879.08</u>	<u>\$681.28</u>	/per yr
			\$12.70	/per day		\$12.70	/per day		\$12.70	/per day
1.463	Fixed rate per service day:	<u>\$7.52</u>	\$2.73	day	<u>\$7.52</u>	\$2.73	day	<u>\$7.52</u>	\$2.73	day
1.464	Extra carpet shampoo/extraction:	<u>\$0.06</u>	0.06/per sq. ft.		<u>\$0.06</u>	0.06/per sq. ft.		<u>\$0.06</u>	0.06/per sq. ft.	
1.465	Extra strip & wax:	<u>\$0.11</u>	0.11/per sq. ft.		<u>\$0.11</u>	0.11/per sq. ft.		<u>\$0.11</u>	0.11/per sq. ft.	

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			ft.			ft.			ft.
1.466	Labor, extra services:	<u>\$12.54</u>	12.54/per hr						
1.467	Daytime percentage increase:	<u>12%</u>	\$12.00	<u>12%</u>	\$12.00	<u>12%</u>	\$12.00	<u>12%</u>	\$12.00
			0.81/per sq. ft.						
1.468	Global square foot rate:	<u>\$0.68</u>	ft.	<u>\$0.68</u>	ft.	<u>\$0.68</u>	ft.	<u>\$0.68</u>	ft.
	Minimum Number of Labor Hours (#)	<u>46.18/ hrs.</u>	<u>54.33/ hrs.</u>						

		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
2871	Juvenile - New Addition								
1.469	Labor for 250 services:	<u>\$7,707.25</u>	<u>\$9,067.36</u> /per yr						
1.470	Supplies:	<u>\$4,349.00</u>	βsame as /per yr						
1.471	TOTAL:	<u>\$12,056.25</u>	<u>\$9,067.36</u> /per yr						
			<u>\$53.67</u>		<u>\$53.67</u>		<u>\$53.67</u>		<u>\$13,417.50</u>
1.472	Fixed rate per service day:	<u>\$48.23</u>	<u>\$36.27</u> /per day						
1.473	Extra carpet shampoo/extraction:	<u>\$0.06</u>	0.06/per sq. ft.						
1.474	Extra strip & wax:	<u>\$0.11</u>	0.11/per sq. ft.						
1.475	Labor, extra services:	<u>\$12.54</u>	12.54/per hr						
1.476	Daytime percentage increase:	<u>12%</u>	\$12.00	<u>12%</u>	\$12.00	<u>12%</u>	\$12.00	<u>12%</u>	\$12.00
			0.81/per sq. ft.						
1.477	Global square foot rate:	<u>\$0.06</u>	ft.	<u>\$0.06</u>	ft.	<u>\$0.06</u>	ft.	<u>\$0.06</u>	ft.
	Minimum Number of Labor Hours (#)	<u>614.61/ hrs.</u>	<u>723.07/ hrs.</u>						

1.478	1216	Chandler Consolidated Justice Court							
		Labor for 250 services:	<u>\$43,915.93</u> /per yr						
		<u>Day Porter</u>	<u>\$28,420.00</u> /per yr						
		<u>Supplies:</u>	<u>\$13,200.00</u> /per yr						
		<u>TOTAL:</u>							
		<u>Fixed rate per service day:</u>	<u>\$228.46</u> /per day						
		<u>Fixed rate per service day: Porter</u>	<u>\$113.68</u> /per day						
		<u>Extra carpet shampoo/extraction:</u>							
		<u>Extra strip & wax:</u>							
		<u>Labor, extra services:</u>							
		<u>Daytime percentage increase:</u>							
		<u>Global square foot rate:</u>	<u>\$1.04</u> /per sq ft						
		<u>Minimum Number of Labor Hours (#)</u>							

EXHIBIT A

1.479	4039 2874	1 West Madison	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
		Labor for 250 Services	\$15,414.50		/per yr	\$15,414.50		/per yr	\$15,414.50		/per yr
		Supplies	\$9,698.00		/per yr	\$9,698.00		/per yr	\$9,698.00		/per yr
		TOTAL:	\$25,112.50			\$25,112.50			\$25,112.50		
		Fixed rate per service day:	\$100.45		/per day	\$100.45		/per day	\$100.45		/per day
		Extra carpet shampoo/extraction:	\$0.06			\$0.06			\$0.06		
		Extra strip & wax:	\$0.11			\$0.11			\$0.11		
		Labor, extra services:	\$12.54			\$12.54			\$12.54		
		Daytime percentage increase:	12%			12%			12%		
		Global square foot rate:	\$1.00			\$1.00			\$1.00		
		Minimum Number of Labor Hours (#)									

Delete per T. Wilson 06/24/08

1.480	4136	Flood Control North Yard	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
		Labor for 156 services	\$	-\$5200.00	/per yr	\$	-\$5200.00	/per yr	\$	-\$5200.00	/per yr
		Supplies:	-\$1200.00	same as	/per yr	-\$1200.00	same as	/per yr	-\$1200.00	same as	/per yr
		TOTAL:	\$	-\$6400.00	/per yr	\$	-\$6400.00	/per yr	\$	-\$6400.00	/per yr
		Fixed rate per service day:	\$	\$41.03	/per day	\$	\$41.03	/per day	\$	\$41.03	/per day
		Extra carpet shampoo/extraction:	-\$0.06	ft.		-\$0.06	ft.		-\$0.06	ft.	
		Extra strip & wax:	-\$0.11	ft.		-\$0.11	ft.		-\$0.11	ft.	
		Labor, extra services:	-\$12.54	hr		-\$12.54	12.54/per hr		-\$12.54	12.54/per hr	
		Daytime percentage increase:	12%	-\$12.00		12%	-\$12.00		12%	-\$12.00	
		Global square foot rate:	-\$0.68	ft.		-\$0.68	ft.		-\$0.68	ft.	
		Porter hourly labor rate:	-\$14.21	hr		-\$14.21	14.21/per hr		-\$14.21	14.21/per hr	

EXHIBIT A

Delete per T. Wilson 06/24/08

	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.481 2818 Flood Control East Yard									
<u>Labor for 156 services</u>	<u>\$</u>	<u>\$</u>	<u>/per yr</u>	<u>\$</u>	<u>\$5460</u>	<u>/per yr</u>	<u>\$</u>	<u>\$5460</u>	<u>/per yr</u>
<u>Supplies:</u>	<u>\$</u>	<u>same as</u>	<u>/per yr</u>	<u>\$1200.00</u>	<u>same as</u>	<u>/per yr</u>	<u>\$1200.00</u>	<u>same as</u>	<u>/per yr</u>
<u>TOTAL:</u>	<u>\$</u>	<u>\$</u>	<u>/per yr</u>	<u>\$</u>	<u>\$6660.00</u>	<u>/per yr</u>	<u>\$</u>	<u>\$6660.00</u>	<u>/per yr</u>
<u>Fixed rate per service day:</u>	<u>\$</u>	<u>\$</u>	<u>/per day</u>	<u>\$</u>	<u>\$42.69</u>	<u>/per day</u>	<u>\$</u>	<u>\$42.69</u>	<u>/per day</u>
		<u>-0.06/per sq:</u>			<u>-0.06/per sq:</u>			<u>-0.06/per sq:</u>	
<u>Extra carpet shampoo/extraction:</u>	<u>\$0.06</u>	<u>ft.</u>		<u>\$0.06</u>	<u>ft.</u>		<u>\$0.06</u>	<u>ft.</u>	
		<u>-0.11/per sq:</u>			<u>-0.11/per sq:</u>			<u>-0.11/per sq:</u>	
<u>Extra strip & wax:</u>	<u>\$0.11</u>	<u>ft.</u>		<u>\$0.11</u>	<u>ft.</u>		<u>\$0.11</u>	<u>ft.</u>	
		<u>-12.54/per</u>			<u>-12.54/per</u>			<u>-12.54/per</u>	
<u>Labor, extra services:</u>	<u>\$12.54</u>	<u>hr</u>		<u>\$12.54</u>	<u>12.54/per hr</u>		<u>\$12.54</u>	<u>12.54/per hr</u>	
<u>Daytime percentage increase:</u>		<u>12%</u>			<u>12%</u>			<u>12%</u>	
		<u>\$12.00</u>			<u>\$12.00</u>			<u>\$12.00</u>	
		<u>-0.81/per sq:</u>			<u>-0.81/per sq:</u>			<u>-0.81/per sq:</u>	
<u>Global square foot rate:</u>	<u>\$0.68</u>	<u>ft.</u>		<u>\$0.68</u>	<u>ft.</u>		<u>\$0.68</u>	<u>ft.</u>	
		<u>-14.21/per</u>			<u>-14.21/per</u>			<u>-14.21/per</u>	
<u>Porter hourly labor rate:</u>	<u>\$14.21</u>	<u>hr</u>		<u>\$14.21</u>	<u>14.21/per hr</u>		<u>\$14.21</u>	<u>14.21/per hr</u>	

EXHIBIT B**SBM GROUP - SCOPE OF WORK**

1.0 SCOPE OF WORK:

The buildings that are listed in Exhibit A, PRICING are grouped into two (2) geographical locations as Groups 1 and 2

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 1 and 2.

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.

EXHIBIT B

SBM GROUP - SCOPE OF WORK

1.3.1.2 to perform janitorial tasks as outlined in Section 1.7.

Contractor shall utilize a separate cleaning crew for actual janitorial services or scheduled floor work for cleaning requirements specified in §1.7. Porters shall remain on-site five days per week (Longer if County agencies request and pay for six-day or seven-day services). Porter hours are listed in the Exhibit B-1 Site 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 §1.29). 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>
2855	SE Public Facility	2853, 2852, 2856, 2860
2856	SE Juvenile	2871
3303	Superior Court – ECB	3308; 3401; 4137; 4157
3305	Superior Court – CCB	3301; 3303; 3304
3310	County Administration	3311; 3315; 3317; 3320; 3321; 4051; 6202; 6205
4157	Security Building	4137

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 6, Supplies List).

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

1.5.1 This service to be a requirement of the Contractor assigned to this building, priced separately from the janitorial costs, in EXHIBIT A, PRICING.

1.5.2 Located in the lower level of the ECB, the County has nine (9) portable trash dollies. When full, the Contractor shall be required to transport to the North compactor located at the Madison Street Jail, east loading dock area. This service may require several trips during the course of a business day. These portable dollies require the Contractor to supply a vehicle with a 2” ball hitch, with 6-pin receptacle for the trailer lights.

1.5.3 This service is to be performed as often as needed to keep the lower level area free of unsightly trash overage and an empty dolly readily available. This service is all-inclusive. Under a separate contract, the garbage contractor shall pickup the compactor three times per week (susceptible to change).

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1.5.4 This service may be extended to other areas of the County. Should this occur, the Contractor shall be given the opportunity to price such via a written quote request.

1.6 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.

1.7 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. Attachment 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. Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place	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

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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 and spot clean	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, replace liners. Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place	Daily	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

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□Section C -- Data Processing Areas

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
C-1	Empty trash containers, replace liners. Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place	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 containers, replace liners. Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place	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

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☐Section E -- Medical Labs and Clinic Areas

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
E-1	Empty trash containers, replace liners. Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place	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 containers, replace liners. Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place	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 (except Jury Assembly Area)	1X/YR	2X/YR
F-14a	Extract and shampoo all carpet (Jury Assembly Area)	1X/YR	1X/MO

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F-15	Strip, clean, seal, and finish all hard floors (except Jury Assembly Area)	1X/YR	2X/YR
F-15a	Strip, clean, seal, and finish all hard floors (Jury Assembly Area)	1X/YR	1X/MO
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 INTERVAL	FULL SERVICE INTERVAL
J-1	See Section B-1 thru B-7 for elevator service and apply	Section B	Section B
J-2	See Section B-8 thru B-12 for stairwell cleaning	Section B	Section B
J-3	Clean elevator garage floor landings (max. 20' out). Floor should be free of stains	1X/WK	Daily
J-4	Empty trash receptacles and replace liners (on all levels and all areas) Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place	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

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☐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 entrances (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

1.8 SPECIAL INSTRUCTIONS FOR PARKING GARAGES:

1.8.1 Parking garages shall not include the actual parking areas. Cleaning is to include, but not limited to:

1.8.1.1 Elevators;

1.8.1.2 Floor landings where the elevator stops. Area shall be free of stains;

1.8.1.3 Trash containers emptied and externally cleaned (any on the entire floor);

1.8.1.4 All stairwells cleaned as scheduled in §1.7, B-9 thru B-12.

1.8.1.5 The cleaning breezeways/bridges to buildings.

1.8.2 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.

1.9 RESTOCKING, SANITARY NAPKIN DISPENSER UNITS:

1.9.1 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.

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- 1.9.2 The Contractor shall be responsible to order product and resell to the County as a separate line item listed in Attachment 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:
- 1.9.2.1 Tampon, regular absorbency
 - 1.9.2.2 Napkin pad, package #4
- 1.9.3 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.
- 1.10 WATERLESS URINAL FILTER CHANGE-OUT:
- 1.10.1 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.
- 1.10.2 Buildings that require this service are:
- 1.10.2.1 Two (2) in the FMD Building [3311]
 - 1.10.2.2 Two (2) on the 10th floor of the Administration Building [3310]
 - 1.10.2.3 Twenty-three (23) in the Justice Court – Downtown Building [3319]
- 1.10.3 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 Attachment A, PRICING.
- 1.10.4 Replacement filters can be obtained from:
Falcon Water free Technologies
Note: Replacement cartridges may also be obtained from local janitorial supply firms.
- 1.11 PRODUCT DISPENSERS:
- 1.11.1 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.
- 1.11.2 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 6, Supplies List, regarding the use of proprietary dispensers.
If a new dispenser is requested by the County where there was none before, the dispenser shall be supplied by the Contractor at no additional cost to the County and installed by the County.
- 1.11.3 If the County deems additional dispensers are needed at sites, the Contractor must provide the unit at no additional cost to the County

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1.12 SUPPLIES:

- 1.12.1 Exhibit B-5, Supplies List are minimum supply requirements. Contractor must meet or exceed the quality as listed in the supply exhibit.
- 1.12.2 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.
- 1.12.3 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:

- 1.12.3.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75" wide, 2-ply
- 1.12.3.2 Toilet tissue, standard roll, 2-ply
- 1.12.3.3 Paper towels:
 - 1.12.3.3.1 Rolls no less than 8" wide (white)
 - 1.12.3.3.2 C-fold white, 1-ply
 - 1.12.3.3.3 Single fold, white, 1-ply
- 1.12.3.4 Trash can liners
- 1.12.3.5 Biohazard trash bags
- 1.12.3.6 Gravity fed hand soap and dispensers
- 1.12.3.7 Toilet seat covers
- 1.12.3.8 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)
- 1.12.3.9 Tampons and napkin pads

1.13 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.

1.14 DAYTIME PERCENTAGE INCREASE:

- 1.14.1 Most sites in Exhibit 3 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.

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1.14.2 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.

1.15 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.

1.16 UNOCCUPIED SPACE:

1.16.1 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.

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

1.16.2.1 25% or more of the total square foot of the floor must be unoccupied, and

1.16.2.2 a minimum 30-day site un-occupancy

1.17 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.

1.18 MATERIAL SAFETY DATA SHEETS:

1.18.1 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.

1.18.2 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.

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1.18.3 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.

1.19 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.

1.20 ENGLISH SPEAKING REQUIREMENT:

1.20.1 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:

1.20.1.1 Warnings of emergencies and hazards.

1.20.1.2 .Preparation of reports as specified.

1.20.1.3 Communication with Maricopa County personnel and tenants.

1.20.2 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.

1.21 EMPLOYEES OF THE CONTRACTOR:

1.21.1 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.

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1.21.2 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.

1.21.3 Required Company Uniforms:

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

1.21.4 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.

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

1.22 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.

1.23 BUILDING SECURITY:

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

1.23.1.1 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

1.23.1.2 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.

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

1.23.2 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.

1.23.3 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.

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- 1.23.4 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.
- 1.23.5 Keys for buildings under the control of the Superior Court shall be controlled by the Superior Court Security Director.

1.24 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.

1.25 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.

1.26 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.

1.27 DAILY INSPECTIONS:

As part of the contract administration process, the Facilities Management Department or the self-monitoring County Agency will inspect each site weekly to ensure the Contractor is in compliance with the specifications. Each will inspect for compliance with the daily, weekly, monthly, quarterly, semi-annually, and annual specifications. An inspection form will be used (See EXHIBIT B-2, Inspection Form). The following percentages will be used to ascertain if the Contractor has met the requirements of obtaining an acceptably clean building. At the end of each month, the weekly scores will be averaged:

90% - 100%	ACCEPTABLE
85% - 89%	5% DEDUCTION OF TOTAL MONTHLY INVOICE
80% - 84%	10% DEDUCTION OF TOTAL MONTHLY INVOICE

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BELOW 80% 10% PLUS, REVIEW OF CONTRACTORS PERFORMANCE AND PLACE ON ACTION PLAN

The inspection form shall be used to evaluate the contractor's performance on a day-to-day basis.

Should the Contractor fail to provide any service for the site, the total fixed rate per service day shall be deducted for each day missed.

1.28 Quarterly Inspections:

The Contractor, accompanied by one of the following:

- (a) An FMD Contract Specialist
or
- (b) If monitored by the using department, an authorized representative of the self-monitoring department,

shall perform a quality compliance quarterly inspection during the normal daytime work shift. The inspection shall denote any discrepancies found. FMD and the self-monitoring department shall submit a summary of the findings to the Contractor and to the contract file. This schedule frequency may be adjusted as required.

The walk-through is comprised of inspecting the building to ensure all contract requirements are being met, noting the condition of the facilities. This inspection differs from that of the weekly inspections performed by the County in that the Contractor's management staff and the County authorized representative inspect the site room by room visually acknowledging if the site is in compliance. Upon completion of the walk-through, a written report by the County authorized representative is to be generated as to what was uncovered and placed into the contract file, original mailed to the Contractor. The report must post the contract serial number, the date of the walk-through, attendees, and findings. If discrepancies were exposed, the Contractor must perform all effort necessary to make corrections within 24-hours after receipt of report.

~~1.28.1 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 8, 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 §2.29).~~

~~1.28.2 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.~~

~~1.28.3 Site Inspection Report Exhibit 8:~~

~~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~~

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~~monitoring department. These site inspections are part of the contract administration process. The inspections shall reveal:~~

- ~~1.27.3.1 If the Contractor has received a total score of ACCEPTABLE for all categories with no UNACCEPTABLE scores, thus no deductions shall be forthcoming. Or~~
- ~~1.27.3.2 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~~
- ~~1.27.3.3 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.~~

1.29 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 8 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 and continues until deficiency is corrected	\$40.00 per occurrence
1X/MO	\$20.00 per occurrence per day and takes affect twenty four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
Quarterly	\$25.00 per occurrence per day and takes affect twenty four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
2X/YR	\$25.00 per occurrence per day and takes affect twenty four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
1X/YR	\$30.00 per occurrence per day and takes affect	\$60.00 per occurrence

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	twenty four (24) hours after deficiency is missed and continues until deficiency is corrected	
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<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.

1.30 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. 27th 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

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- (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.

1.31 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.

1.32 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.

1.33 DEFINITIONS:

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

- 1.32.1 CLEAN: Free from dirt, dust, lint, stain, streaks, or debris from any surface.
- 1.32.2 CLEANING OF CARPET: The term 'cleaning' of carpet shall entail using a rotating process of one time bonneting and the next time extraction.
- 1.32.3 DAMP MOPPING: A satisfactorily mopped floor is completely without dirt, dust, marks, film, streaks, debris, or standing water.
- 1.32.4 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.
- 1.32.5 DUSTING (VERTICAL/HORIZONTAL): A properly dusted surface is completely free of all dirt and dust, streaks, lint, dead bugs, and cobwebs.
- 1.32.6 EXTRACTION CARPET PROCESS: This process entails pre-spraying the carpet with diluted shampoo, and extraction with clear hot water.
- 1.32.7 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.

EXHIBIT B**SBM GROUP - SCOPE OF WORK**

- 1.32.8 **GLASS CLEANING:** Glass is clean when all glass surfaces are completely without dirt, streaks, film, unwanted stickers or glue, and mineral deposits.
- 1.32.9 **HEAVY SWEEPING:** Removal of dirt and coarse debris from outdoor stairwells, sidewalks, and entrances.
- 1.32.10 **HVAC:** Heating Ventilation Air Conditioning
- 1.32.11 **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.
- 1.32.12 **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.
- 1.32.13 **PLUMBING FIXTURES & DISPENSER CLEANING:** Plumbing fixtures and dispensers are clean when left free of all deposits, dust, streaks, film, odor, and stain.
- 1.32.14 **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.
- 1.32.15 **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.
- 1.32.16 **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).
- 1.32.17 **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.
- 1.32.18 **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.
- 1.32.19 **SPOT CLEANING:** A surface adequately spot cleaned is free of all stains, deposits, and is free of cleaning marks.
- 1.32.20 **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.
- 1.32.21 **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.
- 1.32.22 **STAIN:** A soiled or discolored area that exceeds 3” in size or diameter.

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1.32.23 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.

1.32.24 TRAFFIC AREA: Any area in a building where the volume of public and/or building employees traverses through and along a route.

1.32.25 VACANT or UNOCCUPIED SPACE: Space vacant/unoccupied due to temporary move because of construction or departmental needs.

1.32.26 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.

1.33 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

1.34 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

1.35 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 & DATA**

All square footages and counts are estimates and should be verified by the Respondent.
 If exclusions are NOT stated, the entire building shall be considered for services.
 For listings of quantities/locations of sanitary napkin machines, see Exhibit 7.

2852 Equipment Services - Mesa Service Station

155 E. Coury Ave.

Mesa, AZ

3X/WK DAYS - M,W,F

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

Special Instructions:

Clean only between 3:00 - 5:00 PM

2853 MCSO - Mesa Substation

1840 S. Lewis

Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	<u>10,263</u>	/ sq. ft.
Carpet	<u>9,163</u>	/ sq. ft.
Hard Floor	<u>1,100</u>	/ sq. ft.
# Restrooms	<u>8</u>	/ ea.
# Fixtures	<u>22</u>	/ ea.
Employees	<u>75</u>	/ ea.
Avg. Visitors	<u>12</u>	/ daily

Special Instructions:

NONE

2855 Southeast Public Facility

222 E. Javelina

Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	<u>136,976</u>	/ sq. ft.
Carpet	<u>78,564</u>	/ sq. ft.
Hard Floor	<u>58,412</u>	/ sq. ft.
# Restrooms	<u>50</u>	/ ea.
# Fixtures	<u>200</u>	/ ea.
Employees	<u>600</u>	/ ea.
Avg. Visitors	<u>2,000</u>	/ daily

Special Instructions:

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

Day cleaning by porter:

Exhibit Office 805 sq. ft.

Expedited Service 690 sq. ft.

**EXHIBIT B-1
SITE LOCATIONS & DATA**

Sanitary napkin units located in this facility

2856 Juvenile - SE Complex

1810 S. Lewis
Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	<u>75,095</u>	/ sq. ft.
Carpet	<u>67,695</u>	/ sq. ft.
Hard Floor	<u>7,400</u>	/ sq. ft.
# Restrooms	<u>18</u>	/ ea.
# Fixtures	<u>97</u>	/ ea.
Employees	<u>300</u>	/ ea.
Avg. Visitors	<u>1,800</u>	/ daily

Special Instructions:

Day cleaning by janitorial staff:
Clerk of Court 4,170 sq. ft.
Filing Room 2,094 sq. ft.
Sanitary napkin units located in this facility

2860 Juvenile - Mesa Parking Garage

1620 S. Lewis
Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	<u>960</u>	/ sq. ft.
Carpet	<u>0</u>	/ sq. ft.
Hard Floor	<u>960</u>	/ sq. ft.
# Restrooms	<u>0</u>	/ ea.
# Fixtures	<u>0</u>	/ ea.
Employees	<u>n/a</u>	/ ea.
Avg. Visitors	<u>150</u>	/ daily

Special Instructions:

See parking garage cleaning requirements
4 floors, 1 elevator

2871 Juvenile - New Addition

1840 S. Lewis
Mesa, AZ

7X/WK NIGHTS

Total Square Feet	<u>12,777</u>	/ sq. ft.
Carpet	<u>8,487</u>	/ sq. ft.
Hard Floor	<u>4,290</u>	/ sq. ft.
# Restrooms	<u>6</u>	/ ea.
# Fixtures	<u>18</u>	/ ea.
Employees	<u>13</u>	/ ea.
Avg. Visitors	<u>100</u>	/ daily

Special Instructions:

7-day cleaning schedule
Excluded: Employee break room

**EXHIBIT B-1
SITE LOCATIONS & DATA**

3105 ~~Human Services - Workforce Connections~~
~~9770 W. Peoria~~
~~Peoria, AZ~~

5X/WK NIGHTS

Total Square Feet	<u>12,789</u>	/sq. ft.
Carpet	<u>10,357</u>	/sq. ft.
Hard Floor	<u>2,432</u>	/sq. ft.
# Restrooms	<u>3</u>	/ea.
# Fixtures	<u>8</u>	/ea.
Employees	<u>25</u>	/ea.
Avg. Visitors	<u>150</u>	/daily

~~Special Instructions:~~

~~NONE~~

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

5X/WK NIGHTS

Total Square Feet	<u>123,567</u>	/ sq. ft.
Carpet	<u>62,765</u>	/ sq. ft.
Hard Floor	<u>60,802</u>	/ sq. ft.
# Restrooms	<u>27</u>	/ ea.
# Fixtures	<u>120</u>	/ ea.
Employees	<u>350</u>	/ ea.
Avg. Visitors	<u>2,000</u>	/ daily

Special Instructions:

Sanitary napkin units located in this facility

**Monthly carpet and hard floor maintenance cost for
 Jury Assembly Room will be \$360.87 (06/01/07)**

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

5X/WK NIGHTS

Total Square Feet	<u>150,529</u>	/ sq. ft.
Carpet	<u>99,404</u>	/ sq. ft.
Hard Floor	<u>51,125</u>	/ sq. ft.
# Restrooms	<u>105</u>	/ ea.
# Fixtures	<u>265</u>	/ ea.
Employees	<u>900</u>	/ ea.
Avg. Visitors	<u>1,500</u>	/ daily

Special Instructions:

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

Sanitary napkin units located in this facility

**EXHIBIT B-1
SITE LOCATIONS & DATA**

3304 Supervisors Auditorium

205 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>5,208</u>	/ sq. ft.
Carpet	<u>1,342</u>	/ sq. ft.
Hard Floor	<u>3,866</u>	/ sq. ft.
# Restrooms	<u>4</u>	/ ea.
# Fixtures	<u>14</u>	/ ea.
Employees	<u>0</u>	/ ea.
Avg. Visitors	<u>100</u>	/ weekly

Special Instructions:

Sanitary napkin units located in this facility

3305 Superior Court - Central Court Building

201 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>262,072</u>	/ sq. ft.
Carpet	<u>154,840</u>	/ sq. ft.
Hard Floor	<u>107,232</u>	/ sq. ft.
# Restrooms	<u>104</u>	/ ea.
# Fixtures	<u>350</u>	/ ea.
Employees	<u>900</u>	/ ea.
Avg. Visitors	<u>2,000</u>	/ daily

Special Instructions:

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

Sanitary napkin units located in this facility

3308 Madison Street Parking Garage

101 W. Madison St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>912</u>	/ sq. ft.
Carpet	<u>0</u>	/ sq. ft.
Hard Floor	<u>912</u>	/ sq. ft.
# Restrooms	<u>1</u>	/ ea. (non-public)
# Fixtures	<u>6</u>	/ ea.
Employees	<u>n/a</u>	/ ea.
Avg. Visitors	<u>1,000</u>	/ daily

Special Instructions:

See parking garage cleaning requirements

5 floors, 3 elevators

**EXHIBIT B-1
SITE LOCATIONS & DATA**

3310 Administration Building

301 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	<u>293,704</u>	/ sq. ft.
Carpet	<u>228,804</u>	/ sq. ft.
Hard Floor	<u>64,900</u>	/ sq. ft.
# Restrooms	<u>36</u>	/ ea.
# Fixtures	<u>250</u>	/ ea.
Employees	<u>950</u>	/ ea.
Avg. Visitors	<u>800</u>	/ daily

Special Instructions:

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

3311 Facilities Management & Garage

401 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	<u>13,575</u>	/ sq. ft.
Carpet	<u>9,360</u>	/ sq. ft.
Hard Floor	<u>4,215</u>	/ sq. ft.
# Restrooms	<u>2</u>	/ ea.
# Fixtures	<u>20</u>	/ ea.
Employees	<u>80</u>	/ ea.
Avg. Visitors	<u>50</u>	/ daily

Special Instructions:

See also parking garage cleaning requires
Includes bridge to Administration Building
Garage has 5 floors, 3 elevators
Sanitary napkin units located in this facility
Waterless urinals located in this facility

**EXHIBIT B-1
SITE LOCATIONS & DATA**

3311 *Equipment Services - Downtown Station*

120 S. 4th Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>400</u>	/ sq. ft.
Carpet	<u>0</u>	/ sq. ft.
Hard Floor	<u>400</u>	/ sq. ft.
# Restrooms	<u>2</u>	/ ea.
# Fixtures	<u>5</u>	/ ea.
Employees	<u>2</u>	/ ea.
Avg. Visitors	<u>100</u>	/ daily

Special Instructions:

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

3315 *Jackson St. Customer Service Center / Garage*

601 W. Jackson St.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>101,355</u>	/ sq. ft.
Carpet	<u>44,085</u>	/ sq. ft.
Hard Floor	<u>57,270</u>	/ sq. ft.
# Restrooms	<u>9</u>	/ ea.
# Fixtures	<u>44</u>	/ ea.
Employees	<u>n/a</u>	/ ea.
Avg. Visitors	<u>4,000</u>	/ daily

Special Instructions:

See also parking garage cleaning requires
Garage has 9 floors, 4 elevators
Sanitary napkin units located in this facility

3317 *Star Call Center*

701 W. Jefferson St.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>13,503</u>	/ sq. ft.
Carpet	<u>11,352</u>	/ sq. ft.
Hard Floor	<u>2,151</u>	/ sq. ft.
# Restrooms	<u>2</u>	/ ea.
# Fixtures	<u>11</u>	/ ea.
Employees	<u>100</u>	/ ea.
Avg. Visitors	<u>0</u>	/ daily

Special Instructions:

NONE

**EXHIBIT B-1
SITE LOCATIONS & DATA**

3317 Forensic Science Garage

701 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>3,814</u>	/ sq. ft.
Carpet		/ sq. ft.
Hard Floor	<u>3,814</u>	/ sq. ft.
# Restrooms		/ ea.
# Fixtures		/ ea.
Employees	<u>162</u>	/ ea.
Avg. Visitors	<u>60</u>	/ daily

Special Instructions:

See also parking garage cleaning requires
Garage has 8 floors, 4 elevators

4053

3319 Justice Court - Downtown Phoenix

~~625 W. Madison St.~~ 620 W Jackson
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	233,000 <u>407,320</u>	/ sq. ft.
Carpet	186,400 <u>305,490</u>	/ sq. ft.
Hard Floor	46,600 <u>101,830</u>	/ sq. ft.
# Restrooms	<u>32</u>	/ ea.
# Fixtures	<u>170</u>	/ ea.
Employees	<u>1,300</u>	/ ea.
Avg. Visitors	<u>500</u>	/ daily

Special Instructions:

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

3320 Forensic Science Center

701 W. Jefferson St.
Phoenix, AZ

5X/WK DAYS

Total Square Feet	<u>36,348</u>	/ sq. ft.
Carpet	<u>13,333</u>	/ sq. ft.
Hard Floor	<u>19,976</u>	/ sq. ft.
# Restrooms	<u>10</u>	/ ea.
# Fixtures	<u>28</u>	/ ea.
Employees	<u>62</u>	/ ea.
Avg. Visitors	<u>60</u>	/ daily

Special Instructions:

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

**EXHIBIT B-1
SITE LOCATIONS & DATA**

3321 Las Artes de Maricopa County

501 W. Jackson St. #A
Phoenix, AZ

5X/WK NIGHTS

	3,243	
Total Square Feet	<u>2,943</u>	/ sq. ft.
Carpet	<u>643</u>	/ sq. ft.
	2,600	
Hard Floor	<u>2,300</u>	/ sq. ft.
# Restrooms	<u>3</u>	/ ea.
# Fixtures	<u>10</u>	/ ea.
Employees	<u>4</u>	/ ea.
Avg. Visitors	<u>20</u>	/ daily

Special Instructions:
NONE

3401 Superior Court - Old Courthouse

125 W. Washington St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>77,007</u>	/ sq. ft.
Carpet	<u>35,662</u>	/ sq. ft.
Hard Floor	<u>41,345</u>	/ sq. ft.
# Restrooms	<u>24</u>	/ ea.
# Fixtures	<u>64</u>	/ ea.
Employees	<u>180</u>	/ ea.
Avg. Visitors	<u>450</u>	/ daily

Special Instructions:
Sanitary napkin units located in this facility

4051 Human Services Homeless Campus

220 S. 12 Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>15,216</u>	/ sq. ft.
Carpet	<u>3,800</u>	/ sq. ft.
Hard Floor	<u>11,416</u>	/ sq. ft.
# Restrooms	<u>6</u>	/ ea.
# Fixtures	<u>34</u>	/ ea.
Employees	<u>30</u>	/ ea.
Avg. Visitors	<u>100</u>	/ daily

Special Instructions:
NONE

**EXHIBIT B-1
SITE LOCATIONS & DATA**

4137 Security Building

222 N. Central Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>125,781</u>	/ sq. ft.
Carpet	<u>109,781</u>	/ sq. ft.
Hard Floor	<u>16,000</u>	/ sq. ft.
# Restrooms	<u>28</u>	/ ea.
# Fixtures	<u>117</u>	/ ea.
Employees	<u>375</u>	/ ea.
Avg. Visitors	<u>1,110</u>	/ daily

Special Instructions:

Sanitary napkin units located in this facility

4157 Security Center

234 N. Central Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>135,835</u>	/ sq. ft.
Carpet	<u>118,835</u>	/ sq. ft.
Hard Floor	<u>18,000</u>	/ sq. ft.
# Restrooms	<u>28</u>	/ ea.
# Fixtures	<u>117</u>	/ ea.
Employees	<u>375</u>	/ ea.
Avg. Visitors	<u>90</u>	/ daily

Special Instructions:

Porter on duty 10:00 - 2:00 PM
Sanitary napkin units located in this facility

6202 Materials Management / MCSO Warehouse

320 W. Lincoln St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	<u>8,040</u>	/ sq. ft.
Carpet	<u>7,050</u>	/ sq. ft.
Hard Floor	<u>990</u>	/ sq. ft.
# Restrooms	<u>6</u>	/ ea.
# Fixtures	<u>20</u>	/ ea.
Employees	<u>40</u>	/ ea.
Avg. Visitors	<u>50</u>	/ daily

Special Instructions:

Sanitary napkin units located in this facility

**EXHIBIT B-1
SITE LOCATIONS & DATA**

6205 Elections

510 S. 3rd Ave.
Phoenix, AZ

5X/WK NIGHTS

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

Special Instructions:

Sanitary napkin units located in this facility

6605 MCSO - Bluepoint Lake-Aid Station

7307 N. Bush Highway
Mesa, AZ

2X/WK DAYS - Tu,Th

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

Special Instructions:

NONE

1216 San Tan Regional Court Center

201 W. Chicago St
Chandler, AZ

5X/Week

Total Square Feet	<u>52,000</u>	/ sq. ft.
Carpet	<u>27,731</u>	/ sq. ft.
Hard Floor	<u>24,269</u>	/ sq. ft.
# Restrooms	<u>12</u>	/ ea.
# Fixtures	<u>60</u>	/ ea.
Employees	<u>66</u>	/ ea.
Avg. Visitors	<u>335</u>	/ daily

Special Instructions:

Day Porter

**EXHIBIT B-1
SITE LOCATIONS & DATA**

4039 One West Madison

1 West Madison

Phoenix AZ

5X/Week

Total Square Feet	25,000	/ sq. ft.
Carpet	16,070	/ sq. ft.
Hard Floor	8,930	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	43	/ ea.
Employees	50	/ ea.
Avg. Visitors	70	/ daily

Special Instructions:

NONE

EXHIBIT B-2
SITE INSPECTION REPORT



JANITORIAL CONTRACT

SITE NAME - -

BUILDING #

CONTRACTOR - -

FLOOR #

A = ACCEPTABLE

U = UNACCEPTABLE

§2.8---

COMMENTS

DEDUCTIONS

§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

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

Notice to Contractor:
 The Contract Compliance Inspector or the Self Monitoring County Department has made a proactive attempt to communicate to your firm any discrepancies found during a routine inspection of this site. Your company will be required to correct any deficiencies noted, by the close of business 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.

-

 Contract Compliance Inspector

OR

-

 Self-Monitoring Department

**EXHIBIT B-2
SITE INSPECTION REPORT**

Effective 08/01/08

Facility Inspection Form											
Building:	Bldg #	Floor #				Vendor	SBM		TOTAL	MAX	
						SCORE	FACTOR	SCORE	VALUE		
						Frequency					
						P=1	NI=2	F=3	G=4	E=5	
Entrance/Exterior											
Windows					5	Daily	5	5	25	25	1=POOR 2=NEEDS IMPROVEMENT 3=FAIR 4=GOOD 5=EXCELLENT
Window Frames					5	Daily	5	5	25	25	
Entrances/Sidewalks					5	Daily	5	5	25	25	
Trash/cigarettes cans					5	Daily	5	5	25	25	
SUB-TOTAL									100	100	
Lobbies											
Floor Mats				4		Daily	4	6	24	30	<u>AREAS RATED POOR OR NEEDS IMPROVEMENT MUST BE CORRECTED IMMEDIATELY !!!</u>
Sweeping / Vacuum				4		Daily	4	6	24	30	
Floors / Carpets				4		Daily	4	6	24	30	
Spot Cleaning				4		Daily	4	6	24	30	
Furniture / Fixtures				4		Weekly	4	6	24	30	
High / Low Dusting				4		Weekly	4	6	24	30	
SUB-TOTAL									144	180	
Elevators											
Doors/Walls					5	Daily	5	4	20	12	
Tile/Carpet/Landings					5	Daily	5	4	20	12	
Threshold					5	Daily	5	4	20	12	
SUB-TOTAL									60	36	
Corridors											
Sweeping / Vacuum				4		Daily	4	7	28	35	
Floor / carpet				4		Daily	4	7	28	35	
Baseboards				4		Monthly	4	7	28	35	
Spot Cleaning				4		Weekly	4	7	28	35	
Water Fountains				4		Daily	4	7	28	35	
SUB-TOTAL									140	175	
Restrooms											
Dispensers					5	Daily	5	5	25	25	
Paper Soap					5	Daily	5	5	25	25	
Toilets / Urinals					5	Daily	5	5	25	25	
Floors / Baseboards					5	Daily	5	5	25	25	
Walls / Partitions					5	Weekly	5	5	25	25	
Trash / Containers					5	Daily	5	5	25	25	
Sinks / Mirrors					5	Daily	5	5	25	25	
Counters					5	Daily	5	5	25	25	
Hardware					5	Daily	5	5	25	25	
SUB-TOTAL									225	225	
Offices											
Furniture / Fixtures				4		Weekly	4	9	36	45	
General Dusting				4		Weekly	4	9	36	45	
Sweeping / Vacuum				4		Daily	4	9	36	45	

COMMENTS

**EXHIBIT B-2
SITE INSPECTION REPORT**

Trash / Containers				4		Daily	4	9	36	45	QUALITY RATING	
Carpet Spot Cleaning				4		Daily	4	9	36	45		
Baseboard / Corners				4		Monthly	4	9	36	45		
High / Low Dusting				4		Weekly	4	9	36	45		
SUB-TOTAL									252	315		
Courtrooms / Clinics												
Furniture / Fixtures				5		Daily	5	9	45	45		
General Dusting				5		Daily	5	9	45	45		
Sweeping / Vacuum				5		Daily	5	9	45	45		
Trash / Containers				5		Daily	5	9	45	45		
Carpet Spot Cleaning				5		Daily	5	9	45	45		
Baseboard / Corners				5		Daily	5	9	45	45		
High / Low Dusting				5		Daily	5	9	45	45		
SUB-TOTAL									315	315		
Windows												
Blinds				4		Quarterly	4	3	12	15		
SUB-TOTAL									12	15		
Stairwells												
Rails / Walls				5		Monthly	5	3	15	15		
Steps / Landings				5		Monthly	5	3	15	15		
SUB-TOTAL									42	30		
Break Areas												
Floors/Carpets				4		Daily	4	3	12	15		
Tables/Chairs				4		Daily	4	3	12	15		
SUB-TOTAL									66	30		
Miscellaneous												
Floor / Carpet Care				5		semi	5	5	25	25		
Air Vents				5		semi	5	5	25	25		
Light Diffusers				5		semi	5	5	25	25		
Lights (on,Off)				5		Daily	5	5	25	25		
Alarms, Lock Doors				5		Daily	5	5	25	25		
SUB-TOTAL									100	125		
Janitor Closets												
MSDS / Safety				4		Daily	4	4	16	20		
Equipment				4		Daily	4	4	16	20		
Cleanliness/ Organize				4		Daily	4	4	16	20		
SUB-TOTAL									48	60		
MAXIMUM VALUE									1429	1606		

Tom Wilson
Facilities Contract Specialist

User Agency
Representative

**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
SBM – SANITARY NAPKIN MACHINE LOCATIONS**

Bldg #	Site Name	Floor	Count	Key
2855	Southeast Regional Center	1st Staff	1	Cat-118
		2nd Jury 204	1	H85
		3rd Jury 302	1	H85
		3rd Jury 304	1	H85
		4th Jury 402	1	H85
		4th Jury 404	1	H85
		2856	Southeast Juvenile	1st Public
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
		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
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

**EXHIBIT B-5
SBM – SANITARY NAPKIN MACHINE LOCATIONS**

Bldg #	Site Name	Floor	Count	Key
		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
		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
		Lower Level	1	C-146/H85
3310	Administration Building	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
3311	Facilities Management	1	1	C-415 & C118
3315	Jackson Street Garage	1	1	CR-1X

**EXHIBIT B-5
SBM – SANITARY NAPKIN MACHINE LOCATIONS**

Bldg #	Site Name	Floor	Count	Key
		LL Public	1	CR-1X
		LL Staff	1	CR-1X
		LL Staff	1	CR-1X
3319	Justice Court - Downtown	n/a	10	n/a
3320	Forensic Science Center	1st Staff	1	H-85
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
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	CR-1
6205	Elections	1st	1	H-85



Exposure Control Plan

Bloodborne Pathogens

**EXHIBIT B-6
SBM – EXPOSURE**

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EXHIBIT B-6
SBM – EXPOSURE

Purpose

This plan is intended to meet the requirements of all States and Federal OSHA requirements for Employee Exposure Controls to Bloodborne Pathogens in the workplace.

Scope

This SBM Exposure Control Plan sets the minimum safety standards for SBM and applies to all SBM entities, sites and management teams.

Definitions

The following definitions are taken from 1910.1030 and are used throughout this plan.

Blood means human blood, human blood components, and products made from human blood.

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

EXHIBIT B-6
SBM – EXPOSURE

Other Potentially Infectious Materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid,

peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Exposure Determination

The following evaluations are made in accordance with 1910.1030 (c) (2).

1. Job Classifications in which all employees in these job classifications have occupational exposure are: None
2. Job Classifications in which some employees in these job classifications have occupational exposure are: Custodian Recyclers
3. Tasks and procedures which occupational exposure may occur are:
 - Restroom cleaning
 - General custodial cleaning
 - Sorting of recyclable materials

Note: Though the above determination has been made without the regards to the use of PPE as required in 1910.1030(c) (2) (ii); all SBM employees performing tasks listed in the Exposure Determination are required to wear PPE (safety glasses and protective gloves) at all times while performing these tasks. This is SBM policy as outlined in the SBM Safety Program.

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Methods of Control and

Compliance *Universal Precautions*

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials.

1. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Work Practice Controls

Work practice controls shall be used as follows to eliminate or minimize employee exposure to potentially infectious materials.

1. No employee shall reach into trash or recycling receptacles to empty the container.
 - a. All containers shall be dumped or the liner removed by holding the top of the liner material only.
 - b. At no time shall an employee hold the liner bag from the bottom.
 - c. Bags of trash shall be held and transfer in such a way as to prevent the bag from contacting the employees body.
 - d. When a potentially infectious material is discovered the employee shall notify his/her immediate supervisor.
 - i. The area shall be barricaded or otherwise controlled to eliminate contact with the material.
 - ii. The supervisor shall notify the designated clean-up employee(s).
2. No employee shall push down on trash or attempt to compress trash or recyclables without the use of proper tools.
3. No employee shall handle broken glass or other sharp or jagged objects without the use of cut resistive gloves.
 - a. Whenever feasible cleanup of sharp materials will be done utilizing tools such as broom and dustpan to eliminate the employee's exposure to the sharp objects.
4. Only designated and trained employees shall clean-up any potentially infectious material.
 - a. All material prior to clean-up shall be decontaminated by use of an approved decontamination chemical.
 - b. Application of decontamination chemical shall be done in such a manner that limits the potential of splash, splatter or the generation of droplets of the potentially infectious materials.
 - c. The appropriate soak time in accordance with the manufacture's instructions shall be allowed before potentially infectious materials are cleaned up.
 - d. Appropriate PPE shall be worn.

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- e. As soon as clean-up operations are finished the employee shall remove protective gloves and wash hands immediately with soap and water.
 - i. In the rare event that hand wash facilities are not readily available the employee shall use antiseptic towelettes as soon as gloves are removed. Hands shall be washed with soap and water as soon as feasible after the use of antiseptic.
- f. If any part of the employee's body comes in contact at any time with potentially infectious materials the employee shall immediately stop work and proceeded to the washing facility.
 - i. Exposed areas shall be washed with soap and water.
 - ii. Exposure shall be reported to the employee's supervisor immediately after washing the exposed area.
- g. Employees involved with or in the vicinity of clean up operations of potentially infectious materials shall not: eat, drink, apply cosmetics or lip balm, handle contact lens, or smoke.

Personal Protective Equipment

SBM Safety Program requires the use of PPE during any operation listed in the Exposure Determination Section of this plan regardless of the existence of potentially infectious materials. The following requirements are in addition to the requirements of the Safety Program for those designated and trained to clean-up potentially infectious materials. *Note: Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.*

1. Appropriate face and eye protection, shall be worn whenever splashes, spray, splatter, or droplets of potentially infectious materials may reasonable be anticipated during the clean-up operation.
2. Appropriate gloves shall be worn during clean-up operations of any task were it is reasonably anticipated that the employee will contact blood or potentially infectious materials.
 - a. Gloves will be worn regardless of the fact that decontamination materials have been applied.
 - b. Hypoallergenic gloves and/or liners will be available to those employees who request them.
 - c. Gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

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3. When it can be reasonably anticipated that employees body or clothing maybe exposed to potentially infectious materials appropriate disposable aprons or gowns will be used.
4. If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as feasible.
5. All personal protective equipment shall be removed prior to leaving the work area.
6. Gloves, gowns and aprons shall be disposed of in appropriate containers after use.
7. Employees are required to wear the appropriate PPE as outlined in this program. Management oversight will insure the use of PPE. Disciplinary action as outlined in the SBM Safety Program will be enforced if employees are found not to be following these requirements.

Housekeeping

Housekeeping as outlined in 1910.1030(d) (4) (i) is not applicable to SBM or employees of SBM. No employees work with blood or potentially infectious materials. Housekeeping is performed in accordance with the clients or property owners schedule as outlined in site specific contracts.

Sharps

SBM employees do not handle sharps. Provisions outlined in the Work Practice Control Section are used to eliminate contact with any sharps that may have been disposed of by others in standard trash receptacles.

HIV and HBV Research Labs and Production Facilities

SBM does not employ workers at any facilities covered by this section of the OSHA required plan elements.

Hepatitis B Vaccination

Those employees who are designated and trained to clean up bloodborne pathogens will be offered Hepatitis B Vaccinations within 10 days of the assignment unless: the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed the employee is immune, the vaccine is contraindicated for medical reasons, or the employee declines the vaccinations. If any employee declines the vaccinations the employee will sign the statement in Appendix A. If after initially declining the vaccination an employee who is still designated to clean up bloodborne pathogens decides to accept the vaccinations the vaccinations will be made available to the employee. If a routine booster is recommended by the U.S. Public Health Service such boosters shall be made available to employees.

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All medical examinations, vaccination series, and follow up appointments will be made available to the employee at no cost. The vaccination series will be scheduled whenever possible during the employees normal work shift.

Post-exposure Evaluation and Follow-up

If an employee reports an exposure incident the following actions will be taken:

1. The employee will have a confidential medical evaluation made immediately available to them.
2. The route and circumstances of exposure will be documented.
3. Whenever feasible, unless forbidden by state or local law, the source individual will be identified. If deemed to be not feasible the circumstances creating the unfeasible condition(s) shall be documented.
4. 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 employer 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.
5. If the 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.
6. Results of the source individual's testing shall be made available to the 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.
7. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
8. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
9. Post-exposure prophylaxis, when medically indicated and recommended by the U.S. Public Health Service will be offered.
10. The employee will have counseling made available to them.

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11. Evaluation of reported illnesses will be performed. SBM will made available to the evaluating physician the following information:
 - a. A discretion of the exposed employee's duties.
 - b. A copy of documentation of the route and circumstances which the exposure occurred.
 - c. Results of the source individuals blood testing; if available.
 - d. All medical records relevant to the appropriate treatment of the employee including vaccination status.
 - e. A copy of section 1910.1030 of the Code of Federal Regulations (OSHA Bloodborne Pathogen Requirements.)

12. The health care professional providing the evaluation will within 15 days of the evaluation make a copy of the evacuation available to the employee.
 - a. The health care professional shall be requested to read and understand his/her responsibilities under section 1910.1030(f) including the requirements for confidentiality of employee information.

Communication of Hazards

All SBM employees working in areas or at facilities where the clients has a bloodborne pathogen program shall be made aware of any site specific labeling requirements of the client. In general all employees will be made aware of the universal bloodborne pathogen label and be informed of the need to stay clear of any materials so labeled.

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Information and Training

All SBM employees will receive awareness training on bloodborne pathogens. This training will include:

1. What bloodborne pathogens are.
2. How to identify bloodborne pathogen materials.

EXHIBIT B-6
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3. If suspected bloodborne pathogen materials are found to:
 - a. Barricade off the area while staying clear of the material.
 - b. Notify their supervisor.
 - c. Never take action to clean material(s) on their own.
 - d. Knowledge of any site specific labeling or warnings of bloodborne pathogen used by the client or other subcontractors at the facility or work area.

In addition to the above materials employees who are designated to clean-up bloodborne pathogen materials will be instructed to:

1. Where to obtain a copy of the OSHA regulations for bloodborne pathogens.
2. General information of the epidemiology and symptoms of bloodborne diseases.
3. Knowledge of the modes of transmission of bloodborne pathogens.
4. Explanation of the SBM exposure control plan and where to obtain a copy of the plan.
5. Use and limitations of methods that will prevent or reduce exposure including controls, work practices, and personal protective equipment (PPE).
 - a. Information on PPE will include how to locate, remove, handle, decontamination, and dispose of PPE.
 - b. Basic information on how to select PPE appropriate for the task.
6. Information on how to report an exposure of bloodborne pathogen materials if it occurs.
 - a. This information will include the steps and process the employee and SBM will follow as outlined in the Post-exposure Evaluation and Follow up section of this plan.
7. All employees will have the opportunity to be interactive with the trainer and have any questions they have answered.

The person conducting the training shall be knowledgeable in the subject matter covered in the elements of the training program as it relates to the workplace that the training will cover.

1. Annual refresher training will be conducted with all employees.

EXHIBIT B-6
SBM – EXPOSURE

2. Training records shall include the following information:

- a. Date of training.
- b. Summary of the training materials covered.
- c. Name and qualifications of the person conducting the training.
- d. Name and job title of all persons conducting the training.
- e. Training records shall be maintained for 3 years.

Sharps Log

If an SBM employee has an exposure to an occupational sharps injury the employee with his/her manager shall fill out a sharps log form (see Appendix B) and submit it to the corporate office along with the standard report of Occupational Injury. This log shall be kept in such a manner to protect the privacy of the exposed employee.

Record keeping

Records of any occupational exposure shall be kept as follows:

1. The employees name and social security number.
2. A copy of the employee's hepatitis B vaccination status.
3. Any medical information supplied to SBM by the treating physician.
 - a. Information available maybe limited by HIPA.
4. All records will be kept confidential and will not be disclosed or reported without the employee's written consent.
5. Exposure records shall be kept for duration of employment plus 30 years as required by OSHA 1910.1020.

**EXHIBIT B-6
SBM – EXPOSURE**

**Appendix A Waiver
of Hepatitis B Vaccination(s) or Booster(s)**

PRINT Employee's Name: _____

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.

Signed Employee: _____ Date: _____

Signed Supervisor/Witness: _____ Date: _____

**EXHIBIT B-6
SBM EXPOSURE**

Sharps Injury Log

SBM Cleaning Company, LLC

Directions:

1. Complete all sections of this form. If not applicable place N/A in box.
2. Within 5 days of the exposure, ensure that the completed form is received by the Claims Manager at SBM Corporate Office.
3. **ONCE FILLED OUT THIS LOG CONTAINS PERSONAL AND CONFIDENTIAL INFORMATION AND MUST BE PROTECTED AS SUCH AT ALL TIMES.**

Injured Employee (Last, First)	Employee's I.D. Number	Employee's Phone Number
Job Site	Supervisor (Last, First)	Supervisor's Phone Number

Date & Time of Injury	Location of Incident	Body Part Injured
Job Classification of Injured Employee	Duties Being Performed at Time of Injury	
Describe How the Incident Occurred		
Sharps Information: Did the device have engineered sharps injury protection? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Identify Sharp Involved Type: _____	
Was the protective mechanism active? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Brand: _____	
Are procedures in place to prevent this type of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	Model: _____	
Injured employee's opinion; are there any other engineering, administrative or work practice controls that could have prevented this injury? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give details below.		

Employee's Signature: _____ Manager's Signature: _____

Date Received by Claims Manager: _____ Claim Managers Signature: _____
 Claim Managers Comments and follow up are to be logged on back of this form.

EXHIBIT B-7

SBM - HAZARD



SBM Cleaning Company

Written

Hazard Communications Program

EXHIBIT B-7

SBM - HAZARD

■ **HAZARD COMMUNICATIONS PROGRAM**

The U.S. Occupational Safety and Health Agency (OSHA) requires every employer using or producing hazardous chemicals to develop and implement a written hazard communication program, which includes provisions for employee training, material safety data sheets, container labeling, and a MSDS review process relative to hazardous chemicals being used in providing services and/or manufacturing. This regulation is also known as employee's right to know. The program must include a list of hazardous chemical in each work area and the means the employer will use to inform employees of job hazards, including non-routine tasks.

General Information

The company is committed to the prevention of incidents or happenings that result in injury or illness and to comply with all applicable federal, state, and local health and safety rules. We require that management spare no effort in providing a safe and healthy work environment for all employees. All levels of supervision are held accountable for the health and safety of those employees under their direction. Through this written program they share responsibility. All company regions; divisions and accounts are included in this program. The written program will be available from at the region or account management office for review by any interested employee. We meet the requirements of the hazard communication rule as follows:

Employee Information and Training

Information regarding the following is provided to employees and temporary employees in this document.

- A summary of the OSHA Hazard Communication Regulation, including a list of employee rights under the regulation.
- Location of the written hazard communication program.
- Name of individuals responsible for the communication program

Employees will be provided, as part of new hire training, specific task training, and through safety chat topics with additional information regarding the following.

- Physical and health effects of hazardous substances.
- Methods of preventing exposure to hazardous substances.
- Steps take by the company to prevent exposure to hazardous substances.

EXHIBIT B-7**SBM - HAZARD**

- First aid procedures to follow should an employee be exposed to a hazardous substance.
- Emergency procedures for a chemical release.
- Proper procedure when reviewing the MSDS to obtain appropriate hazard information.
- Proper procedure for reviewing the MSDS to obtain appropriate hazard information.
- Name of individual(s) to contact for additional information.

Training is documented and put into employee's personnel file after they have attended the training and after receiving our written materials.

At such time that a new hazardous substance is introduced; supervisors will review the above items as they relate to the new substance.

List of Hazardous Chemicals

A list of the chemicals used in our operations is available in front of the MSDS manuals at each account location.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets are available to all employees in the appropriate work area for review during each work shift.

Copies of MSDS for all hazardous substances to which employees of the company may be exposed for this account are kept at the following location:

Insert Address

If MSDSs are not available or new chemicals in use do not have an MSDS the employee is to contact their manager/supervisor immediately. Responsibility for obtaining and maintaining all MSDS for the company is assigned to the Vice President of Operations and Purchasing Manager.

Hazardous Materials Review Process

Material Safety Data sheets are reviewed for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA will be notified is a complete MSDS is not received after such a request.



EXHIBIT B-7**SBM - HAZARD**

MSDS are reviewed for the use and what personal protective equipment, administrative or engineering controls need to be in place to insure safe usage.

Specific information regarding each noted hazardous substance might be obtained by reviewing the Material Safety Data Sheet.

Container Labeling

It is the policy of the company that all containers of hazardous substances will not be released for use until the following label information is verified.

- Contents
- Hazard Warnings
- Name and Address of Manufacturer

The account supervisor/manager will verify that containers received for use will clearly list contents on the label, note the appropriate hazard warning, and list the manufacturers name and address. No container will be released for use until the above date is verified.

To further ensure that employees are aware of the hazards of materials used in work areas, it is company practice to label all secondary containers. The supervisor/manager in each department will ensure that all secondary containers are labeled with either an extra copy of the original manufacture's label or with generic labels, which have a block for identity and blocks for the hazard warning.

Hazardous Non-Routine Tasks

Periodically, employees may be required to perform hazardous non-routine tasks. Each affected employee will be given information about hazards to which they may be exposed during such an activity. The information will include:

- Specific hazards to the task
- Protective and Safety measures required
- Measures undertaken by the company to lessen the hazards, including personal protective equipment, administrative procedures, and/or engineering controls. A buddy system will be used.

Examples of non-routine tasks performed by employees of this company, include but are not limited to, construction cleanup, and tag jobs outside the scope of contract.

SBM SITE SERVICES LLC, 1219 W SEA FAN DRIVE, GILBERT, AZ 85233

PRICING SHEET NIGP 9103901

Terms:	Net 45
Vendor Number:	W000007247 X
Telephone Number:	602-721-2700
Fax Number:	480-715-5074
Contact Person:	Kendall Saville
E-mail Address:	ksaville@sbmcorp.com
Company Web Site:	www.thesbmgroup.com
Certificates of Insurance	Required
Contract Period:	To cover the period ending November 30, 2009.