COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
http://dpw.lacounty.gov

GAIL FARBER, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

April 13, 2010

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES
#30 APRIL 13, 2010
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

AWARD OF CONTRACT FOR JANITORIAL SERVICES FOR VARIOUS DEPARTMENT OF PUBLIC WORKS FIELD FACILITIES THROUGHOUT THE COUNTY OF LOS ANGELES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This action is to award a contract for janitorial services for various Public Works field facilities throughout the County of Los Angeles.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.

2. Find that these services can be more economically performed by an independent contractor than by County of Los Angeles employees.

3. Award the contract for janitorial services for field facilities in the annual not to exceed sum of $485,921, and a potential maximum contract sum of $2,429,605 to Lee's Maintenance Services, Inc., located in Van Nuys, California, and direct the Chair of the Board to execute the contract. This contract will be for a period of one year commencing on April 24, 2010, with four 1-year renewal options, not to exceed a total contract period of five years.

4. Authorize the Director of Public Works or her designee to annually increase the contract amount

up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required.

5. Authorize the Director of Public Works or her designee to renew the contract for each additional renewal option if, in the opinion of the Director of Public Works, Lee's Maintenance Services, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works, it is in the best interest of the County of Los Angeles to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to provide janitorial services for various Department of Public Works (Public Works) field facilities located throughout the County of Los Angeles (County). Public Works has contracted for these services since 1985 for many of Public Works field facilities.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) and Community and Municipal Services (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The contract is for an annual amount not to exceed $485,921 plus 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract. This amount is based on Public Works' estimated annual requirements for the service at the unit prices quoted by the contractor. Funding for these services is included in various Public Works' Fiscal Year 2009-10 Fund Budgets. Funding to finance the remaining contract term in Fiscal Year 2010-2011, option years, and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is Lee's Maintenance Services, Inc. This contract will commence on April 24, 2010, for a period of one year. With your Board's delegated authority, the Director of Public Works or her designee may renew this contract for four 1-year renewal options, not to exceed a total contract period of five years. The annual not-to-exceed contract sum is $485,921 with a potential maximum contract sum of $2,429,605.

The contract has been executed by Lee's Maintenance Services, Inc., and approved as to form by County Counsel (Enclosure A). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the requirements of the Chief Executive Officer and your Board. In compliance

with State and County requirements, Lee's Maintenance Services, Inc., will offer employment to all janitors at facilities that had been serviced by contractors.

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. This contract contains terms and conditions supporting your Board's ordinances, policies, and programs including, but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

Pursuant to the applicable memorandum of understanding, the Request for Proposals (RFP) for these contracted services was submitted on December 9, 2009, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by your Board on February 6, 2007, and confirms that the contractor will comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance (LWO) provisions apply to this proposed contract, as County employees can perform these contracted services. The contract complies with all of the requirements of the County Code Section 2.201. The Contractor will pay its full-time employees the required minimum rates of $11.84 per hour, without health benefits or $9.64 per hour, with health benefits of $2.20 per hour, as specified in the LWO adopted by your Board on March 15, 2007, and confirms that they comply with the County's Living Wage reporting requirements.

Using methodology approved by the Auditor-Controller, Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector.

This Proposition A contract does not allow cost-of-living adjustments for the four option years.

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). These services are within a class of projects that has been determined not to have a significant effect on the environment in that they meet the criteria set forth in Class 1, Section 15301of CEQA.

CONTRACTING PROCESS

On December 10, 2009, Public Works solicited proposals from 410 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFP was placed on the County's bid website (Enclosure B), and advertisements were placed in the Los Angeles Times, Antelope Valley Press, and the San Gabriel Valley Tribune.

On January 20, 2010, seven proposals were received. The proposals were first reviewed to ensure they met the minimum requirements in the RFP. Two proposals were disqualified for not meeting the minimum requirements of the RFP. One proposal withdrew its proposal. The remaining four proposals having met these requirements were then evaluated by an evaluation committee consisting of Public Works staff using the informed averaging methodology. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan, financial resources, references, equipment, and labor/payroll record keeping. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, responsive, and responsible proposer, Lee's Maintenance Services, Inc.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees.

CONCLUSION

Please return one adopted copy of this letter, along with the Contractor Execute and Department Conform copies, to Public Works, Administrative Services. The original Board Execute copy should be retained for your files.

Respectfully submitted,

GAIL FARBER
Director

GF:GZ:cg

c: Chief Executive Office (Lari Sheehan)
County Counsel
Executive Office
Office of Affirmative Action Compliance (w/o enc.)

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chair of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
the County of Los Angeles

By _____
Deputy

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By _____
Deputy

LEE'S MAINTENANCE SERVICES, INC.

By _____
Its President

LORNE P. INGRAM
Type or Print Name

By _____
Its Secretary

LORNE P. INGRAM
Type or Print Name

ADOPTED
BOARD OF SUPERVISORS

30 APR 13 2010

SACHI A. HAMAI
EXECUTIVE OFFICER

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ENCLOSURE A

BOARD EXECUTE

BY AND BETWEEN

THE COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS

AND

LEE'S MAINTENANCE SERVICES, INC.

FOR

JANITORIAL SERVICES (2009-PA011)

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AGREEMENT FOR

JANITORIAL SERVICES (2009-PA011)

This AGREEMENT, made and entered into this _____ day of _____, 2010, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and Lee's Maintenance Services, Inc., a California Corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S proposal filed with the COUNTY on January 20, 2010, hereby agrees to provide services as described in this Contract for Janitorial Services (2009-PA011).

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Quality Inspection Form; Exhibit G, Performance Requirement Summary; Exhibit H; Site Addresses & Locations; Exhibit I.1-1 through 8-1, Scope of Services, the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the proposal and attached hereto as Form PW-2.1, an amount not to exceed $486,121 per year or such greater amount as the Board may approve (Maximum Contract Sum).

FOURTH: This Contract's initial term shall be for a period of one year, commencing on April 24, 2010. At the sole discretion of the COUNTY, this Contract may be extended in increments of one year, not to exceed a total contract period of five years. The COUNTY, acting through the Director, may give a written notice of intent to extend this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of extending the Contract for the full one year, this Contract may be extended on a month-to-month basis, upon written notice to the Contractor at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the unit prices quoted in Form PW-2.1, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Unless otherwise directed by Contract Manager, each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: No cost-of-living adjustments shall be granted for the optional renewal periods.

ELEVENTH: In the event that terms and conditions, which may be listed in the CONTRACTOR'S proposal, conflict with the COUNTY'S specifications, requirements, and terms and conditions as reflected in this AGREEMENT, including, but not limited to, Exhibits A through Exhibit I.1-1 through 8-1, inclusive, the COUNTY'S provisions shall control and be binding.

TWELFTH: The CONTRACTOR agrees in strict accordance with the Contract specifications and conditions to meet the COUNTY'S requirements.

THIRTEENTH: The CONTRACTOR agrees to be able to satisfy and pass a criminal background check, upon request by the COUNTY, for those positions deemed sensitive prior to placement into the assignment. Background check results should be completed at least five business days before the individual is placed into the assignment. The cost of

background checks is the responsibility of the CONTRACTOR.

FOURTEENTH: A faithful payment bond, in a form acceptable to the COUNTY, is required in a sum not less than 30 percent of the total annual Contract amount payable to the COUNTY, executed by a corporate surety admitted to transact business as a surety insurer in the State of California (or by the surety's agent with a notarized copy of power of attorney). The corporate surety must have an A.M. Best Rating of not less than A:VII, unless otherwise approved by COUNTY. The admitted surety and its agent shall have sufficient bonding limitations to provide bonds in the amount required by this Contract. The bond shall be conditioned upon faithful payment to all employees and subcontractors, if any, of this Contract by the CONTRACTOR in a manner that is satisfactory and acceptable to the COUNTY. The bond shall be renewed in a timely manner to provide for continuing liability in the above amount, notwithstanding any payment or recovery thereon. A Certificate of Deposit, an irrevocable Letter of Credit, Certified Check, Cashier's Check, or Cash, payable to the COUNTY upon demand and in a sum not less than 30 percent of the total annual Contract amount, may be substituted for a faithful payment bond at the sole and absolute discretion of the COUNTY. Failure to maintain coverage, failure by the CONTRACTOR to maintain the required security, shall constitute a material breach of Contract upon which the COUNTY may immediately terminate or suspend this Contract. The CONTRACTOR shall pay all security premiums, costs, and incidentals

FIFTEENTH: This Contract constitutes the entire agreement between the COUNTY and the CONTRACTOR with respect to the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings.

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CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California

County of Los Angeles

On March 03, 2010 before me, Jutta Doerrstein, Notary Public,
(Here insert name and title of the officer)

personally appeared Tyrone P. Ingram,

who proved to me on the basis of satisfactory evidence to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in his/~~her~~/~~their~~ authorized capacity(~~ies~~), and that by his/~~her~~/~~their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

(Notary Seal)

JUTTA DOERRSTEIN
Commission # 1845111
Notary Public - California
Los Angeles County
My Comm. Expires May 19, 2013

ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

(Additional information)

CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)
- ☒ Corporate Officer
  President and Secretary
  (Title)
- ☐ Partner(s)
- ☐ Attorney-in-Fact
- ☐ Trustee(s)
- ☐ Other _____

INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he~~/she/~~they,~~ is /~~are~~) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - Indicate title or type of attached document, number of pages and date.
  - Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chair of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By_____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
the County of Los Angeles

By _____
Deputy

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By Carole Suzuki
Deputy

LEE'S MAINTENANCE SERVICES, INC.

By _____
Its President

LORNE P. INGRAM
Type or Print Name

By _____
Its Secretary

LORNE P. INGRAM
Type or Print Name

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GENERAL SCOPE OF WORK

JANITORIAL SERVICES (2009-PA011)

A. Public Works Contract Managers

The Contract Administrator will be Ms. Barbara Baiz from Public Works Administrative Services Division who may be contacted at (626) 458-4059, e-mail address: bbaiz@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5:30 p.m. Each site will have a site Contract Manager, whose name and contact information can be found in Exhibit(s) I.1-1 through 8-1.

The Contract Administrator and on-site Contract Managers are the only persons authorized by Public Works to request work of the Contractor. However, the day-to-day operation of the Contract will be supervised by the on-site Contract Managers. The on-site Contract Managers may be supported by their designee(s) at each facility. The name and contact information of current on-site Contract Managers, and also the sites location information, can be found in Exhibit(s) I.1-1 through 8-1. From time to time, Public Works may change the Contract Administrator and/or on-site Contract Manager. The Contractor will be notified in writing when there is a change.

B. Work Location

Facilities will be located throughout Los Angeles County, as depicted in Exhibit(s) I.1-1 through 8-1.

C. Work Description

Contractor shall perform all duties listed in Exhibits I.1-1 through 8-1, Scope of Service for Janitorial Service. Total square footage for each site's work requirements of this Contract, required services frequency (daily, weekly, monthly, etc.), and each site's general information are also listed in Exhibits I.1-1 through 8-1. Each site's requirements may be different in terms of requested frequency of service or other requirements.

D. General Cleaning Requirements for All Sites

The Contractor shall:

1. Furnish all cleaning equipment and materials.

2. Use all cleaning materials in strict accordance with manufacturers' labels.

3. Clean all cleaning equipment at the end of each use and store in a designated area. Equipment and supply storage rooms shall be kept clean and orderly at all times. Wet mops shall be washed out and hung

up to dry after each cleaning period. Mops shall not be permitted to be left in pails or floor sinks.

4. Report any restroom facilities requiring repairs and graffiti abatement to the site Contract Manager or designee immediately, so that necessary action can be taken.

5. Keep all stainless steel and chrome fixtures in restrooms highly polished at all times. The top and the side rims of urinals, side surfaces and underneath the rim of the toilet bowls shall be thoroughly scrubbed. Water stains and scale build-up on water closets and urinals will not be permitted. Dry powder type cleaners such as Babo-type cleaning agent shall not be used in restroom cleaning.

6. Not use bleach or ammonia-type products while performing these janitorial services.

7. Use experienced carpet shampoo personnel, under proper supervision, to perform the work. Care shall be taken to avoid over-wetting carpet during the shampooing process. Spots and stains shall be removed from carpets in all areas as soon as they occur.

8. Have Material Safety Data Sheets for all cleaning supplies available upon request.

9. Provide custodial services for all special work projects which may be scheduled during nonpublic hours. This includes evenings and weekends. Public Works will provide at least ten working days' notice prior to any special work project that might occur. Because of the nature of these functions, it is anticipated that the Contractor can provide the necessary services by rescheduling its work force rather than incurring premium overtime pay. If rescheduling of the work force is not possible and extra work hours are necessary, the Contractor shall adhere to the hour rate set forth on the Schedule of Prices, Item B, As-Needed Janitorial Services.

10. Have capabilities for "call back" work for emergencies or special events.

11. Maintain 24-hour phone answering capabilities with the County.

12. Note that if any inconsistency is found or determined to exist between these Work Descriptions and the Performance Requirement Summary (Exhibit G), the higher service level in the judgment of Public Works shall prevail.

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract, at the County's sole and absolute discretion. The Contractor waives all claims against the County for

consequential damages resulting from the County's failure to use the Contractor's services, including, but not limited to, lost profit.

Please note that at the sole discretion of the County, facilities and/or services covered by this Contract may be increased, eliminated or reduced at anytime during the contract period by the Contract Manager. As an example, it may become necessary during the life of this Contract to temporarily or permanently provide additional janitorial services at other Public Works or County facilities. Upon request by the Contract Manager, the Contractor shall provide a written quotation for any additional work location(s), based on the monthly rates quoted in Form PW-2, Schedule of Prices, using the monthly rates that most closely correspond to, have similar square footage or are adjacent to the additional work locations. Public Works' finding on whether the price quote method used by the Contractor is proper shall control and be binding. The Contractor will be provided a 15-days written notice prior to any requested change by the Contract Manager.

E. Additional/ Emergency Janitorial Services

Public Works may request the Contractor to provide additional or emergency janitorial service for any of the sites or facilities covered under this Contract. Upon written request by the Contract Manager(s) or site Contract Manager(s), the Contract shall provide the additional services and will be paid per rates provided in the Schedule of Prices, Form PW-2, Item 2, As-Needed Janitorial Services.

F. Hours and Days of Service

Hours and days of operation for each facility may vary slightly as indicated in Exhibits I.1-1 through 8-1. Usual hours of operation are Monday through Friday, 7:30 a.m. to 5:30 p.m.

H. Utilities

The County will provide utilities.

I. Storage Facilities

Public Works will provide necessary storage facilities for the Contractor. However, the Contractor shall not use these facilities for storage of items not necessary to complete work for Public Works.

J. Removal of Debris

All debris derived from these janitorial services shall be removed by the Contractor to an area designated by Public Works. Public Works will make the necessary arrangements to properly dispose of waste at its expense, unless otherwise specified.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including identifying, containing, cleaning, moving, disposing, etc. The Contractor shall exercise extreme caution in the event unknown waste is encountered.

K. Special Safety Requirements

All Contractor's personnel shall be expected to observe all applicable State of California Occupational Safety and Health Agency (Cal/OSHA) and Public Works safety requirements while at Public Works' job sites. Suitable clothing, gloves, and shoes that meet Cal/OSHA requirements are required.

L. Additional Responsibilities of the Contractor

The Contractor shall:

1. Provide janitorial services as specified herein to the satisfaction of Public Works.
2. Supply necessary supervision to provide a walk through inspection of all buildings being serviced by Contractor, at least once a month, as scheduled by the site Contract Manager.
3. Provide uniforms acceptable to Public Works for all Contractor personnel working at the facilities, by the start of any assigned work.
4. Provide supplies, such as feather duster, on a regular basis.
5. Shall correct any required service which "failed" the Quality Control Inspection Form, Exhibit F, within 24 hours of the issuance of the inspection to the Contractor. If the Contractor fails the re-inspection of the required service, the Contractor shall be assessed the Liquidated Damages indicated in this Exhibit, and shall correct the service within 4 hours of the issuance of the re-inspection.
6. Ensure its supervisor or project manager assigned to this Contract has at least five years' experience supervising janitorial staff.

M. Responsibilities of Public Works

1. Provide access to the buildings during the hours required to perform the janitorial services.

2. Inspect the Contractor's work for compliance with these Specifications.

3. Operate its Paper Recycling Program

4. Public Works will supply paper supplies (i.e., toilet tissues, hand towels, etc.), waste receptacle plastic liners, and restroom soap

N. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

O. I.D. Badges and Uniforms

Contractor shall provide photo I.D. badges which are acceptable to Public Works for all its personnel working at any County facility. All Contractor personnel performing work under this Contract shall wear their photo I.D. badges during their working hours. Any Contractor personnel assigned to the facility not in uniform and/or wearing proper photo I.D. badge will not be allowed to work until attired in the proper dress. Public Works will approve of type and color of uniforms prior to their use by the Contractor.

P. Contractor Site Supervision Requirements

1. Contractor's on-site, daytime custodian/supervisor shall have a thorough knowledge of each facility and their requirements, and must speak and understand English.

2. When coming on a shift, Contractor's supervisor shall check in with the on-site Contract Manager or designee of any additional instructions or directions.

3. In the event a custodian does not show up for work, the Contractor's supervisor shall contact the site Contract Manager or designee immediately. The Contractor shall have a trained custodian on site to complete the day's work.

4. The Contractor shall maintain a well-trained reserve force to cover the work in the event of an emergency.

5. The Contractor's supervisor shall provide a 24-hour emergency contact number.

6. All custodians shall receive a minimum of one 8-hour workday training at the facility being serviced prior to providing billable services at the Contractor's expense and in accordance with the County's Living Wage Ordinanace.

7. Only employees employed by the Contractor shall be allowed to provide services under this Contract. Any use of subcontractors shall be deemed a material breach of contract unless expressly authorized in writing by the Contract Manager(s).

Q. Waste Water

All waste water shall be dumped in area designated by the on-site Contract Manager. The waste water shall not be dumped in parking lots, sinks, toilets, or storm drains.

R. Performance Requirements and Liquidated Damages

1. Public Works will use the Performance Requirements Summary, Exhibit G specific to each site to evaluate the Contractor's performance of this Contract's tasks and may assess liquidated damages if the tasks are not performed adequately.
2. The methods and standards by which Contractor's performance will be evaluated include, but are not limited to, those described in the Performance Requirements Summary.
3. Failure to perform contract work in accordance with the Performance Requirements Summary is considered unacceptable. Public Works may cite the Contractor for a discrepancy for any incident of failure to comply with the Performance Requirements Summary or other unacceptable performance. In the case of continuing discrepancies, Public Works may cite the Contractor for a separate discrepancy each day the discrepancy continues.
4. The Contractor shall immediately correct unacceptable performance, and shall explain in writing, within seven work days of the date of the discrepancy that caused the unacceptable performance, how and when the performance will be returned to acceptable levels, and how the unacceptable performance will be prevented in the future. After considering the incident, the Contractor's statement and any history of unacceptable performance, the Director or designee may excuse the

incident, or elect any remedy provided by this Contract.

7. In any case of the Contractor's failure to meet the Performance Requirements Summary specific to each site, Public Works may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in the sums specified in Requirements Summary specific to each site , and deduct them from the next regularly scheduled payment to the Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or inadequate performance nor Public Works' acceptance of liquidated damages shall be construed to waive Public Works' right to reimbursement for damage to its property or indemnity against third-party claims.

8. The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of this Contract:
   - All the time limits and acts required to be done by both parties are of the essence of this Contract;
   - The parties are both experienced in performance of this Contract work;
   - This Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to this Contract are realized. The expectation of the County is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner, while the expectation of the Contractor is a realization of a profit through the ability to perform this Contract work in accordance with the terms and conditions of this Contract at the Proposal price;
   - The parties are not under any compulsion to contract;
   - The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered to the County for the award of this Contract;
   - It would be difficult for the County to prove the loss resulting from nonperformance or untimely, negligent, or inadequate performance of the work; and
   - The liquidated sums specified represent a fair approximation of the damages incurred by the County, resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.

7. The Contractor shall pay Public Works, or Public Works may withhold from monies due to the Contractor, liquidated damages in the sum indicated under Deduction from Contract Price for Exceeding Acceptable Quality Level (AQL) indicated in Exhibit G, Performance Requirement Summary, for work which deviated from the AQL, unless otherwise provided in this Contract.

P:\aspub\CONTRACT\Edwin\Janitorial\2009RFP\7 EXHIBIT A.DOC

SERVICE CONTRACT GENERAL REQUIREMENTS

SECTION 1

INTERPRETATION OF CONTRACT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this Contract and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this Contract and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the Request for Proposals, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Agreement. The written, signed accord covering the performance of the requested service.

Board. The Board of Supervisors of County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The contract includes the Agreement, Exhibit A - Scope of Work (Specifications), Exhibit B - Service Contract General Requirements, Exhibit C - Internal Revenue Service Notice 1015, Exhibit D - Safely Surrendered Baby Law Posters, and other appropriate exhibits and amendments. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Contract Work or Work. The entire contemplated work of maintenance and repair to be performed, and services rendered as prescribed in this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Day. Calendar day(s) unless otherwise specified.

Direct Employee. Worker employed by Contractor under Contractor's state and federal taxpayer identification.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or authorized representative(s).

District. Los Angeles County Flood Control District, or Los Angeles County Waterworks Districts, or Los Angeles County Consolidated Sewer Maintenance District.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a subcontract nor a direct employee relationship.

Fiscal Year. The 12 month period beginning July 1st and ending the following June 30th.

Maximum Contract Sum. The Maximum Contract Sum is the aggregate total amount of compensation authorized by the Board.

Proposal. The written materials that a Proposer submits in response to a solicitation document (Request for Proposals).

Proposer. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Proposal for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Solicitation. Request for Proposals, Invitation for Bids, Request for Statement of Qualifications, or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement by the Contractor to employ a Subcontractor at any tier; to employ or agree to employ a Subcontractor, at any tier.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

SECTION 2

STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT ADMINISTRATION

A. Amendments

1. For any change which affects the scope of work, contract sum, payments, or any term or condition included in this Contract, an amendment shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor.

2. The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the Board or the Chief Executive Officer. To implement such changes, an amendment or a change order to this Contract shall be prepared by Public Works for execution by Contractor and the Director.

3. County may, at its sole discretion, authorize extensions of time to this Contract's term. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to this Contract shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor. To the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time, provided the aggregate of all such extensions during the life of this Contract shall not exceed 120 days.

4. For any change which does not materially affect the scope of work or any other term or condition included under this Contract, a *Change Order* shall be prepared and signed by the County and the Contractor.

B. Assignment and Delegation

1. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to this Contract, which is formally approved and executed by Contractor and the Board or if delegated by the Board, the Director and Contractor. Any payments by County to any approved delegate or assignee on any claim

under this Contract shall be deductible, at County's sole discretion, against the claims which Contractor may have against County.

2. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

3. Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract, which may result in the suspension or termination of this Contract. In the event of such a termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default of Contractor.

C. Authorization Warranty

Contractor represents and warrants that the person(s) executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

D. Budget Reduction

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract. The County's notice to the Contractor regarding said reduction in payment obligation

shall be provided within thirty (30) calendar days of the Board's approval of such actions.

E. Complaints

Contractor shall develop, maintain, and operate procedures for receiving, investigating, and responding to any complaints by any individual.

1. Within 12 business days after this Contract's effective date, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to any complaints by any individual.

2. County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.

3. If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five business days for County approval.

4. If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.

5. Contractor shall preliminarily investigate all complaints and notify the Contract Manager of the status of the investigation within five business days of receiving the complaint.

6. When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

7. Copies of all written responses shall be sent to the Contract Manager within three business days of mailing to the complainant.

F. Compliance with Applicable Laws

1. Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, or directives, and all provisions required thereby to be included in this Contract are hereby incorporated by reference.

2. Contractor shall defend, indemnify, and hold County harmless from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees arising from or related to any violation on the part of Contractor or its employees, agents, or

Subcontractors of any such laws, rules, regulations, ordinances, or directives.

G. Compliance with Civil Rights Laws

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e)(1) through 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical disability, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with its EEO Certification (Form PW-7).

H. Confidentiality

1. Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all applicable Federal, State, and local laws, ordinances, regulations, and directives relating to confidentiality.

2. Contractor shall inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

I. Conflict of Interest

1. No County employee whose position with County enables such employee to influence the award of this Contract or any competing contract, and no spouse or economic dependent of such employee shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of the work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.

2. Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code, Section 2.180.010, "Certain Contracts Prohibited," and that execution of this Agreement will not violate those provisions. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If

Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Contract subjecting Contractor to either contract termination for default or debarment proceedings or both. Contractor must sign and adhere to the "Conflict of Interest Certification" (Form PW-5).

J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employee on Reemployment List

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified, former County employees who are on a reemployment list during the life of this Contract.

K. Consideration of Hiring GAIN and GROW Participants

1. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN and GROW participants by category to Contractor.

2. In the event that both laid-off County employees and GAIN and GROW participants are available for hiring, County employees shall be given first priority.

L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a

prominent position at Contractor's place of business. County's Child Support Services Department will supply Contractor with the poster to be used.

M. Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification (Form PW-12), County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California law in order to protect County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination for default or debarment proceedings or both. (Los Angeles County Code Chapter 2.202)

N. Contractor's Warranty of Adherence to County's Child Support Compliance Program

1. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

2. As required by County's Child Support Compliance Program (Los Angeles County Code Chapter 2.200), and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

O. County's Quality Assurance Plan

County or its agent will evaluate Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all this Contract's terms and conditions and

performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of this Contract in jeopardy, if not corrected, will be reported to the Board. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may suspend or terminate this Contract for default or impose other penalties as specified in this Contract.

P. Damage to County Facilities, Buildings, or Grounds

1. Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor or employees or agents of Contractor.

2. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than 30 days after the occurrence. If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand. County may deduct from any payment otherwise due Contractor for costs incurred by County to make such repairs.

Q. Employment Eligibility Verification

1. Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all of its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

2. Contractor shall indemnify, defend, and hold harmless, the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

R. Facsimile Representations

At the discretion of County, County may agree to regard facsimile representations of original signatures of Contractor's authorized officers, when appearing in appropriate places on the change notices and amendments prepared pursuant to this Exhibit's Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to change notices and amendments to this Contract, such that the Contractor need not follow up facsimile transmissions of such documents with subsequent (nonfacsimile) transmission of "original" versions of such documents.

S. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by Contractor's employees for which County may be found jointly or solely liable.

T. Force Majeure

1. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").

2. Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

3. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

U. Governing Laws, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Contractor and County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Contract and further agree and consent that venue of any action brought in connection with or arising out of this Contract, shall be exclusively in the County of Los Angeles.

V. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

W. Nondiscrimination and Affirmative Action

1. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.

2. Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification (Form PW-7).

3. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.

4. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

5. Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

6. Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this paragraph when so requested by County.

7. If County finds that any of the above provisions have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate for default or suspend this Contract. While County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that Contractor has violated the antidiscrimination provisions of this Contract.

8. The parties agree that in the event Contractor violates any of the antidiscrimination provisions of this Contract, County shall, at its sole option, be entitled to a sum of $500 for each violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

X. <u>Nonexclusivity</u>

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal, or like goods and/or services from other entities or sources.

Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration, suspension, or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/suspension/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration/suspension/termination of this Contract.

Z. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

AA. Notice of Disputes

Contractor shall bring to the attention of the Contract Manager any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the Contract Manager is not able to resolve the dispute, the Director will resolve it.

BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

CC. Notices

Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid with the United States Post Office and any such notice and the envelope containing the same shall be addressed to Contractor at its place of business, or

such other place as may be hereinafter designated in writing by Contractor. The notices and envelopes containing the same to County shall be addressed to:

Chief, Administrative Services Division
County of Los Angeles Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if Contractor is a partnership; or by the president, vice president, secretary, or general manager, if Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

DD. Publicity

Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publicizing its role under this Contract within the following conditions:

1. Contractor shall develop all publicity material in a professional manner.

2. During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the Contract Manager. County shall not unreasonably withhold such written consent.

3. Contractor may, without prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with County, provided that the requirements of this paragraph shall apply.

EE. Public Records Act

a. Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to this Exhibit's Record Retention and Inspection/Audit Settlement, of this Contract; as well as those documents which were required to be submitted in response to the RFP used in the solicitation process for this Contract, become the

exclusive property of County. All such documents become a matter of public record and shall be regarded as public records, except those documents that are marked "trade secret," "confidential," or "proprietary" and are deemed excluded from disclosure under Government Code 6250 et seq. (Public Records Act). County shall not in any way be liable or responsible for the disclosure of any such records including, with limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

b. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

FF. Record Retention and Inspection/Audit Settlement

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks, or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, and proprietary data and information, shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five years thereafter unless County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in County, provided that if any such material is located outside County, then, at County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

a. In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor-Controller within 30 days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law,

County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

b. Failure on the part of Contractor to comply with any of the provisions of this paragraph shall constitute a material breach of this Contract upon which County may suspend or terminate for default or suspend this Contract.

c. If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.

GG. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

HH. Subcontracting

The requirements of this Contract may not be subcontracted by Contractor without the advance written approval of County. Any attempt by Contractor to subcontract without the prior written consent of County may be deemed a material breach of this Contract and the County may suspend or terminate for this Contract default.

1. If Contractor desires to subcontract, Contractor shall provide the following information promptly at County's request:

   a. A description of the work to be performed by the Subcontractor;

   b. A draft copy of the proposed subcontract; and

   c. Other pertinent information and/or certifications requested by County.

2. Contractor shall indemnify and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.

3. Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding County's approval of Contractor's proposed subcontract.

4. County's consent to subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.

5. County's Contract Manager is authorized to act for and on behalf of County with respect to approval of any subcontract and Subcontractor employees.

6. Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding County's consent to subcontract.

7. Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all such documents to Administrative Services Division, P.O. Box 1460, Alhambra, California 91802-1460, before any Subcontractor employee may perform any work hereunder.

8. Employee Leasing is prohibited.

II. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

JJ. Waiver

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach of said provision or of any other provision of this Contract. Failure of County to enforce at anytime, or from time to time, any provision of this Contract shall not be construed as a waiver thereof.

KK. Warranty Against Contingent Fees

a. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.

b. For breach of this warranty, County shall have the right, in its sole discretion, to suspend or terminate this Contract for default, deduct from amounts owing to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

SECTION 3

TERMINATIONS/SUSPENSIONS

A. Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of Contractor to maintain compliance with the requirements set forth in this Exhibit's Contractor's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Contract pursuant to this Exhibit's Termination/Suspension for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code Chapter 2.202.

B. Termination/Suspension for Convenience

1. This Contract may be suspended or terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Suspension or termination of work hereunder shall be effected by notice of suspension or termination to Contractor specifying the extent to which performance of work is suspended or terminated and the date upon which such suspension or termination becomes effective. The date upon which such suspension or termination becomes effective shall be no less than 10 days after the notice is sent.

2. After receipt of a notice of suspension or termination and except as otherwise directed by County, Contractor shall:

   a. Stop work under this Contract on the date and to the extent specified in such notice; and

   b. Complete performance of such part of the work as shall not have been suspended or terminated by such notice.

3. All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with this Exhibit's Record Retention and Inspection/Audit Settlement.

4. If this Contract is suspended or terminated, Contractor shall complete within the Director's suspension or termination date contain within the notice of suspension or termination, those items of work which are in

various stages of completion, which the Director has advised the Contractor are necessary to bring the work to a timely, logical, and orderly end. Reports, samples, and other materials prepared by Contractor under this Contract shall be delivered to County upon request and shall become the property of County.

C. Termination/Suspension for Default

1. County may, by written notice to Contractor, suspend or terminate the whole or any part of this Contract, if, in the judgment of the County:

   a. Contractor has materially breached this Contract; or

   b. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or

   c. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.

2. In the event County suspends or terminates this Contract in whole or in part pursuant to this paragraph, County may procure, upon such terms and in such manner, as County may deem appropriate, goods and services similar to those so suspended or terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not suspended or terminated under the provisions of this paragraph.

3. Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any excess costs of the type identified in subparagraph "2" above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if

such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

4. If, after County has given notice of termination or suspension under the provisions of this paragraph, it is determined by County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination or suspension had been issued pursuant to this Exhibit's Termination/Suspension for Convenience.

5. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

6. As used herein, the terms "Subcontractor" and "Subcontractors" mean subcontractor at any tier.

D. Termination/Suspension for Improper Consideration

1. County may, by written notice to Contractor, immediately suspend or terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, extension of this Contract, or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination or suspension, County shall be entitled to pursue those same remedies against Contractor as it could pursue in the event of default by Contractor.

2. Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

3. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

E. Termination/Suspension for Insolvency

1. County may suspend or terminate this Contract forthwith in the event of the occurrence of any of the following:

   a. Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code, and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

   b. The filing of a voluntary or involuntary bankruptcy petition relative to Contractor under the Federal Bankruptcy Code;

   c. The appointment of a bankruptcy Receiver or Trustee for Contractor; or

   d. The execution by Contractor of a general assignment for the benefits of creditors.

2. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

F. Termination/Suspension for Nonadherence to County Lobbyists Ordinance

Contractor, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any County Lobbyists or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately suspend or terminate for default of this Contract.

G. Termination/Suspension for Nonappropriation of Funds

Notwithstanding any other provision of this Contract, County shall not be obligated for Contractor's performance hereunder or by any provision of this Contract during any of County's future fiscal years unless and until the Board appropriates funds for this Contract in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract may be suspended or terminated as of June 30 of the last fiscal year for which funds were

appropriated. County will notify Contractor in writing of any such nonallocation of funds at the earliest possible date.

SECTION 4

GENERAL CONDITIONS OF CONTRACT WORK

A. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

B. Cooperation

Contractor shall cooperate with Public Works' forces engaged in any other activities at the jobsite. Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

C. Cooperation and Collateral Work

Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory contract controls and conditions are maintained.

D. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.

E. Gratuitous Work

Contractor agrees that should work be performed outside the Scope of Work indicated and without Public Works' prior written approval in accordance with this Exhibit's Amendments, such work shall be deemed to be a gratuitous effort by Contractor, and Contractor shall have no claim, therefor, against County.

F. Jobsite Safety

Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State, and local occupational safety regulations. Contractor shall provide at its expense all safeguards, safety devices, and protective equipment and shall take any and all actions appropriate to providing a safe jobsite.

G. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works' projects or providing services.

H. Labor Law Compliance

Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor, including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code Section 1777.5 with respect to the employment of apprentices. In addition, the Contractor shall comply with Labor Code Sections 1060-1065 with respect to the Displaced Janitor Opportunity Act.

I. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by and in accordance with Labor Code Section 1815 et seq.

J. Permits/Licenses

Contractor shall be fully responsible for possessing or obtaining all permits/licenses, except as might be specifically outlined in other sections, from the appropriate Federal, State, or local authorities relating to work to be performed under this Contract.

K. Prohibition Against Use of Child Labor

1. Contractor shall:

   a. Not knowingly sell or supply to County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment;

b. Upon request by County, identify the country/countries of origin of any products, goods, supplies, or other personal property Contractor sells or supplies to County;

c. Upon request by County, provide to County the manufacturer's certification of compliance with all international child labor conventions; and

d. Should County discover that any products, goods, supplies, or other personal property sold or supplied by Contractor to County are produced in violation of any international child labor conventions, Contractor shall immediately provide an alternative, compliant source of supply.

2. Failure by Contractor to comply with provisions of this paragraph will constitute a material breach of this Contract and will be grounds for immediate suspension or termination of this Contract for default.

L. Public Convenience

Contractor shall conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

M. Public Safety

It shall be Contractor's responsibility to maintain security against public hazards at all times while performing work at Public Works' jobsites.

N. Quality of Work

Contractor shall provide the County high and consistent quality work under this Contract and which is at least equivalent to that which Contractor provides to all other clients it serves. All work shall be executed by experienced and well-trained workers. All work shall be under supervision of a well-qualified supervisor. Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

O. Quantities of Work

Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the work estimated by Contractor in responding to County's solicitation and actual quantities of work done under this Contract or for work decreased or eliminated by County.

P. Safety Requirements

Contractor shall be responsible for the safety of equipment, material, and personnel under Contractor's jurisdiction during the work.

Q. Storage of Material and Equipment

Contractor shall not store material or equipment at the jobsite, except as might be specifically authorized by this Contract. County will not be liable or responsible for any damage, by whatever means, or for the theft of Contractor's material or equipment from any jobsite.

R. Transportation

County will not provide transportation to and from the jobsite and will not provide travel around the limits of the jobsite.

S. Work Area Controls

1. Contractor shall comply with all applicable laws and regulations. Contractor shall maintain work area in a neat, orderly, clean, and safe manner. Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Contract Manager's approval.

2. Contractor shall be responsible for the security of any and all of Public Works/County facilities in its care. Contractor shall provide protection against vandalism and accidental and malicious damage, both during working and nonworking hours.

SECTION 5

INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. Independent Contractor Status

1. This Contract is by and between County and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

2. Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.

3. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.

B. Indemnification

Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from and against any and all liability, including, but not limited to, demands, claims, actions, fees, costs, and expenses of any nature whatsoever (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract. This indemnification also shall include any and all intellectual property liability, including copyright infringement and similar claims.

C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by this Exhibit's Section 5.B (above), and to the extent allowed by law, Contractor agrees to defend, indemnify, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers from and against any

and all investigations, complaints, citations, liability, expense (including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever, including, but not limited to, injury or death to employees of Contractor, its Subcontractors or County, attributable to any alleged act or omission of Contractor and/or its Subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify, and hold harmless County includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multiemployer worksites. Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of County. County may deduct from any payment otherwise due Contractor any costs incurred or anticipated to be incurred by County, including legal fees and staff costs, associated with any investigation or enforcement proceeding brought by Cal/OSHA arising out of the work being performed by Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this Paragraph and Paragraph E of this Section. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

2. Evidence of Coverage and Notice to County - A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.

   a. Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.

   b. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or

number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand ($50,000.00) dollars, and list any County required endorsement forms.

c. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

d. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Public Works, Administrative Services Division
P.O. Box 1460
Alhambra, California 91802-1460
Attention of: Ms. Barbara Baiz, Contract Manager

e. Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

3. Additional Insured Status and Scope of Coverage - The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers additional insured status shall apply with respect to liability and defense of suits

arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

4. Cancellation of Insurance: Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

5. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

6. Insurer Financial Ratings: Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

7. Contractor's Insurance Shall Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

9. Subcontractor Insurance Coverage Requirements: Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of

insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

10. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

11. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

12. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

13. Separation of Insureds: All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

14. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers shall be designated as an Additional Covered Party under any approved program.

15. County Review and Approval of Insurance Requirements: The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers as an additional insured, with limits of not less than:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million
Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

2. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

3. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor is a temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

SECTION 6

CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible Contractors.

B. Chapter 2.202 of County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Contract, debar Contractor from bidding or proposing on, being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and suspend or terminate any or all existing contracts Contractor may have with County.

C. Nonresponsible Contractor

County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, Public Works will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before Contractor Hearing Board.

2. Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that

hearing. After the hearing, Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.

5. Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.

6. Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

E. Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

SECTION 7

COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM

A. Jury Service Program

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

B. Written Employee Jury Service Policy

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a contract with County or a subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service

Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

4. Contractor's violation of this Section of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

SECTION 8

SAFELY SURRENDERED BABY LAW PROGRAM

A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

B. Notice to Employees Regarding the Safely Surrendered Baby Law

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

SECTION 9

COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM

A. Living Wage Program

This Contract is subject to the provisions of County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Form LW-1 and incorporated by reference into and made a part of this Contract.

B. Payment of Living Wage Rates

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Living Wage Program (Section 2.201.020 of County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to County, including, without limitation, "Travel Time" as defined below in subsection 5 of this Section 9.B under this Contract:

   a. Not less than $11.84 per hour if, in addition to the per-hour wage, Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

   b. Not less than $9.64 per hour if, in addition to the per-hour wage, Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through County Department of Health Services Community Health Plan. If, at any time during this Contract, Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this Section, "Contractor" includes any Subcontractor engaged by Contractor to perform services for County under this Contract. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of Contractor under

the laws of California, and who is providing full-time services to Contractor, some or all of which are provided to County under this Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If Contractor is required to pay a living wage when this Contract commences, Contractor shall continue to pay a living wage for the entire term of this Contract, including any option period.

4. If Contractor is not required to pay a living wage when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for an exception to the Living Wage Program. In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of this Contract, including any option period. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for an exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of this Contract, including any option period.

5. For purposes of Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between Contractor and County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time.

C. Contractor's Submittal of Certified Monitoring Reports

Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by County, or any other form approved by County which contains the above information. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

D. Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of this Contract, if Contractor becomes aware of any labor law/payroll violations or any complaint, investigation, or proceeding ("claim") concerning any alleged labor law/payroll violation (including, but not limited to, any violation or claim pertaining to wages, hours, and working conditions, such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding the same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of Contractor's contract with County, but instead applies to any labor law/payroll violation or claim arising out of any of Contractor's operation in California.

E. County Auditing of Contractor Records

Upon a minimum of 24 hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to this Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of five years from the date of final payment under this Contract. Authorized agents of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

F. Notifications to Employees

Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

G. Enforcement and Remedies

If Contractor fails to comply with the requirements of this Section, County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports: If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

   a. Withholding of Payment: If Contractor fails to submit accurate, complete, timely, and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

   b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including, but not limited to, being late, inaccurate, incomplete, or uncertified, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of $100 per monitoring report for each day until County has been provided with a properly prepared, complete, and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

c. Termination/Suspension: Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

2. Remedies for Payment of Less Than the Required Living Wage: If Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment: If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due to Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages: It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an Employee. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

c. Termination/Suspension: Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

3. Debarment: In the event Contractor breaches a requirement of this Section, County may, in its sole discretion, bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code Section 2.202, Determinations of Contractor Nonresponsibility and Contractor Debarment.

H. Use of Full-Time Employees

Contractor shall assign and use full-time Employees of Contractor to provide services under this Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under this Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time Employees for services provided under this Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time-Employee staffing plan. If Contractor changes its full-time-Employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

I. Contractor Retaliation Prohibited

Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person, or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity, or person. A violation of the provisions of this paragraph may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

J. Contractor Standards

During the term of this Contract, Contractor shall maintain business stability, integrity in employee relations, and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

K. Neutrality in Labor Relations

Contractor shall not use any consideration received under this Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

SECTION 10

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunities vendor.

If Contractor has obtained County certification as a Transitional Job Opportunities vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

2. In addition to the amount described in subdivision (1), be assessed a penalty in the amount of not more than ten percent of the amount of this Contract; and

3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify Public Works of this information prior to responding to a solicitation or accepting a contract award.

SECTION 11

LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

A. This Contract is subject to the provisions of County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

D. If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

1. Pay to County any difference between this Contract amount and what County's costs would have been if this Contract had been properly awarded;

2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of this Contract; and

3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

E. The above penalties shall also apply if Contractor is no longer eligible for certification as a result of a change of its status and Contractor failed to notify the State and County's Office of Affirmative Action Compliance of this information.

SECTION 12

COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

A. Defaulted Property Tax Reduction Program

This Contract is subject to the provisions of County's ordinance entitled Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as codified in Sections 2.206 of the Los Angeles County Code (Exhibit E).

B. Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through any contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

C. Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph B, above, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

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EXHIBIT C

Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2008)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2008 are less than $41,646 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 9, 2009.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from the IRS website at *www.irs.gov* or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2008 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2008 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2008 and owes no tax but is eligible for a credit of $825, he or she must file a 2008 tax return to get the $825 refund.

How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2009 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

EXHIBIT D

Safely Surrendered *Baby Law*

Babies can be safely surrendered
to staff at any hospital or fire station in Los Angeles County

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

EXHIBIT D

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Safely Surrendered *Baby Law*

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

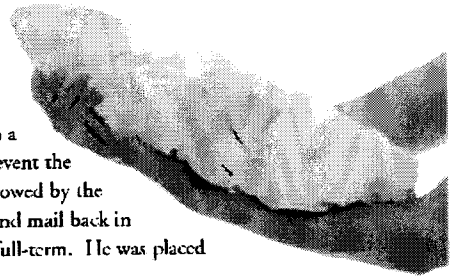
What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story



Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.

EXHIBIT D

Ley de Entrega de Bebés *Sin Peligro*

Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

EXHIBIT D

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés *Sin Peligro*

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan *si tienen custodia legal.*

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

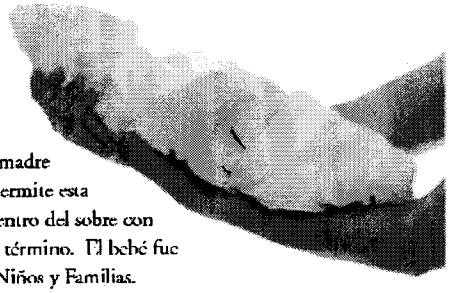
¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la **Ley de Entrega de Bebés sin Peligro** es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La **Ley de Entrega de Bebés sin Peligro** impide que vuelva a suceder esta tragedia en California.

Historia de un bebé



A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.010 Findings and declarations.
2.206.020 Definitions.
2.206.030 Applicability.
2.206.040 Required solicitation and contract language.
2.206.050 Administration and compliance certification.
2.206.060 Exclusions/Exemptions.
2.206.070 Enforcement and remedies.
2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.

B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.

C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.

D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.

E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.

F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.

G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;

B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract and

C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.

B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:

1. Chief Executive Office delegated authority agreements under $50,000;
2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
3. A purchase made through a state or federal contract;
4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement
6. Purchase orders issued by Internal Services Department under $100,000 that is not the result of a competitive bidding process.
7. Program agreements that utilize Board of Supervisors' discretionary funds;
8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
12. A non-agreement purchase worth a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.

B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.

C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

EXHIBIT F

QUALITY CONTROL INSPECTION FORM FOR [Name of Yard]

REQUIRED SERVICE	FREQUENCY	QUALITY LEVEL		REINSPECTION		COMMENTS
		PASS	FAIL	PASS	FAIL	
Sweep/dust mop and wet mop all floors and steps.	Daily					
Vacuum carpeted areas, including any mats or area rugs, and spot clean as necessary.	Daily					
Dust/clean furniture, office desks, and equipment.	Daily					
Clean conference rooms.	Daily					
Clean entrance and exit doors, door glass and doorframes, entrance area windows, and spot clean partition glass.	Daily					
Spot clean walls and partitions.	Daily					
Empty and clean interior waste receptacles.	Daily					
Empty and clean exterior waste receptacles.	Daily					
Clean and wipe out all exterior ashtrays with a damp cloth.	Daily					
Clean drinking fountains, and clean and polish basins and sinks.	Daily					
Clean and mop showers.	Daily					
Empty and clean dispensers and containers.	Daily					
Stock paper supplies.	Daily					
Clean mirrors, fixtures, and chrome fittings.	Daily					
Clean handrails in corridors.	Daily					
Clean risers.	Daily					
Clean lunchroom counter tops, sinks, stove tops, and tables.	Daily					

EXHIBIT F

REQUIRED SERVICE	FREQUENCY	QUALITY LEVEL		REINSPECTION		COMMENTS
		PASS	FAIL	PASS	FAIL	
Clean sand jars.	Daily					
Sweep up and pick up loose trash from around buildings and yard.	Daily					
Sweep fuel island.	Daily					
Dust and clean doorknobs, doorjambs, kick plates, baseboards, and threshold plates.	Weekly					
Dust furniture in conference rooms.	Weekly					
Dust/clean lower surfaces of chair rungs, desk sides and ledges.	Weekly					
Dust/clean cabinets and shelves.	Weekly					
Dust desks, chairs, files, and ledges.	Weekly					
Dust/clean movable desk files.	Weekly					
Dust vending machines with a damp cloth.	Weekly					
Clean balconies and ledges.	Weekly					
Clean all ceiling vents.	Weekly					
Clean sidewalks.	Weekly					
Clean exterior window ledges.	Weekly					
Clean rest room walls and partitions.	Weekly					
Empty recycling containers and dump in designated container.	Weekly					
Remove handprints on walls in offices, around door facings, and on corridor walls.	Weekly					
Clean ceiling vents and air vents.	Monthly					
Vacuum upholstered furniture and draperies.	Monthly					
Dust blinds.	Monthly					
Clean/Dust high ledges and moldings.	Monthly					
Clean all rest room walls and partitions.	Monthly					

REQUIRED SERVICE	FREQUENCY	QUALITY LEVEL		REINSPECTION		COMMENTS
		PASS	FAIL	PASS	FAIL	
Dust walls.	Monthly					
Wash marble walls.	Monthly					
Clean office glass partitions and glass office doors.	Monthly					
Heavy mop all tile and concrete (hard-surfaced) floors.	Monthly					
Clean inside and outside of all refrigerators.	Monthly					
Clean inside and outside of all microwaves.	Monthly					
Scrub, dress, and buff all tile floors.	Quarterly					
High dust all office and corridor areas.	Quarterly					
Wash and clean interior side of windows.	Quarterly					
Clean and polish vending machines.	Quarterly					
Dry foam shampoo carpeted floors.	Semiannual					
Strip and wax all tile floors.	Semiannual					
Clean air defuser grills and ceiling area around defusers.	Semiannual					
Clean handprints from all office and corridor walls and columns.	Semiannual					
Clean all exterior window screens.	Semiannual					
Wash and clean interior and exterior of all exterior windows.	Semiannual					
Remove and clean Venetian blinds.	Semiannual					
Clean light fixtures.	Annual					
Move furniture and dry foam shampoo all office carpets and other carpeted areas, as necessary.	Annual					

Exhibit G

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
CONTRACT ADMINISTRATION				
Rate of pay, hours and days of services	Custodians shall be paid in accordance with the Living Wage Ordinance	0%	Inspection and review of records	$100 in accordance with the Living Wage Ordnance
Certified Monitoring Report	Shall be submitted along with invoice each month	"	"	$100 in accordance with the Living Wage Ordnance
Training program	Document training of each employee	5%	Quarterly check of training records against time cards	$250 per untrained employee
Custodian staffing	Daily - custodian staffing levels are equal or exceed agreement requirements	"	100% inspection and review of records	$50 per hour per employee
Photo I.D. Badges	Photo I.D. Badges worn by all employees on the job at all times	0%	Inspection	$50 each incident
Uniform	Uniforms worn by all day time employees on the job	"	"	$50 each incident
Employees well - oriented to job	Employees must have thorough knowledge of facility and its needs	10% error	"	$50 per error resulting from lack of orientation
Supervisors speak and understand English	On-site supervisor can communicate in English with County Contract Manager	"	"	$100 per day for use of nonEnglish-speaking supervisor

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
OFFICE AREA/ CONFERENCE ROOMS				
Sweep and mop floors and steps	Daily - free of dust, dirt, debris, spillage, etc. Remaining dirt or debris is inconspicuous except on very close inspection	5%	Inspection	Exceeding AQL or Failure to sweep and mop: $50 per room.
Vacuum and spot carpeted floors	Daily - free of dust, dirt, debris, spillages, spots, stains, etc.	"	"	Exceeding AQL or Failure to sweep and mop: $50 per room.
Dust furniture and equipment	Daily - free of dust, lint, fingerprints, spillages, arranged in an orderly manner, etc.	"	"	Exceeding AQL or Failure to dust: $50 per room.
Clean glass doors and spot clean partition glass	Daily - free of dust, fingerprints spots, scuff marks, streaks, etc.	"	"	$25
Spot wash walls	Daily - free of fingerprints, spots, spillages, streaks, etc.	"	"	$20
Empty and clean wastebaskets and trash cans	Daily - free of trash, odor, dirt, stains, streaks, spillages, etc. Must have clean plastic liners arranged daily	"	"	$20
Clean sinks with special polish	Daily - free of stains, rings, spots, film, etc. Chrome should be free of water marks, film, streaks, etc.	"	"	$20
Sweep and pickup loose trash from around buildings	Three times a week areas around buildings are free of trash.	"	"	$50

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
LOBBIES AND CORRIDORS				
Clean glass doors	Daily - free of dust, fingerprints, spots, scuff, marks, streaks, etc.	20% - overall inspection rating must be 80 or above. All areas where discrepancies are noted, County will reinspect the discrepancies for compliance	100% inspection weekly & follow-up inspection of services found unsatisfactory (discrepancies)	$25
Clean drinking fountains and polish	Daily - free of stains, spots, film, streaks, hand prints, etc.	"	"	$20
Dust/clean furniture, as necessary	Daily - free of dust, fingerprints, lint, dirt, spillages, arranged in an orderly manner, etc.	"	"	$20
Sweep and mop tile and concrete floors (buff as necessary)	Daily - free of dust, dirt, debris, spillages, etc.	"	"	$20
Vacuum or spot carpeted floors	Daily - free of dust, dirt, debris, spillages, spots, stains, etc.	"	"	$20
Empty and clean waste receptacles	Daily - free of odor, dirt, stains, spillages, streaks, etc.	"	"	$20
Spot wash walls	Daily - free of fingerprints, spots, spillages, streaks, etc.	"	"	$25

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
RESTROOMS				
Empty and clean dispensers and containers	Daily - free of dust, streaks, spots, etc.	20% - overall inspection rating must be 80 or above. All areas where discrepancies are noted, County will reinspect the discrepancies for compliance	100% inspection weekly & follow-up inspection of services found unsatisfactory (discrepancies)	$50
Clean fixtures and chrome fittings	Daily - free of odor, stains, rings, spots, film, etc. Chrome should be free of water marks, streaks, film, etc.	"	"	$20
Sweep and mop floors	Daily - free of dust, dirt, debris, spots, spillages, etc.	"	"	$50
Paper supplies	Daily - all dispensers must be filled to maximum capacity	"	"	$50
Clean mirrors and fixtures as needed	Daily - free of dust, spots, fingerprints, streaks, etc.	"	"	$20
Spot clean walls and partitions	Daily - free of dust, cobwebs, fingerprints, etc.	"	"	$20
Wash walls and partitions	Daily - free of spots, spillages, streaks, etc.	"	"	$20
Clean showers	Daily - free of spots, film, streaks, stains, etc.	"	"	$20

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
VENDING/LUNCH ROOMS				
Empty and clean trash receptacles	Daily - free of trash, odor, stains, streaks, spillages, etc. Must have clean plastic liners	20% - overall inspection rating must be 80 or above. All areas where discrepancies are noted, County will reinspect the discrepancies for compliance	100% inspection weekly & follow-up inspection of services found unsatisfactory (discrepancies)	$50
Clean and polish basins, sinks and chrome fittings	Daily - free of stains, rings, spots, film, water marks, streaks, etc.	"	"	$20
Sweep and spot floors or vacuum and spot carpet	Daily - free of dust, dirt, debris, spots, stains, spillages, etc	"	"	$20
Spot wash walls	Daily - free of fingerprints, spots, spillages, streaks, etc.	"	"	$20
Damp mop. Buff waxable floors, as needed	Daily - free of dirt, spots, marks, stains, spillages, streaks, etc.	"	"	$20

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
Spot clean carpeted floors	Daily - free of dirt, spots, stains, streaks, spillages, etc.	20% - overall inspection rating must be 80 or above. All areas where discrepancies are noted, County will reinspect the discrepancies for compliance	100% inspection weekly & follow-up inspection of services found unsatisfactory (discrepancies)	$20
Sweep and mop floors, as needed	Daily – free of dirt, marks, spillages, stains, build ups, film, etc.	"	"	$20
Shampoo carpeted floors	Annual - free of dirt, spots, stains, streaks, spillages, etc.	"	"	.25 Cents/Square Ft.
Clean polish chairs and table legs	Monthly - free of dirt, film, streaks, spillages, etc.	"	"	$100

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
Mop/scrub waxable floor, apply floor finish/buff	Quarterly - free of dirt and wax build up, spillages, scuff marks, spots, stains, film, etc.	20% - overall inspection rating must be 80 or above. All areas where discrepancies are noted, County will reinspect the discrepancies for compliance	100% inspection weekly & follow-up inspection of services found unsatisfactory (discrepancies)	$25/Sq.Ft.
STAIRS				
Spot clean walls	Daily - free of dust, cobwebs, spots, fingerprints, spillages, streaks, etc.	"	"	$20
Clean hand rails in corridors	Daily - free of dust, dirt, spots, spillages, etc.	"	"	$20
Sweep and spot steps and landings	Daily - free of dust, dirt, spots, spillages, etc.	"	"	$50
Clean risers	Daily - free of dust, spots, spillages, etc.	"	"	$20
Chemicals	Daily - properly labeled, secured, etc.	"	"	$20

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
EXTERIOR				
Sweep/clean steps, landings, porches, handrails, sidewalks	Daily - free of dust, debris, spots, spillages, etc.	20% - overall inspection rating must be 80 or above. All areas where discrepancies are noted, County will reinspect the discrepancies for compliance	100% inspection weekly & follow-up inspection of services found unsatisfactory (discrepancies)	$100
Dust/clean ledges and walls	Daily - free of dust, dirt, debris, spots, spillages, etc.	"	"	$50
Clean entrance and exit doors, door glass and frames as needed	Daily - free of dust, dirt, fingerprints, spots, streaks, etc.	"	"	$50
Clean sand jars	Daily - free if debris, tar, ashes, butts, etc.	"	"	$20
Empty and clean trash cans	Daily - free of odors, debris, dirt, spillages, stains, streaks, etc.	"	"	$50

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
ALL AREAS				
Dust/clean door jambs and baseboards	Weekly - free of dust, spots, cobwebs, spillages, wax build up, etc.	20% - overall inspection rating must be 80 or above. All areas where discrepancies are noted, County will reinspect the discrepancies for compliance	100% inspection weekly & follow-up inspection of services found unsatisfactory (discrepancies)	$20
Dust/clean lower surfaces of chair rungs, desk sides and ledges	Weekly - free of dust, spots, cobwebs, spillages, wax build up, etc.	"	"	$20
Dust/clean cabinets and shelves	Weekly - free of dust, spillages, etc.	"	"	$20
Dust desks, chairs, files and ledges	Weekly - or as needed - free of dust, debris, etc.	"	"	$20
Dust/clean movable desk files	Weekly - free of dust, debris, etc.	"	"	$20
Clean door knobs, kickplates and threshold plates	Weekly - after cleaning: free of spots, dirt, spillages, wax build up, etc.	"	"	$20
Clean balconies and ledges	Weekly - after cleaning: free of dirt, debris, spillages, etc.	"	"	$20

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
Clean ceiling vents	Monthly - after cleaning: free of dust, film, stains, etc.	"	"	$20
Vacuum upholstered furniture and draperies	Monthly - after cleaning: free of dust, lint, dirt, etc.	"	"	$50
Dust blinds	Monthly - after cleaning: free of dust, film, stains, spillages, etc.	"	"	$50
Dust high ledges and moldings	Monthly - after cleaning: free of dust, cobwebs, etc.	"	"	$50
Dust walls	Monthly - after cleaning: free of dust, cobwebs, etc.	"	"	$50
Wash marble walls	Monthly - after cleaning: free of spots, film, streaks, spillages, etc.	"	"	$50
Wash partition glass	Monthly - free of dust, spots, fingerprints, streaks, etc.	"	"	$20

PERFORMANCE REQUIREMENTS SUMMARY

Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
FLOOR MAINTENANCE				
Mopping, scrubbing or stripping	Per contract - floors should be free of dirt, debris, spillages, wax build up, marks, spots, stains, etc.	0%	100% inspection	15% of total monthly contract cost
Carpet shampooing	Per contract - free of dirt, spots, stains, streaks, etc.	"	"	$50
WINDOWS				
Glass	Per contract - free of dust, fingerprints, dirt, spots streaks, etc.	5%	"	$50
Window sills, frames, louvers and porcelain panels	Per contract - free of dust, dirt, spots, fingerprints, streaks, etc.	"	"	$50
Screens	Per contract - free of dust, dirt, etc.	"	"	$50

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EXHIBIT H- SITE ADDRESSES & LOCATIONS

NO	Location Number	Division	YARDS NAMES & ADDRESSES
1.	1-1	Fleet	Altadena Shop 252 West Mountain View Street, Altadena, CA 91001
2.	2-1	Flood	Pickens Yard 4628 Briggs Street, La Cresenta, CA 91214
3.	2-2	Flood	Santa Clarita Yard 21190 Centre Pointe Parkway, Santa Clarita, CA 91350
4.	2-3a	Flood	Longden Yard 160 E Longden Ave, Irwindale, CA 91706
5.	2-3b	Flood	Longden Yard -Survey 160 E. Longden Ave. Building #8, Irwindale, CA 91706
6.	2-4	Flood	Eaton Yard 2986 New York Drive, Pasadena, CA 91107
7.	2-5	Flood	San Dimas Yard 118 Pony Express Drive, San Dimas, CA 91733
8.	2-6	Flood	Imperial Yard 5525 East Imperial Yard, South Gate, CA 90280
9.	2-7	Flood	83rd Street Yard 5520 West 83rd Street, Los Angeles, CA 90045
10.	3-1	OSD	Lower Central Yard (1525/1537 Alcazar St. Los Angeles, CA 90033)
11.	3-2	OSD	Upper Central Yard 2275 Alcazar St., Los Angeles, CA 90033
12.	4-1a	Road	MD1-Baldwin Park Yard 14747 E. Ramona Blvd., Baldwin Park, 91706
13.	4-1b	Road	MD1-Trees 14747 E. Ramona Blvd., Baldwin Park, 91706
14.	4-1c	Road	Baldwin Park Shop-Fleet 14747 E. Ramona Blvd., Baldwin Park, 91706
15.	4-2	Road	RD 116/416 14929 E. Proctor Ave., La Puente, CA 91744
16.	4-3	Road	RD117/417/517 19865 Walnut Dr., Walnut, CA 91789
17.	4-4	Road	RD 514 (Dunsmore Ave) 3916 Dunsmore Ave., La Crescenta 91214
18.	4-5	Road	RD-119/519 5213 N. Encinita Ave., Temple City, 91780
19.	4-6	Road	RD 518 161 N. Valencia St., Glendora, 91740

20.	**5-1a**	**Road**	MD3-Westchester Yard 5530 West 83rd St Los Angeles CA 90045
21.	**5-1b**	**Road**	MD3-Construction 5530 West 83rd Street, Los Angeles, CA 90045
22.	**5-1c**	**Road**	Westchester Shop-Fleet 5530 West 83rd Street, Los Angeles, CA 90045
23.	**5-1d**	**Road**	RD 233/333/433 5530 West 83rd St Los Angeles CA 90045
24.	**5-2**	**Road**	RD 339/539 (Agoura) 29773 West Mullholland Highway, Agoura, CA 91301
25.	**5-3**	**Road**	RD 232 A (Lawndale) 4055 West Marine Avenue, Lawndale, CA 90260
26.	**5-4**	**Road**	RD 232 A (Lomita) 24309 Walnut Street, Lomita, CA 90717
27.	**5-5**	**Road**	RD336 (Malibu) 3637 Winter Canyon Road, Malibu, CA 90265
28.	**6-1a**	**Road**	MD4-Hollydale Yard 11282 S. Garfield Ave., Downey, CA 90242
29.	**6-1b**	**Road**	Hollydale Shop-Fleet 11282 S. Garfield Ave., Downey, CA 90242
30.	**6-1c**	**Road**	MD4-Construction Permit Office 11282 S. Garfield Ave., Downey, CA 90242
31.	**6-1d**	**Road**	MD4-Survey 11282 S. Garfield Ave., Downey, CA 90242
32.	**6-2**	**Road**	RD142 4303 Eugene Street, Los Angeles, CA 90022
33.	**6-3**	**Road**	RD 141/241 2120 E.90th Street, Los Angeles, CA 90002
34.	**6-4**	**Road**	RD 146/446 9521 E. Beverly Boulevard, Pico Rivera, CA 90660
35.	**7-1a**	**Road**	MD5- Main Office 38126 Sierra Hwy. Palmdale, California 93550
36.	**7-1b**	**Road**	Palmdale Shop-Fleet 38126 Sierra Hwy. Palmdale, California 93550
37.	**7-1c**	**Road**	MD5- RD 559 (Tree Crew) 38126 Sierra Hwy. Palmdale, California 93550
38.	**7-2**	**Road**	RD 551 4859 West Avenue , L-12, Quartz Hills, CA 93536

39.	**7-3**	**Road**	RD 553 17931 Sierra Highway, Canyon County, CA 91351
40.	**7-4**	**Road**	RD 555 17341 East Ave. J, Lancaster, CA 93535
41.	**7-5**	**Road**	RD 556 27624 Parker Road, Castaic, CA 91310
42.	**7-6**	**Road**	RD 557 38126 N. Sierra Hwy, Palmdale, CA. 93550
43.	**7-7**	**Road**	RD 558 8505 E. Avenue T, Little Rock, CA 93543
44.	**8-1**	**Survey**	Saticoy Yard 13436 Saticoy St., North Hollywood, Ca. 91605

COUNTY OF LOS ANGELES
DEPT OF PUBLIC WORKS

LMS

Request for Proposals for Janitorial Services (2009-PA011)

LEE'S MAINTENANCE SERVICE, INC.

COPY

Due: January 20, 2010 at 5:30

ROUTE 9

5-3 4055 West Marine Avenue, Lawndale
6-2 2120 E. 90th Street, Los Angeles
6-3 9521 E. Beverly Boulevard, Pico Rivera

ROUTE 10

7-6 8505 E. Avenue T, Little Rock

ROUTE 11

7-7 38126 N. Sierra Way, Palmdale
7-1A 38126 N. Sierra Highway
7-1B 38126 N. Sierra Highway
7-1C 38126 N. Sierra Highway
7-1D 38126 N. Sierra Highway
7-4 17341 E. Avenue J, Lancaster L-12
7-2 4859 W. Avenue L-12, Quartz Hill
7-3 19731 Sierra Highway, Canyon Country

ROUTE 12

5-1A 5530 W. 83rd Street, Los Angeles
5-1B 5530 W. 83rd Street, Los Angeles
5-1C 5530 W. 83rd Street, Los Angeles
5-1D 5530 W. 83rd Street, Los Angeles
2-7 5520 W. 83rd Street, Los Angeles
5-4 24309 Walnut Street, Lomita

ROUTE 13

5-4 3637 Winter Canyon Road, Malibu

ROUTE 14

4-1A 14747 E. Ramona Boulevard, Baldwin Park
4-1B 14747 E. Ramona Boulevard, Baldwin Park
4-1C 14747 E. Ramona Boulevard, Baldwin Park
4-2 14959 E. Proctor Avenue, La Puente

ROUTE 15

4-5 5213 n. Encinita Avenue, Temple City
4-3 19865 Walnut Drive, Walnut
4-6 161 N. Valencia Street, Glendora

Lolita Newchurch

From: Manoukian, Edwin [EMANOUKIAN@dpw.lacounty.gov]
Sent: Wednesday, January 13, 2010 8:53 AM
To: Lolita Newchurch
Cc: John Ward; Kim, Soo; Castillo, Jesus (ASD)
Subject: RE: Request for Proposals for Janitorial Services (2009-PA011)
Attachments: Request for Special Exemtion for Full-Time Employees.pdf

Good Morning:

We have received your request to use part-time employees. This Contract mandates adherence to the Los Angeles County Living Wage Ordinance (LWO), which supports the use of full-time employees.

Based on the information provided, LMS has justified the necessity to use non-full-time employees based on staffing efficiencies and/or the job scheduling requirements. LMS is approved to use three part-time employees (one for each) for the No. 38, RD 551, 4859 West Avenue, L-12, Quartz Hills, CA 93536, No 43, RD 558, 8505 E. Avenue T, Littlerock, CA 93543, and No. 27, RD 336, 3637 Winter Canyon Rd., Malibu, CA. However, Public works does not approve the use of a non-full-time employee for No. 6, Eaton Yard, 2986 New York Dr., Pasadena, CA 91107; because Public works has multiple locations near the mentioned location in Pasadena.

Note: full time and part-time employees are subject to the Living Wage Ordinance provisions. Please refer to Part I of Request for Proposals, Section 1, subsection L, Living Wage Program, on page 1.5 and the Table of Forms, Form LW-1, which depicts Title 2 Administration of Los Angeles County Code, Chapter 2.201 Living Wage Program.

Edwin Manoukian
Contract Analyst
County of Los Angeles
Department of Public Works
Tel: (626) 458-4057 Fax: (626) 458-4194
Email: emanoukian@dpw.lacounty.gov

From: Lolita Newchurch [mailto:lolita@leesmaint.com]
Sent: Tuesday, January 12, 2010 10:37 AM
To: Manoukian, Edwin
Cc: 'John Ward'
Subject: Request for Proposals for Janitorial Services (2009-PA011)
Importance: High

Good Morning Mr. Manoukian

Please find the attached (4) letters that request a special exemption for full-time employees.

If you have any questions, please feel free to contact John Ward at (818) 988-6644.

Sincerely,

Lolita Newchurch, Manager

Lee's Maintenance Service, Inc.
4740 Keswick Street, Van Nuys, CA 91405
Tel: 818.988.6644 Fax: 818.988.7922

QUALITY CONTROL

PREFACE

Quality control is thoroughly incorporated in daily operations. At all levels from working maintenance personnel to top management, each task is approached with the implied question, "How can I do this better?" In our training programs, we encourage and reward each worker for developing the ability to be their own worst critic, to be highly self-demanding, to grow and progress. The goal of self discipline and self evaluation forms the basis for all quality control effort and for all training programs.

Performance depends in large measure on regular, objective, and growth oriented feedback. This requires that simple and direct techniques be used for formal quality assurance. These techniques are discussed and explained in the following paragraphs.

Direct control performance quality is performed on a daily, on-going basis by the Project Manager and the Supervisor. Quality control is among the primary duties at the management level, and forms and checklists shown later are used as guidelines in making daily inspections of completed work and work in progress to ensure that the highest standards are consistently maintained.

The manager or supervisor will discuss the positive as well as the negative results of these inspections with the responsible worker on a regular, immediate basis so that wanted behaviors can be immediately reinforced and unwanted work habits can be corrected as early as possible, ideally, on the spot. The Project Manager will also make quality control reports to the corporate office.

Policy is to manage on a preventive rather than a corrective basis. Complaints are sometimes unavoidable and are often the source of feedback from the customer and the public on ways to make our service better. However, complaints should take the form of constructive suggestions or how to make a good service better; these are welcome observations. The complaints that need to be avoided and prevented are the ones that suggest that the service is substandard or unacceptable. Quality Control at the Project Office level is geared to this positive goal: Keeping complaints constructive.

The bulk of project direction in the area of quality assurance will, therefore, be preventive in nature and will consist of regular, on-site, on -going inspections to assess the quality of work performed and in progress with the objective of stopping trouble before it starts.

Inspection forms and checklists such as those shown will be used to insure consistent quality control policy and implementation. Discrepancies will be discussed with the responsible worker and a mutual plan of corrective action developed. Both immediate and follow-up analyses at regular supervisor's conferences are considered necessary and productive. Experience has shown that open frank discussion of mutual problems together with mutual plans for problem resolution encourages improved performance and builds a strong team concept among all personnel.

A corporate staff function in support of the Operations is a Quality Control Field Manager. The purpose and objective of the QC/FM is to visit all job sites on a periodic, but non-scheduled and unannounced basis to conduct quality control inspections and evaluations.

The value of corporate QC support lies primarily in the objectivity with which a relative stranger to the project can view performance. On-site personnel must become intimately familiar with daily operations. However, with familiarity comes stable willingness to make allowances to be, perhaps, a bit "too understanding". An occasional outside opinion is extremely helpful.

QUALITY CONTROL

STANDING OPERATING PROCEDURE

I. SCOPE

This Standing Operating Procedure (SOP) outlines procedures and/or assignees responsibilities to ensure that acceptable standards of performance are maintained. The program applies to all functions and all personnel. This procedure outlines Quality Control Inspection, and Audit Systems for existing and future contracted activities.

II. CONCEPT

It is imperative that a strong, dynamic and effective Quality Control Program be in operation. This SOP provides instructions and guidance for the implementation and application of a program for self-inspection and evaluation of performance. Quality Control is the direct responsibility of each function manager and supervisor down to the lowest echelon. The overall program is administered by the Quality Control and Safety (QC&S) Manager. The QC&S Manager administers the program through the Quality Control Staff assigned to his/her function. The staff will perform audits of The Quality Control Program in each of the functional areas on a periodic unannounced schedule. The audits will provide timely surveillance and support actions to assure the effectiveness of the Quality Control Program, verifying self inspection will follow-ups to include operational checks of services performed.

III. DEFINITIONS

Definitions of special terms used in the Quality Control Program are as follow:

GOVERNMENT QUALITY ASSURANCE

The Governments program for systematically monitoring and evaluating Contractor provided services, including associated end products, to the extent necessary to develop an acceptable degree of confidence that the government is receiving an acceptable service, in accordance with contractually established standards.

AUDITS

Those actions taken by Quality Control Management to examine, inspect, evaluate and verify any facet of the Quality Control Program to include procedures, instructions, inspections, operations, work in progress, work performed or service accomplished by the contractor. Audits are accomplished at random intervals and are independent from line management self-inspection Quality Control activities.

QUALITY CONTROL PROGRAM

Those actions performed by the Contractor to maintain an acceptable quality level for all services performed. Specific functions include, but are not limited to, identification and correction of defects, trend analysis, prevention of recurring discrepancies, reporting discrepancies, and general maintenance of an inspection system. It directs management effort to accomplish established performance standards, establish standards where required, measure and evaluate performance, identify documents and report sub-standard performance and corrective actions taken, provide feedback, detect trends, evaluate contract compliance, provide performance visibility to management and a quality assessment function to assure the program is achieving desired results.

IV. THE QUALITY CONTROL PROGRAM

A. ORGANIZATION

1. **OPERATIONS MANAGER.** The Executive Director of the program is the Operations Manager. Through his staff, the Operations Manager provides the overall direction of effort to the QC program.

2. **QUALITY CONTROL/SUPERVISOR.** The QC&S Manager administers and maintains control over the program and ensures its effective implementation and operation. The QC&S Manager issues policy guidance on the QC program, reviews inspection results, provides summaries to functional manager and the Operations Managers and issues remedial directives. The QC&S Manager is responsible for Quality Control Program planning, the QC documentation and inspection systems; providing quality trend displays and charts of acceptable quality levels (AQL's) imposed by the contract, and reporting to the Operations Manager an objective assessment of the overall technical performance of the program. The QC&S Manager will perform unannounced periodic QC audits throughout all functional activities.

3. **FUNCTIONAL MANAGER.** Each Functional Manager is responsible for the effective management and performance of the Quality Control Program. To ensure that contract performance requirements and AQL's are reports ensuring that all deficiencies are documented and promptly reported.

4. **SUPERVISORS.** Each Supervisor is charged with the responsibility of ensuring that performance of their respective areas meet or exceed all contractual requirements. The supervisor will perform self-inspections of his/her respective area using the appropriate checklist at the interval indicated in the program and annotate the self-inspection log as to the findings. The supervisor will document, report, and take action on the Quality Control finding and deficiencies noted by Government Quality Assurance Specialists. As defined herein, "Supervisor" includes any employees assigned a work leadership role at any organizational level.

5. **LINE OF RESPONSIBILITY.** Our Quality Control Program aligns responsibility for quality of performance and inspection from the Operations Manager. The program further promulgates quality control methods to the lowest level of supervision within our organization.

B. MANAGEMENT RESPONSIBILITIES

1. Operations Manager. As Executive Director the Project Manager will issue policy guidance on the overall program, review inspection/audit reports and issue remedial directives personally or through his/her staff. The staff will be responsible for assuring that policies and directives are complied with. in addition to interfacing with Government representative to ensure that the quality of the work is satisfactory.

2. Quality Control and Safety Manager. The QC&S manager is responsible for maintaining operating procedures, charts, audit records, and self-inspection records. Ensuring that timely audits of all activities are performed to certify that the quality level of work performed conforms to contract requirements.

3. Functional Managers and Supervisors. Functional Manager and Supervisors are responsible for maintaining and assuring that the quality of work performed by their individual functions or areas meet or exceed acceptable standards. They will conduct self-inspections utilizing the appropriate checklist, document their findings and maintain records to verify that self-inspections have been conducted. All deficiencies will be annotated to the QC self-inspection log including the corrective actions taken to resolve the deficiency.

C. GENERAL INSTRUCTIONS

1. Quality Control and Safety Manager. The QC&S manager Through his/her staff will:

   a. Administer the overall Quality Control Program.

   b. Maintain a master file of all QC operating instructions covering all company activities.

   c. Maintain a master file of all current self-inspection check lists covering all activities.

   d. Conduct periodic unannounced audits of the QC program in all functional areas.

   e. Control and coordinate on all proposed changes to self-inspection checklist and operating instructions.

   f. Maintain files of monthly QC reports from each functional ` area, all government contract discrepancy reports and company deficiency reports.

2. Functional Manager. Each Manager will:

   a. Assure that each subordinate supervisor is knowledgeable of contract requirements.

   b. Designate Quality Control Self-Inspection responsibility, in writing. Ensure that self-inspection checklist is accomplished and kept current through monthly review and appoint an alternate in the absence of the primary.

   c. Maintain records of self-inspections and any corrective actions taken for review by company QC&S manager and the governments QAS personnel.

   d. Submit monthly reports to company QC&S manager. Reports should be brief, factual, and submitted no later than 5 working days after the 1st. of the month.

D. SPECIFIC INSTRUCTION FOR SELF-INSPECTION

1. Each responsible manger/supervisor or designated employee will perform self-inspections of their assigned operating areas.

2. Managers / Supervisors will use checklist pertaining to their respective operation. Checklists will be up-dated as necessary to remain compatible with contract requirements.

3. Frequency of Inspection. All areas will be inspected at random but not less than monthly. Areas of high importance will of course be inspected more often. Specific projects, periodicals, or requested will be inspected not more than one day after completion.

4. Recording. Managers / Supervisors will document inspections on the self-inspection checklist. All entries that are found to be less than satisfactory will be fully explained in the log. The inspection log has columns for the date of the inspection, description of the noted deficiency, corrective action taken, and signature of supervisor.

5. On-The-Spot-Correction. To the extent possible, supervisors will correct deficiencies at the time found "On-The-Spot" corrections will be recorded in the inspection log alone with corrective action taken.

6. Delayed Corrective Action. If a deficiency cannot be corrected as above, the supervisor will annotate the deficiency in the log indicating their plan of action to element the deficiency and the anticipated date of correction. This will be worded to show actual circumstances.

7. Actions to Prevent Reoccurrence of Deficiencies. Supervisors will take necessary actions to prevent reoccurrence. This can be in the form of cautioning personnel, providing training, or revising work methods. Supervisors will record such actions in the "Action Taken" column of the log.

8. Anticipated Deficiencies. Good inspections often reveal potential deficiencies. Supervisors will treat a potential problems as an existing one and take necessary corrective action. "On-The-Spot" or planed correction will be entered in the self-inspection log at the time of detection.

9. Follow-up. It is necessary that aggressive follow-up actions are taken on all pending corrective actions.

Supervisor will:

a. Maintain continued awareness of all existing or potential problems and current status of the actions being taken to correct current problems.

b. Review and monitor progress on actions taken to correct a deficiency. A suspense file will be established on each deficiency report to ensure timely follow-up actions are taken.

E. MANAGEMENT INTERFACES

1. As effective Quality Control Program requires continuous interface between the individual contract manager and the respective government Quality Assurance Inspectors. These interfaces must be orientated toward mission accomplished and be cooperative at all levels of management ad supervision so as to promote and maintain a workable, productive, and dynamic QC program through mutual communication at the working level.

2. It is recognized that operational changes will occur during the term of this contract. Any needed changes to activity operating instructions will be developed by the Contract Manager and submitted to the QC/S manager for approval and in turn to the using organization.

F. OBJECTIVES

1. Acceptable quality and timeless of services performed.

2. A uniform inspection system.

3. Maximum supervisory participation.

G. STANDARDS

1. As a minimum, the standards prescribed in the contract PWS will apply in the execution of this Quality Control Program

USE OF SELF-INSPECTION LOG

A sample self-inspection log sheet is attached. Inspecting supervisors will complete as follows:

1. **MONTH** Enter the calendar month and year.

2. **PAGE** Enter the page number as it applies to the indicated month.

3. **LOCATION** Enter building number, floor, office number, rest room, or other such information needed.

4. **ITEM NO.** Enter PWS reference number.

5. **DEFICIENCY** Enter a brief description of the problems and causes.

6. **ACTION TAKEN** Enter a brief description of the action taken, or to taken to correct the deficiency. Examples are:

   a. On-The-Spot correction: Tell what you did.

   b. Delayed action: When will it be corrected.

7. **INITIAL** Enter the initials of the supervisor certifying that the deficiency has been corrected.

Log sheets should be segregated accordingly, by building and month of inspection.

LEE'S MAINTENANCE SERVICE, INC.

Self Inspection Check List

EMPLOYEE NAME:			
LOCATION:			DATE:
WORK DESCRIPTION	FREQ	EMPLOYEE INITIALS	COMMENTS
CARPET			
Vacuum ~ Light	D		
Vacuum ~ Thorough	W		
Spot cleaned	D		
TILE			
Sweep	D		
Buff	W		
Mop [clean cove base mounting]	D		
RESTROOMS			
Clean toilet bowl inside and out w/soap water & disinfectant	D		
Clean all plumbing fixtures	D		
Clean sink and fixtures	D		
Clean walls and partitions	W		
Remove graffiti	D		
Cleaned/polished metal dispensers	D		
Clean mirrors	D		
Replish supplies	D		
Empty/sanitize trash w/plastic liners	D		
Mop floors w/soap & water + disinfectant	D		
KITCHEN AREAS			
Clean sink/plumbing fixtures	D		
Clean counter/surrounding areas	D		
Empty/sanitize trash w/plastic liners	D		
Liquid clean w/water & detergent tables, etc.	D		
Clean refrigerator, stove, other appliances [exterior surfaces]	D		
Clean interior of refrigerator, microwave oven [not stove] drawers, and cupboards	W		
Spot clean walls, doors, kickplates	W		
Replenish hand towels, soap	D		
LOBBY/OFFICE AREA AND CONFERENCE ROOMS			
Clean/polish desks tops/sides	W		
Clean telephone receiver/base w/disinfectant	D		
Remove graffiti	D		
Sanitize/polish water fountains	D		
Clean inside and out of door entrance glass	2X-D		
Clean all metal frames, door handles, railings, etc.	D		
Polish all metal frames, door handles, railings, etc.	W		
Sweep stairs/landings in stairwells	W		
Damp wipe handrails	W		
Damp mop uncarapeted stairs/landings	W		
Vacuum carpeted stairs/landings	W		
Spot clean walls	W		
Sweep front entrance, door mats and surrounding areas	D		
Clean cigarette urns & polish fixtures	D		
Empty/sanitize trash w/plastic liners	D		
High and low dust shelves, desks, file cabinets, bookcases and fixtures	D		
Clean table tops, counters, etc.	D		
Polish table tops, counters, etc.	W		
Clean all interior glass partitions, including entrance glass doors [inside and out]	D		
Spot clean all interior glass partitions, incl. entrance glass doors [inside and out]	D		
Clean all windows 6 ft. high or less inside and out	W		
Clean all staff offices, desks, chairs, phones, etc.	D		
Spot clean upholstered furniture	W		
Dust Venetian blinds	W		
BUILDING EXTERIORS [SIDEWALK AND PARKING LOT AREAS]			
Pick up parking lots, walkways, and all adjacent areas of building	D		
Sweep parking lots, walkways, and all adjacent areas of building	W		

LEE'S MAINTENANCE SERVICE
QUALITY CONTROL

INSPECTION FORM

BLDG. DATE: TIME: FLOOR: AREA:

QUALITY CONTROL INSPECTOR SIGNATURE: DATE:

JANITOR / CUSTODIAN:

Task / Item	Standard	S	U	Re-Inspection	Remarks/Comments
GENERAL CLEANING TASKS					
Remove Trash	Trash cans are empty. Boxes and crates are broken down. Trash can liners have been replaced when soiled or torn.				
Clean Ash Trays & Receptacles	Ashtrays are washed & wiped dry. Sand-Type Urns, sand is shifted with sieve all butts and small trash are removed. When finished sand is leveled				
Vacuum Carpet	Carpet is clean from litter, debris, soil and spots are removed.				
Sweep Floors	Floors have been swept or dust mopped to remove soil, dust, and other debris. Carpet area has been vacuumed to remove all soil and debris.				
RESTROOMS					
Clean Restroom	No dirt, stains, streaks, residue, debris, urine or odors in or on all restrooms, showers and locker rooms, all dispensers, fixtures, walls, ceilings, floors, partitions, toilets, urinals, light fixtures, grills, exposed plumbing, lavatories and all other surfaces. Floor drains are clean. All metal is streak-free and spot free. Note any defects to be reported to the Project Manager.				
Remove Trash	Trash is emptied and the liner(s) have been replaced. Empty, clean and disinfect interior and exterior surfaces of sanitary napkin receptacles and replace a plastic bag liners with new liners.				

LEE'S MAINTENANCE SERVICE
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JANITOR / CUSTODIAN:

Task / Item	Standard	S	U	Re-Inspection	Remarks/Comments
Clean Mirrors / Partitions	Mirrors and partitions are clean and free of streaks and smears or film.				
Vacuum Carpet Floors	Carpet is clean from litter, debris, soil and spot cleaned to remove spots.				
Sweep Floors	Floors have been swept or dust mopped to remove soil, dust, and other debris. Carpet area has been vacuumed to remove all soil and debris.				
Restock Restroom Supplies	Dispenser supplies for paper towels, hand soap and toilet paper have been replenished.				
Spot Cleaning	Washable surfaces such as walls, partitions, venetian blinds, doors, tables are free of dust, dirt and stains.				
Damp Clean and Disinfect	Fixtures, water closets, urinals, lavatories, partitions, sinks, walls, doors have been cleaned and disinfected for a clean appearance, and are free of stains. Metal polish shines.				
Descale	There are no deposits of minerals on lavatories, sinks urinals, showers or plumbing fixtures.				
Clean Mirrors / Partitions	Mirrors and partitions are clean and free of streaks and smears or film.				
Policing	Restrooms are free of debris. Dispensers have been restocked.				
Clean Light Fixtures and High Dusting	Ledges, pipes, grills, vents, light fixture housings, lens and diffusers are free of dust and dirt. Clean wall and ceiling vents and air intakes, removing lint and dust.				

LEE'S MAINTENANCE SERVICE
QUALITY CONTROL

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JANITOR /CUSTODIAN:

Task I Item	Standard	S	U	Re-Inspection	Remarks/Comments
GENERAL CLEANING					
Kitchen and Coffee rooms	Clean and service kitchens and coffee rooms				
Clean Drinking Fountains and Sinks	Streaks, stains, spots, smudges, and scale have been removed from fountains and sinks.				
Entrances	Interior and exterior glass are clean and have a streak free appearance. Entrance ways will be free of all dirt and debris.				
Clean Chalkboards and Eraser Boards	Chalkboards, trays and erasers are free of dust and streaks.				
Spot Clean	Washable surfaces such as walls , partitions, venetian blinds, doors, tables are free of dust, dirt or stains.				
Restock Custodial Closets and Storerooms	Dispenser supplies for paper towels, hand soap and toilet paper have been replenished.				
Damp Mopping	Floors shall be free of stains, heel marks, and have a streak free appearance.				
Mopping Non carpeted and rubber floors	Floors shall be free of stains, heel marks, and have a streak free appearance.				
Wet Mop Non Carpeted floors	Floors shall be free of stains, heel marks, and have a streak free appearance.				
Spray Buffing	Floors shall be free of stains, heel marks, and have a streak free appearance and have a uniform appearance.				
PROJECT WORK					
Strip and scrub non carpeted floors					

LEE'S MAINTENANCE SERVICE
QUALITY CONTROL

INSPECTION FORM

BLDG: DATE: TIME: FLOOR: AREA

QUALITY CONTROL INSPECTOR SIGNATURE: DATE: DATE:

JANITOR I CUSTODIAN:

Task I Item	Standard	S	U	Re-Inspection	Remarks/Comments
Carpet Cleaning by Steam Cleaner	Carpet shall be free of streak, stains and spots.				
Clean Interior Glass	Shall be free of streaks and smears.				
Clean Vertical Blinds	Shall be free of dust, dirt and free of streaks and smears.				
Polish Furniture	Free of streaks, smears, and smudges.				
Clean Metal Fixtures	Free of dirt, dust and polished to shine.				

METHODOLOGY

Our approach is to provide a schedule outlining daily, weekly, monthly task to be performed. Our Methodology provides an outline of how we will accomplish this.

1. **For Trash Removal (Kitchen and Break Rooms)**
   The custodian will be directed to perform this task by traveling in a geographically logical and sequential path. As he/she walks along pushing a pick-up cart or large trash barrel, on wheels, he/she will collect trash from each receptacle by pulling the trash liner up from around the rim of the receptacle and twisting it and tying it to close it. The bag will then be pulled up out of the receptacle and placed in the trash barrel that the custodian is pushing along with him/her along the route. He/she will then move on to the next receptacle and so on until all trash receptacles in the assigned area are emptied.

2. **To clean ash trays and receptacles located at designated smoking areas.**
   The same custodian who is removing trash will also clean the ash trays and receptacles. The custodian will first pick up ash trays to make sure that all embers are extinguished, and empty the ashes into the fireproof container located on the side of the pick up cart or barrel. Once the ashtray is emptied, it will be damp wiped with a cloth that has been dampened with a disinfectant synthetic detergent (DSD) solution. The ashtray will then be returned to its proper place, clean and streak free. When servicing sand urns, cigarette butts and ashes will be removed with a sand sifter. New sand will be added to receptacle as necessary.

3. **To vacuum carpeted floors and rugs.**
   The custodian will enter the room or work area and plug in the vacuuming machine near the end of the area, near the entrance or at a central location. We use heavy duty, upright vacuums with powerful suction and a top-filling bag with a rotating brush to loosen soils. They will then begin vacuuming around the room starting at the far side and move in a clockwise or counterclockwise direction walking backwards, toward the door. Chairs and other light objects will be moved as necessary. They vacuum under tables, desks, chairs, and anything movable, if appropriate. They will work around the room making two or three passes over each area, depending on pile length, density, and soil load. We will vacuum thoroughly under and around the legs of furniture. If furniture can be moved to get under it, then we will return it to its original position after vacuuming. When we clean cut pile carpet, we lay the pile while vacuuming. We instruct our custodians that the final stroke should always be in the same direction. A slight overlap of strokes is desirable. Our custodians are also trained to note spots and inform their supervisor of the need for spot removal.

4. **To sweep non-carpeted floors**
   Our custodian will use a dust mop. He/she will move everything possible in order to clean under it. Gum or other sticky objects will be removed from the floor with a putty knife. The custodian will begin at the back of the room, then work towards the door. Dust mopping will be done under furniture and special attention paid to the corners. We will lift wastebaskets to dust sweep underneath. We instruct our custodians to dust mop the center section of a room using figure "8" strokes until the door is reached.

5. **To clean and service restrooms.**
The custodian assigned for this task will be equipped with a cleaning cart stocked with enough supplies to clean as many lavatories as possible without returning to the storage area. They will announce their arrival by knocking on the door and saying "Janitor!" or "Custodian!" in a loud voice. If no one is inside, they will position the cart near the door, prop open the door with a door stop, put up a "Wet Floor" sign or other warning and proceed with the work. **The custodian will perform the following tasks in each restroom:**

a. He/she will remove trash by same procedure previously described.

b. To clean mirrors we will spray on glass cleaner solution and wipe the mirror dry. With a clean, damp cloth, we will spot clean as necessary. Then finally we will polish the mirror with a clean dry cloth or chamois.

c. To vacuum carpeted floors we will follow the same procedure previously described.

d. To sweep non-carpeted floors we will use the same procedure previously described.

e. To clean and fill dispensers our custodian will start with soap dispensers. Any spilled soap can be cleaned up later when the wash basins are cleaned. All paper towel and toilet tissue dispensers will be filled. We will fill sanitary napkin machines. The custodian will make sure that all dispensers are in good working order and properly cleaned. Anything that is out of order will be marked and reported to the supervisor.

f. The baby changing stations will be wiped down with a cloth dampened with a disinfectant solution. They will then be dried with another clean and dry cloth.

g. To machine scrub floors that cannot be completely cleaned by wet mopping with a germicidal detergent: First of all we place the "Wet Floor" signs. Attach proper brushes or pads to the automatic floor machine. Fill the dispensing tank with properly mixed germicidal solution. Dust mop the floor. Turn the machine on. Turn water on. Apply pressure to brushes and lower squeegee. We then move the machine, starting at the wall, make a straight path through the entire length of hall or room. At the end of the area, we then take the adjacent path and continue until the area is completed. At the end, we turn off the water, lift brushes and squeegee and then turn the machine off.

h. We will spot clean and mop

i. To wet mop non-carpeted floors with a germicidal detergent; the custodian will mix a solution of quaternary ammonium germicidal detergent and warm water per the manufacturer's instructions. The pail will be filled one-half full. The custodian will then mount the wringer on the side of the pail. The mop will be place inside and the unity moved into the lavatory. Starting inside the closets, the floor will be thoroughly wet down with the solution. This will be continued on to the urinal area, washbasin area, and back to the door area. The germicidal solution will be agitated several times with the mop before picking up. Picking up the solution may be done in several ways. We sometimes squeegee the floor if it has drains. It may be picked up with a mop. Or sometime we will use a wet/dry vacuum.

j. To clean and disinfect all surfaces of fixtures and toilet and bath accessories the custodian will first prepare the solution needed. We typically use a small white hand pail to keep the solution separate from the solution in the red pail that is used when cleaning toilets and urinals. In the white pail, we mix warm water with the proper amount of disinfectant. A spray bottle is then filled with the solution made according to the manufacturer's directions. Moving in a clockwise or counterclockwise direction

will spray all washbasins. The spray will cover every fixture. We then work down the line of basins systematically. When necessary, an abrasive powder will be used on stains. Cigarette butts, gums and other materials will be removed as necessary. A solution soaked sponge or cloth will be used from the pail. The cloth will not be dripping and all surfaces will be wiped. We instruct our custodial to complete the work with the fewest possible motions, and to systematically work down the line of basins. We then rinse washbasins and hardware and damp wipe the plumbing underneath. We turn on the faucets and rinse the solution from each bowl with a damp rinse cloth. We then rinse the solution from the washcloth and damp wipe spattered walls around the bowls and the plumbing underneath. We train our custodians to avoid unnecessary stretching and strain on their muscles by using their right hand for the right side of the bowl and their left hand for the left side. They are directed to stay in the squatting position after wiping under one bowl and take one step to wipe under the next. Then straighten up to wipe the top of the next bowl. This saves time and effort

k. To clean and disinfect all surfaces of partitions, stalls, all doors, and wall areas adjacent to wall mounted lavatories, urinals and toilets. Our custodian will spray detergent/disinfectant solution onto a dry cleaning cloth. Using slightly damp cleaning cloth, then wipe the surfaces.

l. To damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes and other such surfaces. Our custodian will prepare the disinfectant solution in a separate, preferably red pail used only for this task. Urinals and toilets will be cleaned by dipping a cotton swab into the solution and washing carefully around and under the flush rim, going first in one direction and then the other. After dipping the swab again, we will wash the entire center area of the bowl. The germicidal solution is left to remain in the urinal or toilet bowl until all are cleaned. Toilets and urinals will be cleaned with a liquid toilet bowl cleaner periodically to prevent stains and lime buildup in the flush holes and other areas. - To disinfect toilet seats, fixtures, and outside of toilets, urinals and troughs, we will spray both sides of the toilet seat and leave it standing. The fixtures and outside surfaces of commodes and urinals will be sprayed. All chrome will be polished to a shine. We will wipe clean all partitions, including hinges, tops and wall surfaces. We instruct our custodians to always leave toilet seats up when clean. The solution in the red pail will be emptied. New solution will be steed to wipe all fixtures and the outside of commodes and urinals.

m. To Damp clean and disinfect all surfaces of shower curtains and doors
Our Custodian will assemble all equipment and prepare germicidal solution in accordance with instruction on the germicidal bottle. An "Out of Service" sign will be placed on the front door. After putting on gloves, the Custodian will pick up large pieces of trash, towels and soap chips and place them in the proper containers. The trash will be collected and the Custodian will follow the Trash Removal Procedure. After dipping the a cloth in the germicidal solution and wringing out, we will damp dust all items above shoulder height, including tops of partitions, factures, outer surfaces of vents/ducts, walls, etc. We will also damp dust or vacuum the ceilings as needed. The floor will be mopped using a disinfectant. After mopping the floor, we will then damp clean all items below shoulder height including windowsills, tables, chairs, benches, etc. All walls and doors will be cleaned. - To disinfect the shower stalls, we will use a cloth dipped in germicidal solution to scrub off all exposed pipes, faucets, soap dishes and fixtures. The shower walls will be washed paying close attention to the area near the floor and the floor of the shower. If the shower is heavily soiled, it will be scrubbed with a liquid cleanser, and then damp rinsed with the germicidal solutions. The walls and floor will then be rinsed to remove the cleanser and washed again with the germicidal solution. The shower door will be washed inside and out then rinsed and wiped dry. If a curtain is used, both sides of the curtain will be washed and spread open to dry. All supplies that are low will be

replenished; the floor will be damp mopped following the Damp Mopping Procedure. Our Custodian then will inspect the work to be sure that all shower walls and fixtures are spotless, bright, free of soil, watermarks, soap or other dulling film and stains.

n. To Damp clean and disinfect all exterior surfaces of lockers. Our Custodian will begin by washing his hands and putting on protective gloves. With a cloth dampened in the germicidal cleaning solution the top, interior, and exterior surfaces will be damp dusted. After wringing the cleaning solution out of the cloth the surfaces will be wiped again. The surfaces will then be wiped with a cloth dampened in clear water. All areas will be dried with a dry, clean cloth. Finally, we will wash all buckets and wipe them clean, the soiled cloths will be deposited in a special container, and the equipment will be properly stored.

o. The custodian will flush cleaning chemicals through the traps daily to reduce accumulation of scale.

p. We will empty, clean and disinfect interior and exterior surfaces of sanitary napkin receptacles and replace plastic bag liners with new liners

q. We will and flush floor drains with germicidal detergent, followed by a second flushing with clean rinse water

r. To clean wall and ceiling vents and air-intakes, removing lint and dust
To clean the exterior of vents our Custodian will place a drop cloth on the floor directly under the duct. After placing the ladder on the drop cloth the louvered vent surfaces will be vacuumed using the dusting brush attachment. The bottle brush will then be inserted into each of the louvers and drawn back and forth to dislodge dirt and dust. In conjunction with this, the vacuum orifice will be kept as close to the brush as possible so that dislodged dirt and dust will be sucked into the vacuum and not circulated into the air. Then the exterior surfaces of the duct will be damp dusted with a cloth dipped in the germicidal solution. The floor will be cleaned if needed. To clean the interior of the vents the drop cloth will be placed on the floor under the duct. The cover will be removed and both sides of the cover will be vacuumed using the bottle brush attachment. Both sides of the cover will be damp wiped. Then the inside of the ducts will be vacuumed as far as the vacuum hose will reach. We then will damp wipe the interior of the duct with a cloth dipped in germicidal solution reaching as far as possible. The cover will be placed back to its original positions and checked to make sure it is secured. Finally, the drop cloth will be removed and the floor will be checked for any dirt or dust that might have fallen on the floor.

6. To clean and fill dispensers we will follow the same procedures previously described in restroom cleaning.

7. To clean and service kitchens and coffee rooms. Our Custodian will begin by removing the trash. The garbage cans will be placed on a four-wheel cart and transferred to dispose of the contents as directed by the supervisor or manage. When the garbage can has been emptied, we will clean its interior and exterior with the germicidal solution and a scrub brush. The outside of the can will be wiped and relined with a plastic liner. To clean stoves, refrigerators, and counters we will wash the surfaces with the germicidal solution and then wipe them dry. To clean stove exhaust ducts and air filters we will remove screens and filters, if possible. The interior and exterior of the hood over the stove will be washed with a degreaser solution. The surface will then be rinsed thoroughly and wiped dry. The filters will be soaked in the degreaser solution, if permitted. Non-removable filters and screens will be washed with detergent solution, then rinsed well and wiped dry. We will then wash the walls with a detergent solution to remove

accumulated grease. We will sweep the floor surface with a push broom, using a putty knife to remove any foreign matter stuck to the floor. The floor will then be mopped with the germicidal solution. If heavy soil accumulation has occurred, a degreaser may be used. The floor will then be rinsed with clear water. All porcelain surfaces will be washed with germicidal solution then wiped dry to avoid water spotting. All metal surfaces, including faucets, fixtures, and pipes will be washed and wiped dry. After completing the work, the equipment will be cleaned and store for the next day or the next shift's use.

8. To clean drinking fountains. Our Custodian will clean the exterior surface and under the fountain by pouring the germicidal solution. It will then be rinsed with clear water, and dried with a clean cloth. The solution will then be poured on the fountain head, fountain bowl, handle, and other surface. With a clean cloth these areas will be scrubbed hard and carefully. A fountain brush will be used to clean the jet guard, drain holes, and all other metal surfaces. A soft cleanser will be used to help remove difficult stains. A damp cloth will be used to rinse all parts of the fountain. Then a clean, dry cloth will be used to dry and polish all parts of the fountain. All splashes on walls and floors will be wiped.

9. To clean all entrances. To clean interior entrances our Custodian will place caution signs where they are visible. All loose paper litter and debris will be picked up or if carpeted the floor will be vacuumed. Hard floor entrances will be dust mopped using a dusting tool. The debris will be picked up with a dust pan and counter brush. The hard floor surfaces will be damp mopped with detergent or a disinfectant solution. We will then clean all glass surfaces with squeegees and disinfectant solutions. All doors, handles, ledges and flat surfaces will be wiped with a cloth dampened with disinfectant solution. If necessary, we will use a hand brush to clean runners and door plates. Trash cans will be emptied and replaced with fresh liners. All cigarette butts from sand urns will be emptied and replaced with fresh sand if necessary. To clean the exterior of the entrances, wet floor signs will be placed out. All loose paper litter and debris will be picked up. The cement surfaces will be swept with a push broom. The foot scrapers and exterior entrance mats will be cleaned. All gum deposits and grease stains will be scraped or scoured. We will then remove all lint, cobwebs, and mud from outside walls in immediate vicinity of entrances and platforms. All lint and cobwebs will be removed from canopies and entrance lights. We will then hose the entire area and using the push broom all standing water will be swept away. The exterior glass surfaces will be cleaned with a squeegee dampened with disinfectant solution. All outer surfaces of entrance doors, frames, handles, and ledges will be wiped. We will then empty all outside trashcans and replace them with fresh, clean can liners. All cigarette butts from urn will be emptied. We will be sure to leave all wet floor signs out until the entrances are completely dry.

10. To clean chalkboards and marker boards. Our Custodian will start at one end of the board and clean one section at a time working towards the end. All chalk and erasers will be removed from the panel before proceeding with washing the board. The cloth will then be dipped in water and the washed section will be rinsed. To keep from having any streaks the board will be damp-dried. We will then vacuum the erasers and wet-wipe the chalk tray.

11. To clean and restock custodial closets and storerooms. Our Custodian will clean and properly dispose of soiled mops, rags, or floor pads at the end of the shift. All buckets will be emptied and rinsed before placing in storage. We sill store all paper towels, cleaning chemicals, toilet paper, etc., neatly on the shelves. The mops will be hung on the hooks provided when not in use. We will label all containers accurately and cap them properly. Labeled containers will be arranged neatly in rows with labels to the front. No personal items will be left in the closets, and closets with sinks or floor basins will be cleaned daily.

12. To accomplish damp mopping. Our Custodian will fill buckets to specified mark with water and add 1/2 ounce of germicidal solution to each gallon of water. We will then place "Caution" signs out and move all furniture and equipment. The floor will be dust mopped following the dust mopping procedures. A putty knife will be used to remove any dried matter or soil. The trash will then be picked up by using a dust pan and counter brush. We will proceed with mopping the floor by pushing the mop parallel to the baseboard paying particular attention to comers and avoiding splashing. In open areas, we will use figure 8 strokes. We will overlap each stroke and turn the mop head over every five or six strokes. We will mop about 100 square feet before returning the mop to the bucket for rinsing. To rinse, the mop will be submerged into the second bucket dipping up and down several times to remove dirt and contamination. The mop will be wrung dry as much as possible before dipping into the first bucket to pick up the germicidal solution. A clean damp cloth will be used to remove any splash spots on walls or baseboards. The "Caution" signs will be moved when the floor is thoroughly dry.

13. To wet mop non-carpeted floors and rubber floors. Our custodian will first fill a clean bucket with water to the specified mark: add 1/2 ounce of germicidal detergent for every gallon of water. Place caution signs and move furniture and equipment. Dust mop the floor. Use the putty knife to remove any dried matter or soil. Pick up trash using a dust pan and counter brush. Then proceed to wet mop by first saturating the mop in the cleaning solution. Wring out the mop sufficiently to avoid dripping the solution. Divide the area into approximate 9'x 12' areas then mop inside the area with side to side strokes. We instruct our custodians that the mopping stroke should give the greatest coverage and speed with the least amount of fatigue. Where possible, use an approximately nine foot side-to side sculling stroke, stopping about four inches short of the baseboards and furnishings. Move the mop parallel to baseboards and furnishings. Heavily embedded dirt will be removed by applying a downward pressure on the heel of the mop. Areas that are inaccessible to the mop, such as comers will be cleaned by gathering mop strands by hand or by agitating the space with a nylon pad. The dirty cleaning solution is then picked up by rinsing the mop in clean water, then wringing it as dry as possible.

14. To accomplish buffing and carpet cleaning. The equipment will be assembled, a spray unit attached to the floor machine and then taken to the designated area. We will then move furniture. Sweep the floor with a covered floor tool and pick up soil our custodian will post the "Wet Floor sign. The floor is then damp mopped. The floor machine is then used to buff the floor surface. When black marks, spots, soil scuffs or scratches appear in the path of the buffer, a list mist will be sprayed on the area. The areas will be buffed until soil/damage is removed and shine appears. Afterwards, the pad or brush will be removed and placed into a plastic liner. The equipment will be taken to the utility room. Pads will be washed and place on a flat surface or hung on a peg to dry. The equipment will be wiped off and returned to the designated storage area.

To spray buff and restore vinyl asbestos tile.... We will continue to describe the procedures for accomplishing the second category of tasks as defined in the RFP, which are classified as Project Work Requirements: Note that the days and times for these types of tasks will be coordinated with the building tenants and scheduled and performed so that interference with client work is minimal.

To strip and scrub all non-carpeted floors and refinish with three coats of metallinked polymer finish (except for unsealed wood floors: and to wax unsealed wood with two coats of wax). The stripping solution will be prepared and taken to the designated area along with the equipment. We will post "wet floor" signs. Move all movable furniture. Dust mop the area with a sweeping tool. Remove debris with dust pan and counter brush. The stripping solution will be applied to the floor surface with a mop. It will be allowed to stand for three to five minutes so that the solution will be most effective. The area will be divided into manageable sections for most efficient scrubbing. All doorways will be blocked with appropriate cloths, so the stripper

does not run under doors or any area that is not being stripped. The scrubbing will begin far enough from walls to prevent the splashing of soil and solution. The solution on the floor will be carried with the motion of the machine. We instruct our custodians to move slowly but continuously, using a side to side, overlapping, arc pattern. The first space covered should be about a six foot path. If floors are pitted or dented, we will scrub in a criss-cross pattern. We turn the machine slightly on edge, either to the right or left (heeling), to remove those "hard to remove" marks. To pick up soil and solution, we use a wet vacuum. We rinse the floor and baseboards, applying enough water to completely remove all soil and solution. The rinse water is then picked up with a wet vacuum. The floor surface is then re-rinsed with clear water several times, in order to free the surface of stripping solution. This procedure is following until the entire area is completed. The equipment is then removed to the utility area. The machines are washed off, cords, brushes and pads, buckets and wringers. All equipment is dried off.

To apply floor finish, the floor must be completely dry. We place plastic liners in buckets and fold over the rim and under the handle. A clean mop head is placed into one bucket. Floor finish is poured on the mop head. The mop head is wrung out. We continue to pour small amounts of floor finish onto the mop head and wring it out until the mop is saturated, and wring it out. We then apply three thin coats of finish to the floor surface. We apply first coat crosswise, and the second coat lengthwise. The third coat is then again applied crosswise. The floor has to be allowed to completely dry between coats of finish. After the floor has dried for about an hour, we buff with a polishing pad to make the surface very hard and level smooth.

15. To accomplish carpet cleaning.

Carpet cleaning- by the dry foam method
The required equipment will be taken and set at the edge of the carpet. We turn on the foam and check for proper foam flow in front of the brush. When a small pile of foam has formed in front of the brush, we turn on the brush and proceed to the opposite side of the room or area. With some equipment, the brush direction can be reversed, and the machine can be pulled or propelled back over the pass just made. When a pass in made in each direction over the same area, we move the machine over a distance equal to the machine's width. We allow 2 inches for overlap to prevent streaking. This double pass procedure must be repeated going in an opposite direction to obtain maximum cleaning and lessen the possibility of streaking. Streaking is the most common complaint about foam scrubbing. Once the carpet has been gone over from two directions, we go over the surface with a wet vacuum to remove any additional moisture, soil, or excess foam. The carpet is also thoroughly vacuumed when dry to remove detergent residue and loosened soil.

Carpet cleaning by water extraction method.
As always, we begin by placing "wet floor" signs. We move the furniture and we dry vacuum the carpet. We will also spot the carpet with spotter solution. We then mix the shampoo solution in the dispensing tank. Hook up the hoses and cords. The machine is then turned on, one switch at a time; first the solution pump, then the vacuum pump. (Some machines have one switch). We then shampoo the carpeting, starting at the wall, working across the room, releasing solution on the first pass. The second pass is done using the vacuum only. The furniture is returned to its original position and wet floor signs removed.

16. To clean all interior glass on the first floor, second floor, third floor and higher.
We will use a small bucket with detergent, another small bucket with glass cleaner, a dry, clean lint free cleaning cloth, a cotton strip washer (Unger washer) and a squeegee of proper size for the glass area to be cleaned. The strip washer or Unger washer, will be dipped into the bucket of cleaning solution and used to wash/scrub the entire glass surface. Before the cleaning solution dries, we clean the glass by pulling the squeegee from right to left beginning at the top of the area to be cleaned. Each stroke is

overlapped slightly as we proceed to the bottom of the glass surface. Upon reaching the bottom, the squeegee is pulled down the left side of glass surface from top to bottom. The cleaning cloth is used to dry the squeegee between "pulls and to wipe dry the window or door frames and adjacent mullions. Any solution that may have dripped onto the floor or areas adjacent to the glass being cleaned will be wiped dry.

17. To clean all exterior -glass on the first floor, second floor, third floor and higher
We will use a window bucket with glass cleaning solution, strip washer, the proper size squeegee, a pole and clean cloths. The strip washer will be immersed into the bucket of cleaning solution and saturated thoroughly. Beginning with the highest levels of glass windows to be cleaned, we use the pole to reach the glass and wash and scrub the window, mullions, window sills with large amounts of cleaning solution. A second scrubbing may be needed for excessively dirty windows. We then squeegee the window as described previously. Mullions and window sills will be wiped dry.

18. To clean all vertical blinds.
We will pull the blind to the top of the frame. Unhook the blind from the frame. Wrap the pull cords around each end of the blinds. Then take each blind indicating the building and room number and window location. We then move the blinds to the washing area. We wash the frame and hardware, then rinse and wipe dry. We will damp wipe the window sill and floor directly beneath the window. The blinds are then retuned to their original place
To clean Venetian blinds we will follow the same procedure.

19. To clean and polish all furniture
Wood surfaces will be cleaned with a treated or specified dust cloth, to dust all exposed surfaces of the furniture.
Formica, metal, painted metal, plastic furniture will be damp wiped with a detergent/disinfectant solution from a sprayer or bucket and then polished dry. Fabric furniture will be vacuumed to remove loose dirt, dust, and lint from all surfaces. All removable stains, spills and soil will be spot cleaned using carpet fabric spotting solution.

20. To clean metal fixtures
We will use detergent/disinfectant solution in a spray bottle or small bucket and cleaning cloths.
Painted metal/aluminum: All metal surfaces will be damp wiped using detergent/disinfectant solution and cleaning cloths. Then we will polish them dry.
Stainless steel and chrome: These surfaces will be damp wiped with the detergent/disinfectant solution and polished dry.
Brass: These surfaces will be damp with the detergent/disinfectant solution. The will be polished with brass cleaning "wadding." We will then buff to a high gloss with a clean, soft, dry cloth.

SECTION 4

SUBCONTRACTORS

Lee's Maintenance Service, Inc., will not be using any subcontractors

SECTION 5

LEE'S MAINTENANCE SERVICE, INC.

REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES (2009-PA011)

14740 Keswick Street
Van Nuys, California 91405

(818) 988-6644

January 20, 2010

SECTION 1

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
http://dpw.lacounty.gov

GAIL FARBER, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: AS-0

January 7, 2010

REQUEST FOR PROPOSALS – ADDENDUM 1
JANITORIAL SERVICES (2009-PA011)

Thank you for attending the Proposers' Conference for Janitorial Services on December 21, 2009, and for your interest in the Request for Proposals (RFP). Please note the deadline to submit proposals is **Wednesday, January 20, 2010, at 5:30 p.m.**

The following revisions have been made to the RFP. (Please note that **bold** text has been added and ~~strikethrough~~ has been deleted from the RFP.)

1. The Schedule of Prices, Form PW-2, has been revised and replaced with form PW-2.1. Please use the form PW-2.1 found electronically, when submitting your proposal, which can be accessed on: http://dpw.lacounty.gov/asd/contracts

   (Please note that the new item No. 38, location No. 7-1d, has been added as depicted below. Also, please note the correction in the Estimated Number of Units for Annual Price for the As-Needed Janitorial Services)

Item No.	Location No.	Yards Names	Price per Month for Janitorial Services for each Yard	Annual Frequency	Annual Price (Price per Month X 12)
38	7-1d	Road Maintenance	OSD Paint Shop 38126 N. Sierra Highway Palmdale, CA 93550	$ ~~541.20~~	12	$ 6,494.40

Description of Service	Unit	Estimated Number of Units	Unit Price	Annual Price (~~600~~ 2000xUnit Price)
As-Needed Janitorial Services	Hour	2000	$ 17.23	$ 34,460.00

2. Part I, Request for Proposals, Section 2, Proposal Preparation and Submission, subsection B.1, Proposal Submission, on page 1.19, has been revised as follows:

   1. Proposals shall be submitted with ~~six~~ **four** complete sets (one original and three copies) of the Proposal and any related information. Proposals received after the closing date and time specified in the Notice of Request for Proposals will be rejected by Public Works as nonresponsive.

3. Exhibit B, Service Contract General Requirements, Section 4.H, Labor Law Compliance, on page B.26, has been revised as follows:

   H. <u>Labor Law Compliance</u>

   Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor, including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code Section 1777.5 with respect to the employment of apprentices. **In addition, the Contractor shall comply with Labor Code Sections 1060-1065 with respect to the Displaced Janitor Opportunity Act.**

SECTION 2

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Lee's Maintenance Service, Inc.
14740 Keswick Street Van Nuys, CA 91405

as Principal, hereinafter called the Principal, and The Guarantee Company of North America USA
1800 Sutter Street, Suite 880 Concord, CA 94520

a corporation duly organized under the laws of the State of MI

as Surety, hereinafter called the Surety, are held and firmly bound unto Los Angeles County Department of Public Works
900 South Fremont Avenue Alhambra, CA 91803

as Obligee, hereinafter called the Obligee, in the sum of Ten Percent of the Total Amount of the Bid
Dollars ($ 10%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Janitorial Services (2009-PA011)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 8th day of January, 2010

Lee's Maintenance Service, Inc.
(Witness) (Principal) (Seal)
By: Pres
(Title)

The Guarantee Company of North America USA
Susan Ponsell (Witness) (Surety) (Seal)
By:
Attorney-in-Fact Adriana Valenzuela (Title)

ACKNOWLEDGMENT

State of California
County of Orange)

On January 8, 2010 before me, Susan Ponsell, Notary Public
(insert name and title of the officer)

personally appeared Adriana Valenzuela,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

GMN1 SUSAN PONSELL
COMM. # 1734814
NOTARY PUBLIC - CALIFORNIA
ORANGE COUNTY
My Commission Expires March 27, 2011 GMN1

Signature _____ (Seal)

THE GUARANTEE COMPANY OF NORTH AMERICA USA

Southfield, Michigan

POWER OF ATTORNEY

KNOW ALL BY THESE PRESENTS: That **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, a corporation organized and existing under the laws of the State of Michigan, having its principal office in Southfield, Michigan, does hereby constitute and appoint

Lourdes Landa, Adriana Valenzuela, Mark Rosskopf
BB&T Insurance Services of California, Inc. ~ Fullerton

its true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise.

The execution of such instrument(s) in pursuance of these presents, shall be as binding upon **THE GUARANTEE COMPANY OF NORTH AMERICA USA** as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at the principal office.

The Power of Attorney is executed and may be certified so, and may be revoked, pursuant to and by authority of Article IX, Section 9.03 of the By-Laws adopted by the Board of Directors of **THE GUARANTEE COMPANY OF NORTH AMERICA USA** at a meeting held on the 31st day of December, 2003. The President, or any Vice President, acting with any Secretary or Assistant Secretary, shall have power and authority:

1. To appoint Attorney(s)-in-fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof; and
2. To revoke, at any time, any such Attorney-in-fact and revoke the authority given, except as provided below
3. In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of the Company adopted at a meeting duly called and held on the 31st day of December 2003, of which the following is a true excerpt:

RESOLVED that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, contracts of indemnity and other writings obligatory in the nature thereof, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, **THE GUARANTEE COMPANY OF NORTH AMERICA USA** has caused this instrument to be signed and its corporate seal to be affixed by its authorized officer, this 4th day of February, 2009.

THE GUARANTEE COMPANY OF NORTH AMERICA USA

Stephen Dullard, Vice President

Randall Musselman, Secretary

STATE OF MICHIGAN
County of Oakland

On this 4th day of February, 2009 before me came the individuals who executed the preceding instrument, to me personally known, and being by me duly sworn, said that each is the herein described and authorized officer of The Guarantee Company of North America USA; that the seal affixed to said instrument is the Corporate Seal of said Company; that the Corporate Seal and each signature were duly affixed by order of the Board of Directors of said Company.

Cynthia A. Takai
Notary Public, State of Michigan
County of Oakland
My Commission Expires February 27, 2012
Acting in Oakland County

IN WITNESS WHEREOF, I have hereunto set my hand at The Guarantee Company of North America USA offices the day and year above written.

Cynthia A. Takai

I, Randall Musselman, Secretary of **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by **THE GUARANTEE COMPANY OF NORTH AMERICA USA**, which is still in full force and effect.

IN WITNESS WHEREOF, I have thereunto set my hand and attached the seal of said Company this day of JAN 0 8 2010

Randall Musselman, Secretary

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Los Angeles

On Januear 19th, 2010 (Date) before me, Jutta Doerrstein, Notary Public (Here Insert Name and Title of the Officer),

personally appeared Tyrone P. Ingram (Name(s) of Signer(s)),

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

JUTTA DOERRSTEIN
Commission # 1845111
Notary Public - California
Los Angeles County
My Comm. Expires May 10, 2013

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature (Signature of Notary Public)

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: Bid Bond A;A Document A310

Document Date: January 8th, 2010 Number of Pages: 2

Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name:
☐ Individual
☒ Corporate Officer — Title(s): President
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☒ Other: Lee's Maintenance Servie, Inc.
Signer Is Representing:

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer's Name:
☐ Individual
☐ Corporate Officer — Title(s):
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other:
Signer Is Representing:

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

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State of California
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

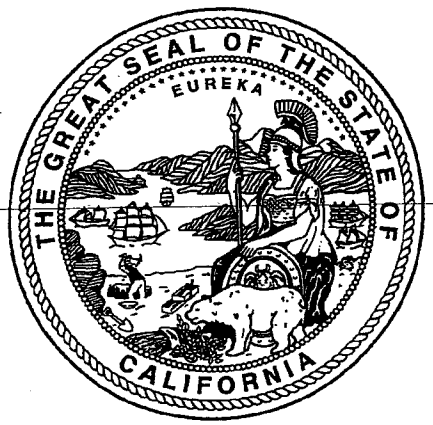
LEE'S MAINTENANCE SERVICE, INC.

FILE NUMBER:	C1166620
FORMATION DATE:	01/11/1983
TYPE:	DOMESTIC CORPORATION
JURISDICTION:	CALIFORNIA
STATUS:	ACTIVE (GOOD STANDING)

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

The records of this office indicate the entity is authorized to exercise all of its powers, rights and privileges in the State of California.

No information is available from this office regarding the financial condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of August 05, 2009.

Debra Bowen

DEBRA BOWEN
Secretary of State

BACKGROUND

Lee's Maintenance Service, Inc. is a full service commercial janitorial maintenance company which has been in business for more than 35 years in greater Southern California. Our clients are located in Ventura, Los Angeles, Orange, San Fernando, Riverside, and San Diego counties. The Port Hueneme and Point Mugu Naval facilities, United Airlines, Los Angeles World Airports, Los Angeles Probation Department, City of Inglewood, Ronald Reagan Presidential Library, City of Santa Clarita, Orange County Department of Education, and Kodak are among some of our clients.

On March 1, 2005 we started the Los Angeles County Probation Department at Los Padrinos and Crenshaw. Thereafter, on April 1 we started Rio Honda area office, West Los Angeles area office, Facility Operations, and the Vermont Record facilities, and Painter area office. With the successful win of these facilities, we are now experience in the County process and paperwork trail that must be established including the monthly living wage compliance.

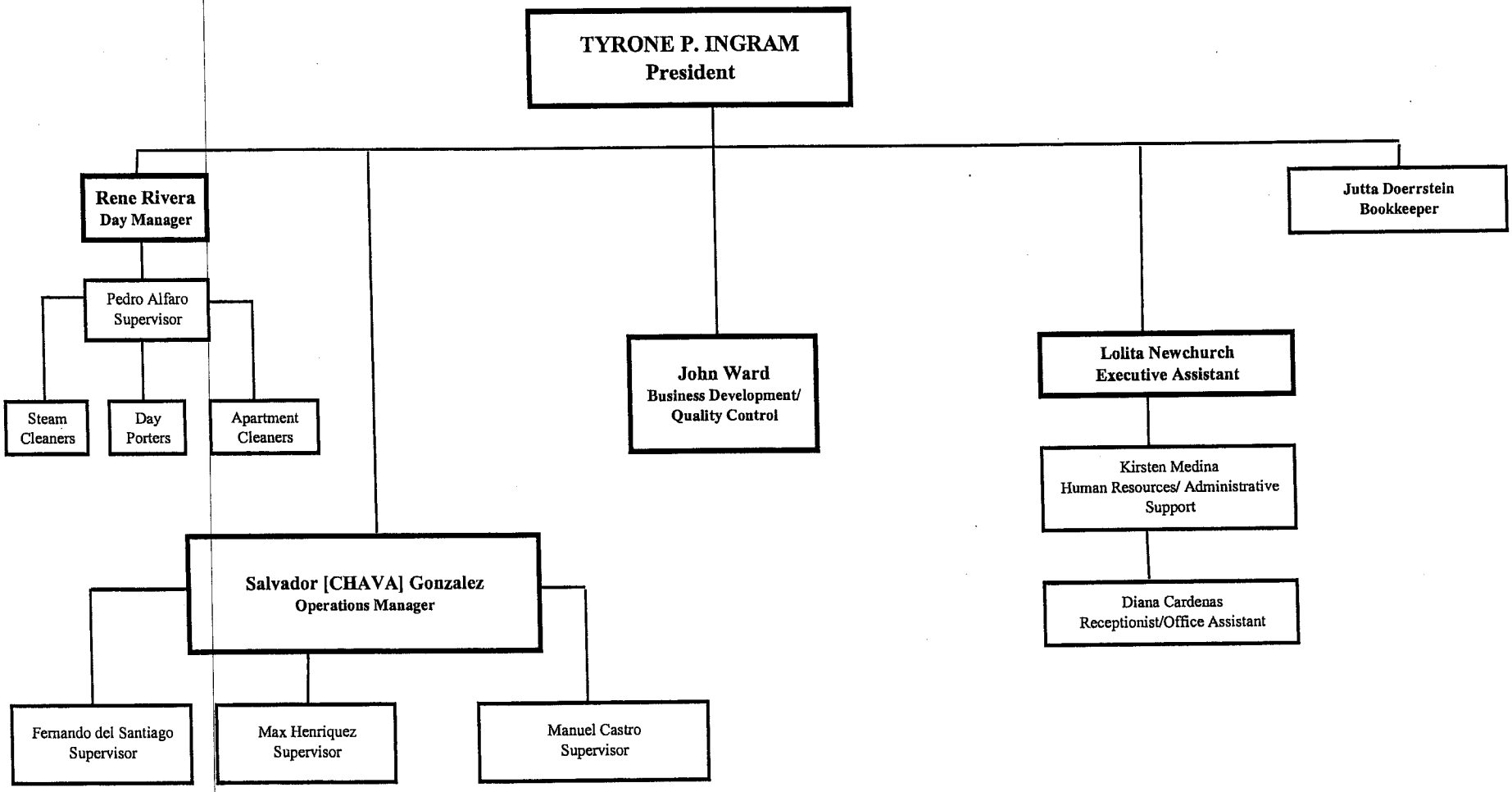
In addition, to give you an idea of the size of a few of these facilities we have serviced, we would like to describe two. The Port Hueneme and Point Mugu Naval facilities consist of 3.2 million square feet and are cleaned on a daily basis by more than 90 custodians and staff. At both bases, the combined population is approximately 8,000 people. This contract includes several childcare centers, two ambulatory medical centers, and command headquarters. United Airlines facilities at Los Angeles Airport is 405,000 square feet and is cleaned 24/7 by 51 custodians and staff. There are approximately 11,000 – 12,000 thousand people who use this terminal on a daily basis.

As a minority, small business firm, who has successfully graduated from the 8(a) Small Business Administration program with the federal government, we have been able to expand our business to its present $8 million dollar annual sales and 300 plus employees. We feel fortunate to have achieved this level of success, but know that it only came through hard work and perseverance.

With his sound leadership and business sense accompanying his extensive chemical background, President Tyrone P. Ingram has created a company with a reputation for quality and service. He came into ownership of this business after having worked four years as Vice President of Sales for Ball Industries and nine years as Sales Manager for the Western Division of Easterday Supply Company. In 1983 he bought Lee's Maintenance Service. The company was incorporated in July 1986 as Lee's Maintenance Service, Inc. Through his contacts and knowledge of the industry, he has grown his company to almost $10,000,000.

LEE'S MAINTENANCE SERVICE, INC.

Organizational Chart



EXPERIENCE

Breadth of Experience

Having been in the janitorial maintenance business for over 35 years, Lee's Maintenance Services has performed many different types of cleaning including:

- General janitorial maintenance from 1000 square feet up to 3.7 million square foot buildings. These include over 150 business offices, industrial and warehouse facilities, government and military buildings, airport facilities, company headquarters, child care maintenance, medical dispensaries, schools, churches, and biomedical laboratories.
- Carpet care including rotary, bonnet, and extraction.
- Floor care including hardwood floors, hard floor surfaces, concrete etching, and all other floor types.
- Pressure washing.
- Parking lot cleaning.

Vehicle Fleet

Our 35 vehicle fleet allows us to respond to emergency calls within two hours, 24 hours a day. The flexibility we have allows us to better service our Los Angeles County clients. Included in our fleet are two truck mounted steam cleaners with 190 degree hot water, 900 psi, reaching up to ten stories. We also have two "Mr. Sweep" parking lot sweepers, and three pressure washers, one of which is truck mounted, and the other two are trailer mounted.

Similar Buildings and Similar Experiences

The City of Santa Clarita City Hall, Probation Department (Los Padrinos, Crenshaw, Rio Hondo, West Los Angeles, Facilities Operations, and Vermont Record facilities) and City of Inglewood can be very much like a County building. They require a very high standard of cleanliness but also have high traffic pattern because of the public exposure. Most of their cleaning is office oriented. In addition we perform cleaning at their transportation centers and vehicle maintenance shops. In accordance with the established Living Wage Ordinance, we must comply with monthly reports and requested audits.

At LAX, United Airlines, and the Naval bases, extensive background checks and paperwork must be processed in order to perform work at these sites. Similar to the County, fingerprinting, criminal background checks, and physicals are required. Continual updating of badges and reporting is compulsory. All these sites insist upon strict adherence to FAA rules and regulations as well as the Office of Homeland Security compliance.

Under one contract, the Ventura Naval bases included 3.4 million square feet, consisting of 387 buildings, 100 janitorial staff, and up to seven days a week service. These building include admiral headquarters, large information-sensitive computer room areas, engineering buildings, public works buildings, child care centers, large medical dispensaries, gyms, warfare operation buildings,

maintenance shops, and many typical office-style buildings. Quality control checks are performed on a daily basis with monthly performance meetings conduct by contracting officers and QAE's. A work-progress report is submitted on a daily basis at our 8:00am meetings. Work schedules are provided for each of the 387 buildings.

Floor Care

Floor maintenance, including carpet care and hard floor surfaces, is an on-going process at all our facilities. With our ride-on auto scrubber we are able to efficiently clean larger facilities. Work is scheduled and performed in accordance with the contract specifications and always during the lowest populated times.

Safety and Training

Safety and OSHA compliance is always adhered to. Safety training is continual along with our Safety Pays program. Over the last year we have awarded more than $30,000 in bonuses to employees because of improved safety.

Customer Service and Quality Control

Lee's Maintenance Service prides itself for the quality of cleaning and the customer service we continually provide. We have created a strong communication between our firm and the customer. Our corporate quality control consists of a minimum of two onsite walk through each month. During this time, in addition to the quality control, we discuss the needs and concerns of our clients. Our reputation has provided us the opportunity to remain with clients for 18 + years.

TYRONE P. INGRAM
[redacted]

Employment History

1983-Present:

Lee's Maintenance Service, Inc.
14740 Keswick Street
Van Nuys, CA 91405

President and Chief Executive Officer for a $10,000,000 commercial janitorial services company with 300 employees. Primary responsibilies include, but are not limited to, Managing the Business, Sales, Quality Control, Customer Relations, Finance and Administration. Major accounts include United Airlines, Department of Defense, Los Angeles World Airports, Kodak, and Ronald Reagan Presidential Library.

1979-1983

Ball Industries
333 West Artesia Boulevard
Los Angeles, California

Vice President of Sales for a commercial cleaning and janitorial supply company. Duties include managing and overseeing all Administration, Sales, and Operations Departments in the greater Southern California area. Supervised a sales staff of 40 employees.

1969-1978

Easterday Supply Company
17050 Margay Avenue
Carson, California

Sales Manager for the Western Division of a chemical supply company. Responsible for Administration, Sales and Operations of five field offices from San Francisco to San Diego. Supervised a sales staff of approximately 40 employees.

JOHN E. WARD
[redacted]

EMPLOYMENT HISTORY:

March, 2001-Present: **Lee's Maintenance Service, Inc.**
Van Nuys, CA 91405

Business Development and Quality Control/Manager: Responsible for developing more business/ contracts. Oversee and manage 5 Operations and approximately 160 employees. Provide random Quality Control Inspections as directed by the President. Provide on-site Safety and Security Training sessions.

July 1992 to March, 2001 **Customer Service, Inc. (CSI)**
El Segundo, CA

Operations Manager: Supervise daily operations through on-site managers in building custodial maintenance and floor care for seven major projects and 18 smaller projects with a total of 450 employees in five states.

Initiate and administer all aspects of contract bidding. Currently administer contract budgets ranging from $24,000 to $2.5 mil, totaling $7.5 million annually. Oversee payroll, purchasing, and quality control for all projects. Procure equipment, vehicles, and supplies. Analyze labor hours, and equipment and supply costs. Initiate cost containment measures; monitor contract performance. Act as liaison and maintain cooperative relations with private industry and public agency clients.

Identify, and when appropriate, include in budget latest technological advances in chemicals, equipment, and information systems through seminars, trade shows, and industry publications. PC applications include Excel, Microsoft Word, E-mail and Cal-Calendar.

Develop policies and procedures for day-to-day janitorial services, as well as for safety, personnel management, equipment maintenance, security, and quality control. Create and present training programs in multiple states addressing employee safety and health. Design and implement incentive programs for janitorial employees. Evaluate staff for job performance.

August 1972 to June 1992 **B & W Service Industries, Inc.**
Inglewood, CA

Vice President: Managed all aspects of custodial service company with annual sales of $12 million. Contracted projects with federal, state, municipal and private entities. Responsible for responding to Requests for Proposals, calculating costs of project outlined in proposal, and upon award of contract, set up project by hiring employees, ordering equipment, training employees, etc. Operated in seven states with 14 project managers and 650 employees. Size of facilities managed varied from 100,000 square feet to 2.2 million square feet, with annual budgets ranging from $300,000 to $1.6 million.

EDUCATION:

San Bernardino Valley College, 2 years

SALVADOR "CHAVA" GONZALEZ
11206 Dronfield Avenue
Pacoima, California 91331
Home: (818) 897-8103
Work (818) 988-6644

Employment History:

1977-Present: Lee's Maintenance Service, Inc.
14740 Keswick Street
Van Nuys, CA 91405

Operations Manager, report directly to the President. Supervise All Night Commercial Accounts. Troubleshoot Problems, Budget Labor, Cost Analysis and Order Supplies for Clients. Responsibilities include hiring, training, and terminating employees. I also monitor and implement "Safety and Security Procedures", and "Maintenance Procedures". I supervise Quality Control methods to insure that compliance with the specifications of the various Contracts is met. Manage three supervisors and approximately 160 employees.

Education:

Graduated from high school Guadalajara, Mexico.

SECTION 3

WORK PLAN

The following describes the procedures, techniques, and methods that will be used to meet or exceed the requirements of Exhibit A, Scope of Work and Exhibit 1. 1-1 through 8-1, Scope of Services.

Personnel Management

In compliance with the displaced Janitor Opportunity Act, our firm will retain those employees who wish to continue to work at the Public Works complex including the supervisors. Our firm must be ready for those employees who change their minds at the last minute. We will contact the County Department of Public Social Service's Greater Avenues for Independence (GAIN) program or General Relief Opportunity for Work (GROW) program to set up interviews with qualified candidates. We will also interview qualified candidates in the geographical area of the Public Works building.

Our management committee selects the supervisor for this project, and oversees the operations of the facility. The supervisor provides leadership and has the overall responsibility for ensuring that all the work is performed and continuously monitored for quality control to meet the specifications outlined in the contract. He/She manages the assistant supervisors. On a daily basis, the assistant supervisors manage the employees and will defer to the supervisor if he/she needs advise.

The assistant supervisor is responsible for assigning the work tasks, special assignments, issuing supplies, and disciplining and counseling the staff. In addition, he/she is responsible for the training and retraining of personnel, as well as the daily monitoring of the quality of the work performed. He/she is also responsible for covering absentees and vacations from our on-call list. He/she assures that the daily time records are accurate and that our personnel is properly paid. It is his/her duty to recognize safety hazards as he/she walks through the building, as well as ensure that energy conservation is being practiced. It is his/her responsibility to ensure that all offices of the building are properly secured.

Our personnel is invited to speak with the assistant supervisor at any time with any special concerns or grievances. If they are uncomfortable speaking with the assistant supervisor, the supervisor of the facility is available to them. The corporate office practices an open policy and any staff is free to call at any time. Like all our other employees, it is their duty to recognize safety hazards as they perform their work.

Recruitment and Replacement

As mentioned we will recruit new, qualified employees through GAIN and GROW as well as local unemployment offices, referrals from janitorial staff, and in-house promotions.

A regular practice utilized by our firm is the establishment and maintenance of a labor pool of back-up personnel. We propose to continue this practice for the Public Works Complex. The back-up labor pool will consist of people who have been through our application, oriented and trained, and

are available to work on-call. They will have the necessary uniforms and badges and meet all other requirements that enable them to be available and prepared to fill in for absentee employees. They maintain familiarity with the job site and work requirements. We designate these personnel as floaters and key them on a regular work schedule with various assignments, thereby providing them with a full time position with our firm.

Supervision

Our supervisors will receive direction from the project manager, and our day supervisor will receive additional work assignments from the Public Works facilities manager. Supervisors are responsible for the work performed and the initial quality inspection of the work. They will be responsible for carrying out the work safety rules and equipment inspection. If chemicals are diluted, the supervisor must ensure that the ratio is correct. Supervisors will train and retrain janitors in safe and correct cleaning procedures.

Supplies

Project Manager is responsible for supplies. On a monthly, the manager will order supplies upon usage but remembering to keep two weeks supply on-hand. Manager will evaluate new chemicals and cleaning equipment to increase the quality of work and productivity of work. MSDS will always be updated and available for all staff to read. He/she will ensure that all supplies are used correctly and properly. If safety equipment is needed, the project manager will take the steps necessary to ensure that all work is performed safely.

Equipment

All equipment will be new, and all staff will be trained in the proper use of the equipment.

Uniforms

All employees will receive shirts and pants provided by Lee's Maintenance upon approval of Public Works. Day shift, who works four days a week, will be provided with two pairs of pants and four button down shirts; and the night shift, who work five days a week, will be provided with three pairs of pants and five button down shirts. All shirts will have the Lee's Maintenance name. All employees will wear a company, pictured identification badge. Employees are required to wear safe shoes.

Safety

Lee's Maintenance has taken a proactive stance in dealing with employee safety. We have begun a Safety Pays program, which rewards employees for no loss time accidents, safety suggestions, and employee commendations. These are monetary rewards that remind them to be safety conscious throughout the day. This program has proven to be very effective in lowering our days loss due to injury. Please see the additional information regarding Safety Pays.

In addition, we have hired loss control consultants and have implemented a more aggressive on-site safety and training program. Our monthly, safety newsletter is distributed with payroll checks. It is edited in several languages.

Please see attached safety program.

Communications

Project manager and supervisors will be provided Nextel two-way communication phones. They will be able to communicate with each other as well as with the main office.

The supervisors on each shift will complete daily logs. One log will be for Public Works facilities manager and the other for the Lee's Maintenance supervisor on the next shift. The project manager must follow up on each item until the item is completed and sign each daily entry.

Quality Control

Please see attached Quality Control program.

Staffing Plan

The staff will consist of fifteen custodians at various locations throughout Los Angeles County; some employees will have full-time work at the PWC locations and other employees will work full-time PWC location and other location for our firm. There are three (3) employees that have been approved for part-time work, [please see attached letter]

Lee's Maintenance Service staff will be managed by a supervisor and supervised by a day and night assistant supervisors.

Please see below Staffing Plan:

SECTION 6

FORM PW-1

VERIFICATION OF PROPOSAL

DATE: January 18 **200** 2010	**THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:**

1. THIS DECLARATION IS GIVEN IN SUPPORT OF A PROPOSAL FOR A CONTRACT WITH THE COUNTY OF LOS ANGELES.

2. NAME OF SERVICE: Janitorial Services

DECLARANT INFORMATION

3. NAME OF DECLARANT: Tyrone P. Ingram

4. I AM DULY VESTED WITH THE AUTHORITY TO MAKE AND SIGN INSTRUMENTS FOR AND ON BEHALF OF THE PROPOSER(S). Yes

5. MY TITLE, CAPACITY, OR RELATIONSHIP TO THE PROPOSER(S) IS: President

PROPOSER INFORMATION

6. Proposer's full legal name: Tyrone P. Ingram		Telephone No.: (818) 988-6644
Address: 14740 Keswick Street, Van Nuys, CA 91405		Fax No.: (818) 988-7922
e-mail: jandirt@aol.com	County WebVen No.: 12564101	IRS No.: 95-3817377	Business License No.: 436 797-09 L

7. Proposer's fictitious business name(s) or dba(s) (if any): Lee's Maintenance Service, Inc. dba LMS

County(s) of Registration: Los Angeles	State: California	Year(s) became DBA: 1983

8. The Proposer's form of business entity is (CHECK ONLY ONE):

☐ Sole proprietor	Name of Proprietor:	
☒ A corporation:	Corporation's principal place of business: 14740 Keswick Street, Van Nuys, CA 91405	
	State of incorporation: California	Year incorporated: 1986
☐ Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts	President/CEO: Tyrone P. Ingram	
	Secretary: Tyrone P. Ingram	
☐ A general partnership:	Names of partners:	
☐ A limited partnership:	Name of general partner:	
☐ A joint venture of:	Names of joint venturers:	
☐ A limited liability company:	Name of managing member:	

9. The only persons or firms interested in this proposal as principals are the following:

Name(s) Tyrone P. Ingram	Title President	Phone (818) 988-6644	Fax (818) 988-7922
Street 14740 Keswick Street	City Van Nuys	State California	Zip 91405
Name(s)	Title	Phone	Fax
Street	City	State	Zip

10. Is your firm wholly or majority owned by, or a subsidiary of another firm? ☒ No ☐ Yes
If yes, name of parent firm: _____
State of incorporation/registration of parent firm: _____

11. Has your firm done business under any other name(s) within the last five years? ☒ No ☐ Yes If yes, please list the other name(s):
Name(s): _____ Year of name change: _____.
Name(s): _____ Year of name change: _____.

12. Is your firm involved in any pending acquisition or merger? ☒ No ☐ Yes
If yes, indicate the associated company's name: _____

13. Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and the Director's judgment shall be final.

14. CHECK ONE:
☒ (a) I am making these representations and all representation contained in this proposal on my personal knowledge;
OR
☐ (b) I am making these representations all representation contained in this proposal based on information and belief that they are true.

I declare under penalty of perjury under the laws of California that is true and correct.

Signature of Proposer or Authorized Agent: _____ Date: 01/18/2010

Type name and title: Tyrone P. Ingram

County of Los Angeles Vendor Identification Number: 12564101

FORM PW-2.1

SCHEDULE OF PRICES
FOR
JANITORIAL SERVICES (2009-PA011)

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, overtime, supervision, materials, transportation, taxes, equipment, training, holiday pay, uniforms, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Note: At the sole discretion of the County, facilities and/or services covered by this Contract may be increased, eliminated or reduced at anytime throughout the contract period.

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
Item A: Required Janitorial Services						
1	1-1	Fleet	Altadena Shop 252 West Mountain View Street, Altadena, CA 91001	$ 1007.75	12	$12,093.00
2	2-1	Flood	Pickens Yard 4628 Briggs Street, La Cresenta, CA 91214	$ 186.62	12	$2,239.44
3	2-2	Flood	Santa Clarita Yard 21190 Centre Pointe Parkway, Santa Clarita, CA 91350	$ 709.16	12	$8,509.92
4	2-3a	Flood	Longden Yard 160 E Longden Ave, Irwindale, CA 91706	$ 1269.02	12	$15,228.24
5	2-3b	Flood	Longden Yard - Survey 160 E. Longden Ave. Building #8, Irwindale, CA 91706	$ 111.97	12	$1,343.64
6	2-4	Flood	Eaton Yard 2986 New York Drive, Pasadena, CA 91107	$ 261.27	12	$3,135.24
7	2-5	Flood	San Dimas Yard 118 Pony Express Drive, San Dimas, CA 91733	$ 335.92	12	$4,031.04

FORM PW-2.1

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
8	2-6	Flood	Imperial Yard 5525 East Imperial Yard, South Gate, CA 90280	$ 1679.59	12	$20,155.08
9	2-7	Flood	83rd Street Yard 5520 West 83rd Street, Los Angeles, CA 90045	$ 627.05	12	$7,524.60
10	3-1	OSD	Lower Central Yard (1525/1537 Alcazar St. Los Angeles, CA 90033)	$ 3732.41	12	$44,788.92
11	3-2	OSD	Upper Central Yard 2275 Alcazar St., Los Angeles, CA 90033	$ 3153.89	12	$37,846.68
12	4-1a	Road	MD1-Baldwin Park Yard 14747 E. Ramona Blvd., Baldwin Park, CA 91706	$ 1548.95	12	$18,587.40
13	4-1b	Road	MD1-Trees 14747 E. Ramona Blvd., Baldwin Park, CA 91706	$ 758.43	12	$9,101.16
14	4-1c	Road	MD1-Baldwin Park Shop-Fleet 14747 E. Ramona Blvd., Baldwin Park, CA 91706	$ 758.43	12	$9,101.16
15	4-2	Road	RD 116/416 14929 E. Proctor Ave., La Puente, CA 91744	$ 515.82	12	$6,189.84
16	4-3	Road	RD117/417/517 19865 Walnut Dr., Walnut, CA 91789	$ 515.82	12	$6,189.84
17	4-4	Road	RD 514 (Dunsmore Ave) 3916 Dunsmore Ave., La Crescenta CA 91214	$ 690.5	12	$8,286.00
18	4-5	Road	RD-119/519 5213 N. Encinita Ave., Temple City, CA 91780	$ 515.82	12	$6,189.84
19	4-6	Road	RD 518 161 N. Valencia St., Glendora, CA 91740	$ 522.54	12	$6,270.48
20	5-1a	Road	MD3-Westchester Yard 5530 West 83rd St., Los Angeles, CA 90045	$ 1496.7	12	$17,960.40

FORM PW-2.1

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
21	5-1b	Road	MD3-Construction 5530 West 83rd St., Los Angeles, CA 90045	$ 385.18	12	$4,622.16
22	5-1c	Road	Westchester Shop-Fleet 5530 West 83rd St., Los Angeles, CA 90045	$ 765.14	12	$9,181.68
23	5-1d	Road	RD 233/333/433 5530 West 83rd St., Los Angeles, CA 90045	$ 765.14	12	$9,181.68
24	5-2	Road	RD 339/539 (Agoura) 29773 West Mullholland Highway, Agoura, CA 91301	$ 522.54	12	$6,270.48
25	5-3	Road	RD 232 A (Lawndale) 4055 West Marine Ave., Lawndale, CA 90260	$ 522.54	12	$6,270.48
26	5-4	Road	RD 232 A (Lomita) 24309 Walnut Street, Lomita, CA 90717	$ 522.54	12	$6,270.48
27	5-5	Road	RD336 (Malibu) 3637 Winter Canyon Road, Malibu, CA 90265	$ 746.48	12	$8,957.76
28	6-1a	Road	MD4-Hollydale Yard 11282 S. Garfield Ave., Downey, CA 90242	$ 2388.74	12	$28,664.88
29	6-1b	Road	Hollydale Shop-Fleet 11282 S. Garfield Ave., Downey, CA 90243	$ 758.43	12	$9,101.16
30	6-1c	Road	MD4-Construction Permit Office 11282 S. Garfield Ave., Downey, CA 90244	$ 385.18	12	$4,622.16
31	6-1d	Road	MD4-Survey 11282 S. Garfield Ave., Downey, CA 90245	$ 385.18	12	$4,622.16

FORM PW-2.1

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
32	6-2	Road	RD142 4303 Eugene Street, Los Angeles, CA 90022	$ 597.19	12	$7,166.28
33	6-3	Road	RD 141/241 2120 E.90th Street, Los Angeles, CA 90002	$ 783.81	12	$9,405.72
34	6-4	Road	RD 146/446 9521 E. Beverly Boulevard, Pico Rivera, CA 90660	$ 597.19	12	$7,166.28
35	7-1a	Road	MD5- Main Office 38126 N. Sierra Hwy. Palmdale, CA 93550	$ 2407.41	12	$28,888.92
36	7-1b	Road	Palmdale Shop-Fleet 38126 N. Sierra Hwy. Palmdale, CA 93550	$ 391.9	12	$4,702.80
37	7-1c	Road	MD5- RD 559 (Tree Crew) 38126 N. Sierra Hwy. Palmdale, CA 93550	$ 578.52	12	$6,942.24
38	7-1d	Road	OSD Paint Shop 38126 N. Sierra Hwy. Palmdale, CA 93550	$ 385.18	12	$4,622.16
39	7-2	Road	RD 551 4859 West Avenue , L-12, Quartz Hills, CA 93536	$ 541.2	12	$6,494.40
40	7-3	Road	RD 553 17931 Sierra Highway, Canyon County, CA 91351	$ 541.2	12	$6,494.40
41	7-4	Road	RD 555 17341 East Ave. J, Lancaster, CA 93535	$ 541.2	12	$6,494.40
42	7-5	Road	RD 556 27624 Parker Road, Castaic, CA 91310	$ 541.2	12	$6,494.40
43	7-6	Road	RD 557 38126 N. Sierra Hwy, Palmdale, CA 93550	$ 541.2	12	$6,494.40
44	7-7	Road	RD 558 8505 E. Avenue T, Little Rock, CA 93543	$ 578.52	12	$6,942.24

FORM PW-2.1

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
45	8-1	Survey	Saticoy Yard 13436 Saticoy St., North Hollywood, CA 91605	$ 67.93	12	$815.16
Total Annual Price for Item A: (1-1 through 8-1)						$451,660.80
----------				Dollars		

Item B: As-Needed Janitorial Services -Only to be performed with Public Works' request and prior approval

Description of Service	Unit	Estimated Number of Units	Unit Price	Annual Price (2000 x Unit Price)
As-Needed Janitorial Services	Hour	2000	$ 17.13	$34,260.00
Total Annual Price for Item B	----------		Dollars	$34,260.00
Total Annual Price for Item A & B	_____		Dollars	$485,920.80

Name of Proposer: LEE'S MAINTENANCE SERVICE, INC.

Signature of Person Authorized to Submit Proposal

Title of Authorized Person: PRESIDENT

Date: MARCH 4, 2010	State Contractor's License Number	License Type

Proposer's Address: 14740 KESWICK STREET, VAN NUYS, CALIFORNIA 91405

SUM OF ALL JANITORIAL HOURS

FORM LW-8.1

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011)

Minimum Annual Required Hours of Janitorial Services for ALL Locations: 24128 hrs/yr*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: Lee's Manintenance Services, Inc.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS	HOURLY WAGE RATE**	ANNUAL COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
TOTAL HOURS	0	93.25	101	106.98	11.15	90.92	0	504.05	26210.6	11.84	$ 310,333.50
TRAVEL TIME								0	0		$ -
As-Needed Janitorial Services								0	2000	11.84	$ 23,680.00
Incremental Cleaning Services				13.98	8.4	17.67		40.05	2082.6		$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -

Comments/Notes:		
	Total Annual Salaries	334,013.50
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	(1) Vacations, Sick Leave, Holiday	15,059.84
	(2) Health Insurance ***	
	(3) Payroll Taxes & Workers' Compensation	90,942.58
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	(4) Welfare and Pension	
	Total Annual Employee Benefits (1+2+3+4)	$ 106,002.42
	(5) Equipment Costs	
	(6) Service and Supply Costs	5,280.00
	(7) General and Administrative Costs	17,603.93
	(8) Profit	23,020.95
	Total Annual Other Costs (5+6+7+8)	$ 45,904.88
	TOTAL ANNUAL PRICE	485,920.80

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

Lee's Maintenance Service, Inc. — Name of Proposer

Signature

03/04/10 — Date

FORM PW-3

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
APPLICATION FOR EXCEPTION AND CERTIFICATION FORM

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name:	Lee's Maintenance Service, Inc.		
Company Address:	14740 Keswick Street		
City:	Van Nuys	State: CA	Zip Code: 91405
Telephone Number:	(818) 988-6644		
(Type of Goods or Services):	Janitorial Services		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.

Part I: Jury Service Program Is Not Applicable to My Business

☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed $50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of $50,000 in any 12-month period.

☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are $500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

☐ My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

Part II: Certification of Compliance

☒ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Tyrone P. Ingram	Title: President
Signature:	Date: 01/18/2010

FORM PW-4

CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: **Janitorial Services (2009-PA011)**
SERVICE BY PROPOSER Lee's Maintenance Service, Inc.
PROPOSAL DATE: 01/18/2010

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture, or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

5 CALENDAR YEARS PRIOR TO CURRENT YEAR

	2004	2005	2006	2007	2008	Total	Current Year to Date
1. Number of contracts.	162	162	164 1	161	163	812	159
2. Total dollar amount of Contracts (in thousands of dollars).	8,956	7,485	2,658	7,973	8,485	35,557	5,769
3. Number of fatalities.	----	----	----	----	----	----	----
4. Number of lost workday cases.	17	9	8	3	7	44	1
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.	0	0	0	0	0	0	0
6. Number of lost workdays.	258	253	86	25	305	927	40

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Tyrone P. Ingram
Name of Proposer or Authorized Agent (print)

Signature

01/18/2010
Date

FORM PW-5

CONFLICT OF INTEREST CERTIFICATION

I, Tyrone P. Ingram

- ☐ sole owner
- ☐ general partner
- ☐ managing member
- ☒ President, Secretary, or other proper title) _____

of Lee's Maintenance Service, Inc.
Name of proposer

make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code Section 2.180.010, which provides as follows:

Contracts Prohibited. A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the county or of public agencies for which the board of supervisors is the governing body;

2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;

3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:

   (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or

   (b) Participated in any way in developing the contract of its service specifications; and

4. Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed _____ Date 01/18/2010

FORM PW-6

PROPOSER'S REFERENCE LIST

PROPOSER NAME: Lee's Maintenance Service, Inc.

PROPOSED CONTRACT FOR: Janitorial Services (2009-PA011)

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

A. COUNTY OF LOS ANGELES AGENCIES

All contracts with the County during the previous three years must be listed.

SERVICE: Janitorial	SERVICE DATES: 3/1/05-2/28/10
DEPT/ DISTRICT: Probation Dept ~ 75199	
CONTACT: Adrian Perera	
TELEPHONE: (562) 940-2568	
FAX: (562) 803-8797	
E-MAIL: adrian.perera@laprob.org	

SERVICE: Janitorial	SERVICE DATES: 04/1/05 - 3/31/10
DEPT/DISTRICT: Probation Dept ~ 75187	
CONTACT: Adrian Perera	
TELEPHONE: (562) 940-2568	
FAX: (562) 803-8797	
E-MAIL: adrian.perera@laprob.org	

SERVICE:	SERVICE DATES:
DEPT/ DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
DEPT/DISTRICT:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Janitorial	SERVICE DATES: 02/96-Present
AGENCY/ FIRM: City of Santa Clarita	
ADDRESS: 23920 Valencia Blvd, Santa Clarita	
CONTACT: Dale Sargent	
TELEPHONE: (661) 294-2559	
FAX: (661) 799-1052	
E-MAIL: dsargent@santa-clarita.com	

SERVICE: Janitorial	SERVICE DATES: 12/03-Present
AGENCY/ FIRM: Cathay Bank	
ADDRESS: 9650 Flair Drive, El Monte, CA 91731	
CONTACT: Kenny Tang	
TELEPHONE: (213) 625-4747	
FAX: (213) 625-4768	
E-MAIL: kenny_tang@cathaybank.com	

SERVICE: Janitorial	SERVICE DATES: 12/03 - 11/09
AGENCY/ FIRM: Los Angeles World Way Airport	
ADDRESS: 7411 World Way West, Los Angeles	
CONTACT: Scott Lager	
TELEPHONE: (310) 646-8974	
FAX: (310) 645-2825	
E-MAIL: slager@lawa.org	

SERVICE: Janitorial	SERVICE DATES: 02/96-Present
AGENCY/ FIRM: Castic Lake Water Division	
ADDRESS: 27234 Bouquet Canyon Road, Saugus,	
CONTACT: Ryan Hensley	
TELEPHONE: (661) 810-3677	
FAX: (661) 297-1611	
E-MAIL: rhensley@clwa.org	

FORM PW-7

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	Lee's Maintenance Service, Inc.
Address	14740 Keswick Street, Van Nuys, California 91405
Internal Revenue Service Employer Identification Number	95-3817377

In accordance with Los Angeles County Code Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	☒	YES
		☐	NO
2.	The proposer periodically conducts a self- analysis or utilization analysis of its work force.	☒	YES
		☐	NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	☒	YES
		☐	NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	☒	YES
		☐	NO

Proposer	Lee's Maintenance Service, Inc.
Authorized representative	Tyrone P. Ingram
Signature	Date 01/18/2010

FORM PW-8

LIST OF SUBCONTRACTORS

Proposer is required to complete the following. Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate subcontractors for the same service.

☒ Proposer in providing the requested services will not utilize Subcontractors. Proposer will perform all required services.

Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service

BOARD OF PUBLIC WORKS
MEMBERS

CYNTHIA M. RUIZ
PRESIDENT

DAVID SICKLER
VICE PRESIDENT

PAULA A. DANIELS
PRESIDENT PRO-TEMPORE

YOLANDA FUENTES

VALERIE LYNNE SHAW

JAMES A. GIBSON
EXECUTIVE OFFICER

CITY OF LOS ANGELES

ANTONIO R. VILLARAIGOSA
MAYOR

JOHN L. REAMER, JR.
INSPECTOR OF PUBLIC WORKS
AND
DIRECTOR

BUREAU OF
CONTRACT ADMINISTRATION
OFFICE OF CONTRACT
COMPLIANCE
1149 S. BROADWAY ST, 3rd FLOOR
LOS ANGELES, CA 90015
(213) 847-1922

http://www.lacity.org/bca

Mr. Tyrone Ingram
Lee's Maintenance Service, Inc.
14740 Keswick St.
Van Nuys, CA 91405

July 25, 2006
File No. - 2463
Expiration Date – July 25, 2009
Ethnicity – Black American
Phone No. - (818) 988-6644

RE: MINORITY/WOMEN BUSINESS ENTERPRISE (MBE/WBE) CERTIFICATION APPROVAL

Dear Mr. Ingram:

Based on a thorough review of the submitted documents and pursuant to the provisions of the Department of Transportation (U.S.D.O.T.) Rules and Regulations 49 CFR, Part 26, we are pleased to inform you that your firm has been certified as a **Minority Business Enterprise (MBE)** and has been placed in the City of Los Angeles DBE/MBE/WBE directory as a firm specializing in:

NAICS Code(s)	Description
561720	Janitorial Services

You may review your firm's information in the City of Los Angeles DBE/MBE/WBE database at www.lacity.org/bca.

This certification is valid for three (3) years from the date of this letter. If after three (3) years you wish to be certified by the City of Los Angeles and have not received recertification documents, please contact this office. If there are any changes in ownership, control, or work category of your firm during the certification period, you are required to notify this office of those changes in writing. Also, please include your file number on each page of correspondence relating to these matters.

The City reserves the right to withdraw this certification if at any time it is determined certification was knowingly obtained by false, misleading or incorrect information. The City also reserves the right to request additional information and/or conduct on site visits at any time during the certification period to verify any documentation submitted with your application. By accepting certification, the firm of **Lee's Maintenance Service, Inc.** hereby consents to the examination of its books, records and documents by the City.

Should you have any questions, please contact Rolando Tuason at (213) 847-2642 or e-mail at rolando.tuason@lacity.org.

Sincerely,

for HELMUT PEINDL, Certification Manager
Office of Contract Compliance
Bureau of Contract Administration

FORM PW-9

County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and CBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: Lee's Maintenance Service, Inc.

My County (WebVen) Vendor Number: 12564101

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

☐ As Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission, I request this proposal/bid be considered for the Local SBE Preference.

☐ Attached is a copy of Local SBE certification issued by the County.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Nonprofit ☐ Franchise

☐ Other (Please Specify):

Total Number of Employees (including owners): 180

Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:

Race/Ethnic Composition	Owners/Partners/Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American	1			1		
Hispanic/Latino			2		111	62
Asian or Pacific Islander						
American Indian						
Filipino						-
White			1			2

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	100 %	%	%	%	%	%
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
City of Los Angeles	X				07/25/2009

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature:	Title:	Date:
	President	01/18/2010

FORM PW-10

GAIN and GROW EMPLOYMENT COMMITMENT

The undersigned:

☐ has hired participants from the County's Department of Social Services' Greater Avenue for Independence (GAIN) and General Relief Opportunity for Work (GROW) employment programs.

OR

☒ declares a willingness to consider GAIN and GROW participants for any future employment opening if participant(s) meet the minimum qualification for that opening, and

declares a willingness to provide employed GAIN and GROW participants access to proposer's employee mentoring program(s), if available, to assist those individuals in obtaining permanent employment and/or promotional opportunities.

Signature Tyrone P. Ingram	Title President
Firm Name Lee's Maintenance Service, Inc.	Date 01/18/2010

NOT APPLICABLE TO
LEE'S MAINTENANCE SERVICE, INC.

FORM PW-11

TRANSMITTAL FORM TO REQUEST AN RFP SOLICITATION REQUIREMENTS REVIEW

A Solicitation Requirements Review must be received by the County within 10 business days of issuance of the solicitation document

Proposer Name:	Date of Request:
Project Title: **Janitorial Services**	Project No. **(2009-PA011)**

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

_____

_____

_____

Request submitted by:

_____ _____

(Name) *(Title)*

For County Use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by:

Results of Review - Comments:

_____

_____

_____

Date Response sent to Proposer: _____

FORM PW-12

CHARITABLE CONTRIBUTIONS CERTIFICATION

Lee's Maintenance Service, Inc.

Company Name

14740 Keswick Street, Van Nuys, CA 91405

Address

95-3817377

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

CERTIFICATION	YES	NO
Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision or Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.	(X)	( )
OR		
Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.	( )	(X)

Signature

01/18/2010

Date

Tyrone P. Ingram, President

Name and Title (please type or print)

FORM PW-13

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

COMPANY NAME: Lee's Maintenance Service, Inc.		
COMPANY ADDRESS: 14740 Keswick Street		
CITY: Van Nuys	STATE: CA	ZIP CODE: 91405

☒ I am not requesting consideration under the County's Transitional Job Opportunities Preference Program.

I hereby certify that I meet all the requirements for this program:

☐ My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for three years *(attach IRS Determination Letter)*;

☐ I have submitted my three most recent annual tax returns with my application;

☐ I have been in operation for at least one year providing transitional job and related supportive services to program participants; and

☐ I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants and any other information requested by the contracting department.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME: Tyrone P. Ingram	TITLE: President
SIGNATURE: Tyrone P. Ingram	DATE: 01/18/2010

REVIEWED BY COUNTY:

SIGNATURE OF REVIEWER	*APPROVED*	*DISAPPROVED*	*DATE*

FORM PW-14

PROPOSER'S LIST OF TERMINATED CONTRACTS

PROPOSER'S NAME: Lee's Maintenance Service, Inc.

☐ Proposer has not had any contracts terminated in the past three years.

Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date.

SERVICE: Janitorial Service	TERMINATING DATE: 02/01/2009
NAME OF TERMINATING FIRM: United Airlines	
ADDRESS OF FIRM: 6018 Avion Dr., Los Angeles, California	
CONTACT PERSON: Karen Ringo	
TELEPHONE: (310) 342-9071	
FAX:	
E-MAIL: karen.ringo@united.com	

SERVICE: Janitorial Service	TERMINATING DATE: 11/31/2009
NAME OF TERMINATING FIRM: Los Angeles World Airport	
ADDRESS OF FIRM: 7411 World Way West, Los Angeles, California	
CONTACT PERSON: Scott Lager	
TELEPHONE: (310) 646-8974	
FAX: (310) 645-2825	
E-MAIL: slager@lawa.org	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM:	
ADDRESS OF FIRM:	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM:	
ADDRESS OF FIRM:	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SIGNATURE: [signature] DATE: 01/18/2010

FORM PW-15

PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Lee's Maintenance Service, Inc.

☒ Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.

Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. ☐ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☐ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: _____
3. Case Number: _____
4. Court of Jurisdiction: _____
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

B. ☐ Pending Litigation ☐ Threatened Litigation ☐ Judgment (check one)

1. Against ☐ Proposer; ☐ Principal; ☐ Both (check as appropriate)
2. Name of Litigation/Judgment: _____
3. Case Number: _____
4. Court of Jurisdiction: _____
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Signature of Proposer: Lynne I. Campe **Date:** 01/18/2010

FORM PW-16

JANITORIAL SERVICES (2009-PA011)

PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION

Lee's Maintenance Service, Inc.

Proposer's Name

14740 Keswick Street, Van Nuys, CA 91405

Address

☒ **If awarded the contract: Proposer <u>will</u> comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer <u>will</u> procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.**

☐ **If you check this box, your proposal will be determined nonresponsive and your proposal will be disqualified. Proposer <u>will not</u> comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer <u>will not</u> procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5 throughout the entire term of the proposed contract, without interruption or break in coverage.**

Tyrone P. Ingram
Proposer's Printed Name

Proposer's Signature

01/18/2010
Date

Client#: 1268846 306LEESMAI

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/27/2009

PRODUCER
BB&T-Knight Insurance Services
535 N. Brand Blvd., 10th Floor
Glendale, CA 91203

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: National Surety Corporation	21881
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED
Lee's Maintenance Service Inc
14740 Keswick Street
Van Nuys, CA 91405

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR X OCP GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	MZX80890370	06/01/09	06/01/10	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
A		AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	MZX80890370	06/01/09	06/01/10	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A		OTHER Coml Package Physical Damage	MZX80890370	06/01/09	06/01/10	$1,000 Comprehensive $1,000 Collision Deductibles	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
*10 days notice of cancellation for nonpayment of premium.
Janitorial Services

CERTIFICATE HOLDER
Evidence Only

CANCELLATION 10 Days for Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Mercy Muchland

© ACORD CORPORATION 1988

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/2/2009

PRODUCER (818)598-4200 FAX: (818)598-5800
Beecher Carlson - Woodland Hills
1700 Oxnard Street
Suite 1800
Woodland Hills CA 91367

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Hartford Insurance Group	00914
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

INSURED
Lee's Maintenance Service, Inc.
14740 Keswick St
Van Nuys CA 91405

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OFSUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	$
		CLAIMS MADE / OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC				PRODUCTS - COMP/OP AGG	$
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		HIRED AUTOS				BODILY INJURY (Per accident)	$
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR / CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				X WC STATU-TORY LIMITS / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	20 WE ZH4258	11/1/2009	11/1/2010	E.L. EACH ACCIDENT	$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Kim Wyles/ROBESC

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The ACORD name and logo are registered marks of ACORD

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

FORM PW-17

STATEMENT OF EQUIPMENT FORM
FOR
JANITORIAL SERVICES (2009-PA011)

PROPOSER'S NAME: Lee's Maintenance Service, Inc.

ADDRESS: 14740 Keswick Street, Van Nuys, Ca 91405

TELEPHONE: (818)988-6644 phone (818)988-7922 fax

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT AVAILABLE

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON-OPERATIONAL	LOCATION
Floor Machine	TO BE DETERMINED UPON AWARD						
Floor Machine	TO BE DETERMINED UPON AWARD						
Carpet Machine	TO BE DETERMINED UPON AWARD						
Van	Ford	TO BE DETERMINED UPON AWARD			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
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Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office

FORM PW-17

STATEMENT OF EQUIPMENT FORM
FOR
JANITORIAL SERVICES (2009-PA011)

PROPOSER'S NAME: Lee's Maintenance Srevice, Inc.

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TELEPHONE: (818)988-6644 phone (818)988-7922 fax

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT AVAILABLE

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON-OPERATIONAL	LOCATION
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
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Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office
Mop Bucket	Rubbermaid	26qt			Good	Operational	Office

Rubbermaid

FORM PW-17

STATEMENT OF EQUIPMENT FORM
FOR
JANITORIAL SERVICES (2009-PA011)

PROPOSER'S NAME: Lee's Maintenance Service, Inc.

ADDRESS: 14740 Keswick Street, Van Nuys, CA 91405

TELEPHONE: (818)988-6644 phone (818)988-7922 fax

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT AVAILABLE

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON-OPERATIONAL	LOCATION
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Trash Barrel	Rubbermaid	44g			Good	Operational	Office
Maid Cart	Rubbermaid		2004		Good	Operational	Office
Maid Cart	Rubbermaid		2004		Good	Operational	Office
Maid Cart	Rubbermaid		2004		Good	Operational	Office
Maid Cart	Rubbermaid		2008		Good	Operational	Office
Maid Cart	Rubbermaid		2008		Good	Operational	Office

FORM PW-17

STATEMENT OF EQUIPMENT FORM
FOR
JANITORIAL SERVICES (2009-PA011)

PROPOSER'S NAME: Lee's Maintenace Service, Inc.

ADDRESS: 14740 Keswick Street, Van Nuys, Ca 91405

TELEPHONE: (818)988-6644 phone (818)988-7922 fax

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT AVAILABLE

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON OPERATIONAL	LOCATION
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	
Vacuum Cleaner	Sanitaire	SC881	New	New	New	New	

FORM PW-17

STATEMENT OF EQUIPMENT FORM
FOR
JANITORIAL SERVICES (2009-PA011)

PROPOSER'S NAME: Lee's Maintenance Service, Inc.

ADDRESS: 14740 Keswick Street, Van Nuys, Ca 91405

TELEPHONE: (818)988-6644 phone (818)988-7922 fax

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT AVAILABLE

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON OPERATIONAL	LOCATION
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	

FORM PW-17

STATEMENT OF EQUIPMENT FORM
FOR
JANITORIAL SERVICES (2009-PA011)

PROPOSER'S NAME: Lee's Maintenance Service, Inc.

ADDRESS: 14740 Keswick Street, Van Nuys, Ca 91405

TELEPHONE: (818)988-6644 phone (818)988-7922 fax

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT AVAILABLE

Please list one (1) item per line; DO NOT submit an equipment list in your own format. This form may be reproduced in order to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON-OPERATIONAL	LOCATION
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	
Wringers	Continental	231702	New		New	New	

FORM PW-18

CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

The Proposer certifies that:

☒ It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

-OR-

☐ I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

_____

_____

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Tyrone P. Ingram	Title: President
Signature:	Date: 01/18/2010

Date: 01/18/2010

NOT APPLICABLE TO: LEE'S MAINTENANCE SERVICE, INC.

FORM LW-2

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION

The contract to be awarded pursuant to the RFP is subject to the County of Los Angeles Living Wage Program (Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors may apply individually for consideration for an exemption from the Program. **To apply, complete and submit this form to Public Works seven days prior to the due date for proposals**. Upon review of the submitted Application for Exemption, Public Works will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the Program.

Company Name:			
Company Address:			
City:		State:	Zip Code:
Telephone Number:	Facsimile Number:	Email Address:	
Awarding Department:		Contract Term:	
Type of Service:			
Contract Dollar Amount:		Contract Number (if any):	

I am requesting an exemption from the Program for the following reason(s) (*attach to this form all documentation that supports your claim* and *SUBMIT SEVEN DAYS PRIOR TO THE DEADLINE FOR SUBMISSION OF PROPOSALS TO PUBLIC WORKS OR FAX TO (626) 458-4194*:

- ☐ My business is a nonprofit corporation qualified under Internal Revenue Code Section 501(c)(3) ***(you must attach the IRS Determination Letter).***
- ☐ My business is a Small Business ***(as defined in the Living Wage Ordinance--you must attach your company's two most recent tax year returns and last state payroll tax return)*** which is not an affiliate or subsidiary of a business dominant in its field of operation **AND** during the contract period will have 20 or fewer full- and part-time employees; **AND**
  - ☐ Has less than $1 million in annual gross revenues in the preceding fiscal year including the proposed contract amount; **OR**
  - ☐ Is a technical or professional service that has less than $2.5 million in annual gross revenues in the preceding fiscal year including the proposed contract amount.
- ☐ My business has received an aggregate sum of less than $25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount.

NOT APPLICABLE TO: LEE'S MAINTENANCE SERVICE, INC

FORM LW-2 - APPLICATION FOR EXEMPTION (continued)

☐ My business is subject to a bona fide Collective Bargaining Agreement *(you must attach the agreement)*; AND

- ☐ the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; OR
- ☐ the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business - Collective Bargaining Agreement):

_____

_____

_____

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME:	TITLE:	
SIGNATURE:		DATE:

Additional Information

The additional information requested below is for information purposes only. It is not required for consideration of this Application for Exemption. The County will not consider or evaluate the information provided below by Contractor, in any way whatsoever, when recommending selection or award of a contract to the Board of Supervisors.

☐ **Either the contractor or the employees' collective bargaining unit have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

Health Plan Company Name(s): _____

Company Insurance Group Number(s): _____

Health Premium Amount Paid by Employer: _____

Health Premium Amount Paid by Employee: _____

Health Benefit(s) Payment Schedule:

☐ Monthly ☐ Quarterly ☐ Bi-Annual

☐ Annually ☐ Other (Specify): _____

☐ **Neither the contractor nor the employees' collective bargaining unit** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

FORM LW-3

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE

Contractor Living Wage Declaration

The contract to be awarded pursuant to this Request for Proposals (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to Public Works before the deadline to submit proposals.

If you are not exempt from the Program, please check the option that best describes your intention to comply with Program.

☒ I do not have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage of not less than **$11.84 per hour** per employee.

☐ I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan **less than $2.20 per hour** per employee. I will pay an hourly wage of not less that **$11.84 per hour** per employee.

☐ I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan **at least $2.20 per hour** per employee. I will pay an hourly wage of not less than **$9.64 per hour** per employee.

Health Plan(s):

Company Insurance Group Number:

Health Benefit(s) Payment Schedule:

☐ Monthly ☐ Quarterly ☐ Bi-Annual

☐ Annually ☐ Other: _____ (Specify)

PLEASE PRINT COMPANY NAME: Lee's Maintenance Service, Inc.	
I declare under penalty of perjury under the laws of the State of California that the above information is true and correct:	
SIGNATURE:	DATE: 01/18/2010
PLEASE PRINT NAME: Tyrone H. Ingram	TITLE OR POSITION: President

FORM LW-4

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM
ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent of the business entity or organization (Firm) identified below and makes the following statements on behalf of his or her Firm. **CHECK EACH APPLICABLE BOX.**

LIVING WAGE ORDINANCE:

☒ I have read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understand that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

☒ I have read the provisions of the RFP describing the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understand that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS :

A "Labor Law/Payroll Violation" includes violations of any Federal, State, or local statute, regulation, or ordinance pertaining to wages, hours, or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

☒ The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal; **OR**

☐ The Firm **HAS** been named in a complaint, claim, investigation, or proceeding relating to a alleged Labor Law/Payroll Violation which involves an incident occurring within three years of the date of the proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law/Payroll Violations (Check One):

☒ There **HAS BEEN NO** determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**

☐ There **HAS BEEN** a determination by a public entity within the three years of the date of the proposal that the Firm committed a Labor/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

HISTORY OF DEBARMENT (Check one):

☒ The Firm **HAS NOT** been debarred by any public entity during the past ten years; **OR**

☐ The Firm **HAS** been debarred by a public entity within the past ten years. Provide the pertinent information (including each public entity's name and address, dates of disbarment, and nature of each debarment) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature	Tyrone P. Ingram, President Print Name and Title
Lee's Maintenance Service, Print Name of Firm	01/18/2010 Date

FORM LW-5

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

☐ An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.

☐ A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.

☐ A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Lee's Maintenance Service, Inc.	Print Name of Owner: Tyrone P. Ingram
Print Address of Firm: 14740 Keswick Street	Owner's/AGENT's Authorized Signature:
City, State, Zip Code Van Nuys, Ca 91405	Print Name and Title: President

Public Entity Name	
Public Entity Address:	**Street Address:**
	City, State, Zip:
Case Number/Date Claim Opened:	**Case Number:**
	Date Claim Opened:
Name and Address of Claimant:	**Name:**
	Street Address:
	City, State, Zip:
Description of Work: (e.g., Janitorial)	
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	

☐ Additional Pages are attached for a total of _____ pages.

NOT APPLICABLE TO: LEE'S MAINTENANCE SERVICE, INC.

FORM LW-6

GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

COUNTY DETERMINATION **Proposer Name:**_____ **Contracting Department:** _____ **Department Contact Person:**_____ **Phone:**_____	**RANGE OF DEDUCTION**_____ (Deduction is taken from the maximum evaluation points available)	
	Proposer Fully Disclosed	Proposer *Did Not* Fully Disclose
MAJOR County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.*	8 - 10% Consider investigating a finding of proposer non-responsibility**	16 - 20% Consider investigating a finding of proposer non-responsibility**
SIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.*	4 - 7%	8 - 14% Consider investigating a finding of proposer non-responsibility**
MINOR County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.*	2 - 3%	4 - 6%
INSIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.*	0 - 1%	1 - 2%
NONE County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.*	0	N/A

Assessment Criteria

* A 'Labor Law/Payroll Violation' includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer's final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

- ☐ Accuracy in self-reporting by proposer
- ☐ Health and/or safety impact
- ☐ Number of occurrences
- ☐ Identified patterns in occurrences
- ☐ Dollar amount of lost/delayed wages
- ☐ Assessment of any fines and/or penalties by public entities
- ☐ Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.

NOT APPLICABLE TO: LEE'S MAINTENANCE SERVICE, INC.

FORM LW-7

REQUESTED INFORMATION ON THE PROPOSER'S MEDICAL PLAN COVERAGE

Proposer: _____

Name of Proposer's Health Plan: _____ Date: _____

(Please use a separate form for each health plan offered by the proposer to employees who will be working under this contract.)

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Proposer's Health Plan Premium Employee only Employee + 1 dependent Employee + 2 dependents Employee + 3 dependents	 Y N Y N Y N Y N	 $ $ $ $	
Proposer's portion of above health premium payment Employee only Employee + 1 dependent Employee + 2 dependents Employee + 3 dependents	 Y N Y N Y N Y N	 $ $ $ $	
Any Annual Deductible? Per Person Per Family	 Y N Y N	 $ $	
Any Annual Maximum Employee Out-of-Pocket Expense? Per Person Per Family	 Y N Y N	 $ $	
Any Lifetime Maximum? Per Person Per Family	 Y N Y N	 $ $	
Ambulance coverage	Y N	$	
Doctor's Office Visits	Y N	$	
Emergency Care	Y N	$	
Home Health Care	Y N	$	
Hospice Care	Y N	$	
Hospital Care	Y N	$	
Immunizations	Y N	$	
Maternity	Y N	$	
Mental Health	Y N	$	
Mental Health In-Patient Coverage	Y N	$	

LW-7 – PROPOSER'S MEDICAL PLAN COVERAGE (continued)

NOT APPLICABLE TO: LEE'S MAINTENANCE SERVICE, INC.

ITEMS	DOES THE PLAN COVER? (YES) (NO)	WHAT DOES THE PROPOSER OR PROPOSER'S PLAN PAY?	LIST ANY CO-PAYMENTS AND/OR COMMENTS
Mental Health Out-Patient Coverage	Y N	$	
Physical Therapy	Y N	$	
Prescription Drugs	Y N	$	
Routine Eye Examinations	Y N	$	
Skilled Nursing Facility	Y N	$	
Surgery	Y N	$	
X-Ray and Laboratory	Y N	$	

Under this health plan, a full time employee:

☐ Becomes eligible for health insurance coverage after ___ days of employment.

☐ Is defined as an employee who is employed more than ___ hours per week.

OTHER BENEFITS:

A.NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS _____ DAYS.

B.NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS _____ DAYS.

C.NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS _____ DAYS.

D.NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS _____ DAYS.

E.NUMBER OF PAID HOLIDAYS PER YEAR IS _____ DAYS.

SUM OF ALL JANITORIAL HOURS

FORM LW-8.1

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011)

Minimum Annual Required Hours of Janitorial Services for ALL Locations: 24128 hrs/yr*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: Lee's Manintenance Services, Inc.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS	HOURLY WAGE RATE**	ANNUAL COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
TOTAL HOURS	0	93.25	101	106.98	11.15	90.92	0	504.05	26210.6	11.84	$ 310,333.50
TRAVEL TIME								0	0		$ -
As-Needed Janitorial Services								0	2000	11.84	$ 23,680.00
Incremental Cleaning Services				13.98	8.4	17.67		40.05	2082.6		$ -
											$ -
											$ -
											$ -
											$ -
											$ -
											$ -

Comments/Notes:		
	Total Annual Salaries	334,013.50
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	(1) Vacations, Sick Leave, Holiday	15,059.84
	(2) Health Insurance ***	
	(3) Payroll Taxes & Workers' Compensation	90,942.58
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	(4) Welfare and Pension	
	Total Annual Employee Benefits (1+2+3+4)	$ 106,002.42
	(5) Equipment Costs	
	(6) Service and Supply Costs	5,280.00
	(7) General and Administrative Costs	17,603.93
	(8) Profit	23,020.95
	Total Annual Other Costs (5+6+7+8)	$ 45,904.88
	TOTAL ANNUAL PRICE	485,920.80

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was complied from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the proposal.

Lee's Maintenance Service, Inc. — Name of Proposer

Signature

03/04/10 — Date

FORM LW-8
Location Number 1-1

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Altadena Shop - 252 West Mountain View St, Altadena, CA 91001

Minimum Daily Required Hours of Janitorial Services for this Locations: 3 hr/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0	0	6	312
	0	1.5	1.5	1.5	1.5	0	0	6	312
Travel Time								0	0
Incremental Cleaning Hours					1.5			1.5	78
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday

Hour of Service from: 7:30am to 9:00am

Minimum Required Hours Per Day*: 3 hr/day

Minimum Required Number of Staff*: 2 (each staff - 1.5 hrs/day)

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-1

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **Janitorial Services (2009-PA011) for: Pickens Yard - 4628 Briggs Street, La Cresenta, CA 91214**

Minimum Daily Required Hours of Janitorial Services for this Locations: 1 hr/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: **LEE'S MAINTENANCE SERVICE, INC.**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	0	0	1	0	0	2	104
								0	0
								0	0
Incremental Cleaning Service					0.5			0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday and Thursday

Hour of Service from: 12:00pm to 1:00pm

Minimum Required Hours Per Day*: 1 hr/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-2

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Santa Clarita Yard- 21190 Centre Pointe Parkway, Santa Clarita, CA 91350

Minimum Daily Required Hours of Janitorial Services for this Locations: 4 hr/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	0	2		2	0	0	4	208
	0	0	2	0	2	0	0	4	208
								0	0
Incremental Cleaning Service				1.5				1.5	78
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Tuesday and Thursday

Hour of Service between: 8:00am to 10:00am

Minimum Required Hours Per Day*: 4 hrs/day

Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-3a

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Longden Yard - 160 E. Longden Ave, Irvwindale CA 91706

Minimum Daily Required Hours of Janitorial Services for this Locations: 3 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	3	3	3	3	0	0	12	624
								0	0
								0	0
Incremental Cleaning Service					5			5	260
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday

Hour of Service from: 9:00am to 12:00pm

Minimum Required Hours Per Day*: 3 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-3b

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Longden Yard - Survey - 160 E. Longden Ave, Building #8, Irvwindale CA 91706

Minimum Daily Required Hours of Janitorial Services for this Locations: 15 mins/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	0.25	0.25	0.25	0.25	0	0	1	52
								0	0
								0	0
Incremental Cleaning Service					0.5			0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday

Hour of Service between: 7:30am to 10:30am

Minimum Required Hours Per Day*: 15 mins/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-4

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **Janitorial Services (2009-PA011) for: Eaton Yard - 2986 New York Drive, Pasadena CA 91107**

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	0	1.5	0	1.5	0	0	3	156
								0	0
								0	0
Incremental Cleaning Service					0.5			0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Tuesday and Thursday

Hour of Service from: 12:00pm to 1:30pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-5

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: San Dimas Yard - 118 Pony Express Drive, San Dimas, CA 91733

Minimum Daily Required Hours of Janitorial Services for this Locations: 1 hr/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	1	1	1	0	0	4	208
								0	0
								0	0
Incremental Cleaning Service				0.5				0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Thursday	
Hour of Service from: 7:00am to 8:00am	
Minimum Required Hours Per Day*: 1 hr/day	
Minimum Required Number of Staff*: 1	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-6

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Imperial Yard - 5525 East Imperial yard, South Gate CA 90280

Minimum Daily Required Hours of Janitorial Services for this Locations: 4 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	4	4	4	4	4	0	20	1040
								0	0
								0	0
						2.5		2.5	130
Incremental Cleaning Service								0	0
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:
Required Service Hours, Days, and Staffing
Days of Service: Monday through Friday
Hour of Service between: 6:30am to 11:00am
Minimum Required Hours Per Day*: 4 hrs/day
Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 2-7

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: 83rd Street Yard- 5520 West 83rd St, Los Angeles, CA 91350

Minimum Daily Required Hours of Janitorial Services for this Locations: 4 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	0	4	0	4	0	0	8	416
								0	0
								0	0
Incremental Cleaning Service					0.4			0.4	20.8
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Tuesday and Thursday

Hour of Service between: 7:30am to 3:30pm

Minimum Required Hours Per Day*: 4 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 3-1

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Lower Central Yard - 1525/1537 Alcazar St. Los Angeles, CA 90033

Minimum Daily Required Hours of Janitorial Services for this Locations: 8 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	8	8	8	8	8	0	40	2080
								0	0
								0	0
Incremental Cleaning Service				10				10	520
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service from: 6:30am to 3:00pm

Minimum Required Hours Per Day*: 8 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 3-2

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Upper Central Yard - 2275 Alcazar St. Los Angeles, CA 90033

Minimum Daily Required Hours of Janitorial Services for this Locations: 8 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	8	8	8	8	8	0	40	2080
								0	0
								0	0
Incremental Cleaning Service						2.25		2.25	117
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service from: 6:30am to 3:00pm

Minimum Required Hours Per Day*: 8 hrs/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-1a

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD1-Baldwin Park Yard - 14747 E. Ramona Blvd., Baldwin Park, CA 91706

Minimum Daily Required Hours of Janitorial Services for this Locations: 4 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	2	2	2	2	2	0	10	520
	0	2	2	2	2	2	0	10	520
								0	0
Incremental Cleaning Service						0.75		0.75	39
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service from: 5:00pm to 12:00am

Minimum Required Hours Per Day*: 4 hrs/day

Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-1b

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD1-Trees - 14747 E. Ramona Blvd., Baldwin Park, CA 91706

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	1	1	1	1	0	5	260
	0	1	1	1	1	1	0	5	260
								0	0
Incremental Cleaning Service				0.16				0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday	
Hour of Service from: 5:00pm to 12:00am	
Minimum Required Hours Per Day*: 2 hrs/day	
Minimum Required Number of Staff*: 2 (each staff - 1 hrs/day)	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-1c

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Baldwin Park Shop-Fleet - 14747 E. Ramona Blvd., Baldwin Park, CA 91706

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	2	2	2	2	2	0	10	520
								0	0
								0	0
Incremental Cleaning Service				0.16				0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service from: 12:00pm to 3:00pm

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-2

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 116/416- 14929 E. Proctor Ave., La Puente, CA 91744

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 2:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-3

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 117/417/517- 19865 Walnut Dr., Walnut, CA 91789

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 2:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-4

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **Janitorial Services (2009-PA011) for: RD 514 (Dunsmore Ave)- 3916 Dunsmore Ave., La Crescentra, CA 91214**

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: **LEE'S MAINTENANCE SERVICE, INC.**

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	2	2	2	2	1	0	9	468
								0	0
								0	0
Incremental Cleaning Service						0.25		0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 4:00pm to 10:00pm

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-5

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 119/519- 5213 N. Encinita Ave., Temple City, CA 91780

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5hr/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 2:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 4-6

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 518- 161 N. Valencia St., Glendora, CA 91740

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.25		0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 2:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-1a

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD3-Westchester Yard - 5530 West 83rd Street, Los Angeles, CA 90045

Minimum Daily Required Hours of Janitorial Services for this Locations: 4 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	2	2	2	2	2	0	10	520
	0	2	2	2	2	2	0	10	520
								0	0
Incremental Cleaning Service						0.05		0.05	2.6
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service between: 7:00am to 3:00pm

Minimum Required Hours Per Day*: 4 hrs/day

Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-1b

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD3-Construction - 5530 West 83rd Street, Los Angeles, CA 90045

Minimum Daily Required Hours of Janitorial Services for this Locations: 1 hr/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	1	1	1	1	0	5	260
								0	0
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday	
Hour of Service between: 7:00am to 3:00pm	
Minimum Required Hours Per Day*: 1 hr/day	
Minimum Required Number of Staff*: 1	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-1c

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Westchester Shop-Fleet - 5530 West 83rd Street, Los Angeles, CA 90045

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	2	2	2	2	2	0	10	520
								0	0
								0	0
Incremental Cleaning Service						0.25		0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service between: Mon-Thur. 6:30am to 4:00pm, Friday 6:30am to 3:00pm

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-1d

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 233/333/433 - 5530 West 83rd Street, Los Angeles, CA 90045

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	1	1	1	1	0	5	260
	0	1	1	1	1	1	0	5	260
								0	0
Incremental Cleaning Service						0.25		0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service between: 7:00am to 3:00pm

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-2

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 339/539 (Agoura) - 29773 West Mulholland Hwy., Agoura, CA 91301

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.25		0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 3:30pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-3

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 232A (Lawndale) - 4055 West Marine Ave., Lawndale, CA 90260

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service				0.25				0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 3:30pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-4

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 232A (Lomita) - 24309 Walnut Street, Lomita, CA 90717

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service				0.25				0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 3:30pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 5-5

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **Janitorial Services (2009-PA011) for: RD 336 (Malibu) - 3637 Winter Canyon Road, Malibu, CA 90265**

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	2	2	2	2	1	0	9	468
								0	0
								0	0
Incremental Cleaning Service				1				1	52
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 3:30pm

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 6-1a

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD4 Hollydale Yard - 11282 S. Garfield Ave. Downey, CA 90242

Minimum Daily Required Hours of Janitorial Services for this Locations: 6 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	3	3	3	3	3	0	15	780
	0	3	3	3	3	3	0	15	780
								0	0
Incremental Cleaning Service						2		2	104
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday	
Hour of Service between: 7:00am to 3:00pm	
Minimum Required Hours Per Day*: 6 hrs/day	
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 6-1b

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Hollydale Shop-Fleet - 11282 S. Garfield Ave. Downey, CA 90242

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	1	1	1	1	0	5	260
	0	1	1	1	1	1	0	5	260
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service between: 7:00am to 3:00pm

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 6-1c

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD4 Construction Permit Office - 11282 S. Garfield Ave. Downey, CA 90242

Minimum Daily Required Hours of Janitorial Services for this Locations: 1 hr/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	0.5	0.5	0.5	0.5	0.5	0	2.5	130
	0	0.5	0.5	0.5	0.5	0.5	0	2.5	130
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday	
Hour of Service between: 7:00am to 3:00pm	
Minimum Required Hours Per Day*: 1 hr/day	
Minimum Required Number of Staff*: 2 (each staff - 30mins/day)	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 6-1d

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD4 Survey - 11282 S. Garfield Ave. Downey, CA 90242

Minimum Daily Required Hours of Janitorial Services for this Locations: 1 hr/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	0.5	0.5	0.5	0.5	0.5	0	2.5	130
	0	0.5	0.5	0.5	0.5	0.5	0	2.5	130
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service between: 7:00am to 3:00pm

Minimum Required Hours Per Day*: 1 hr/day

Minimum Required Number of Staff*: 2 (each staff - 30mins/day)

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 6-2

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 142 - 4303 Eugene St, Los Angeles, CA 90022

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	1.5	0	7.5	390
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 11:00am

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 6-3

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 141/241 - 2120 East 90th St., Los Angeles, CA 90002

Minimum Daily Required Hours of Janitorial Services for this Locations: 2 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	2	2	2	2	2	0	10	520
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and Every Other Friday

Hour of Service between: 7:00am to 11:00am

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.), hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 6-4

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 146/446 - 9521 E. Beverly Blvd., Pico Rivera, CA 90660

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	1.5	0	7.5	390
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Thursday and Every Other Friday	
Hour of Service between: 7:00am to 11:00am	
Minimum Required Hours Per Day*: 1.5 hrs/day	
Minimum Required Number of Staff*: 1	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-1a

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD5 Main Office - 38126 Sierra Hwy., Palmdale, CA 93550

Minimum Daily Required Hours of Janitorial Services for this Locations: 6 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	3	3	3	3	3	0	15	780
	0	3	3	3	3	3	0	15	780
								0	0
Incremental Cleaning Service						2.25		2.25	117
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday	
Hour of Service between: 4:00pm to 10:00pm	
Minimum Required Hours Per Day*: 6 hrs/day	
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-1b

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Palmdale Shop-Fleet - 38126 Sierra Hwy., Palmdale, CA 93550

Minimum Daily Required Hours of Janitorial Services for this Locations: 1 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	1	1	1	1	0	5	260
								0	0
								0	0
Incremental Cleaning Service						0.25		0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service between: After 4:00pm

Minimum Required Hours Per Day*: 1 hr/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-1c

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: MD5-RD 559 (Tree Crew) - 38126 Sierra Hwy., Palmdale, CA 93550

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	1.5	0	7.5	390
								0	0
								0	0
Incremental Cleaning Service						0.25		0.25	13
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday	
Hour of Service between: 4:00pm to 10:00pm	
Minimum Required Hours Per Day*: 1.5 hrs/day	
Minimum Required Number of Staff*: 1	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-1d

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: OSD Paint Shop - 38126 Sierra Hwy., Palmdale, CA 93550

Minimum Daily Required Hours of Janitorial Services for this Locations: 1 hr/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1	1	1	1	1	0	5	260
								0	0
								0	0
Incremental Cleaning Service						0.16		0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday	
Hour of Service between: 4:00pm to 10:00pm	
Minimum Required Hours Per Day*: 1 hr/day	
Minimum Required Number of Staff*: 1	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-2

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 551 - 4859 West Ave L-12, Quartz Hills, CA 93536

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday and Every Other Friday

Hour of Service between: 4:00pm to 10:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-3

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 553 - 17931 Sierra Highway, Canyon County, CA 91351

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday and Every Other Friday

Hour of Service between: 4:00pm to 10:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-4

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 555 - 17341 East Ave. J, Lancaster, CA 93535

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday and Every Other Friday

Hour of Service between: 4:00pm to 10:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-5

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 556 - 27624 Parker Road, Castaic, CA 91310

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday and Every Other Friday

Hour of Service between: 4:00pm to 10:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.) hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-6

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: RD 557 - 38126 N. Sierra Hwy, Palmdale, CA 93550

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						0.5		0.5	26
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Monday through Friday and Every Other Friday	
Hour of Service between: 4:00pm to 10:00pm	
Minimum Required Hours Per Day*: 1.5 hrs/day	
Minimum Required Number of Staff*: 1	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 7-7

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: **Janitorial Services (2009-PA011) for: RD 558 - 8505 E Ave. T, Little Rock, CA 93543**

Minimum Daily Required Hours of Janitorial Services for this Locations: 1.5 hrs/day*

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
Travel Time	0	1.5	1.5	1.5	1.5	0.75	0	6.75	351
								0	0
								0	0
Incremental Cleaning Service						1		1	52
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday and Every Other Friday

Hour of Service between: 4:00pm to 10:00pm

Minimum Required Hours Per Day*: 1.5 hrs/day

Minimum Required Number of Staff*: 1

***This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).**

****Travel Time between county facilities MUST be paid at applicable Living Wage rates.**

Comments/Notes:

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-8
Location Number 8-1

STAFFING PLAN AND COST METHODOLOGY FOR CONTRACT: Janitorial Services (2009-PA011) for: Saticoy Yard - 13436 Saticoy St., North Hollywood, CA 91605

Minimum Daily Required Hours of Janitorial Services for this Locations: 45mins/week*

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

**Travel Time between county facilities MUST be paid at applicable Living Wage rates.

PROPOSER: LEE'S MAINTENANCE SERVICE, INC.

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS
	SUN	MON	TUE	WED	THU	FRI	SAT		
	0	0	0	0.75	0	0	0	0.75	39
								0	0
								0	0
Incremental Cleaning Service				0.16				0.16	8.32
								0	0
								0	0
								0	0
								0	0
								0	0
								0	0

Comments/Notes:	Comments/Notes:
Required Service Hours, Days, and Staffing	
Days of Service: Wednesday Only	
Hour of Service between: 8:00am to 1:00pm	
Minimum Required Hours Per Day*: 45mins/week	
Minimum Required Number of Staff*: 1	
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).	
**Travel Time between county facilities MUST be paid at applicable Living Wage rates.	

* All employees shown must be FULL-TIME employees of the proposer, unless exemption to use Part-Time employees has been granted by the County.

** Living wage rate shall be at least $11.84 per hour.

*** Minimum cost for health insurance is $2.20/hour if hourly wage rate is between $9.64 and $11.84, unless exemption from Living Wage requirements has been granted by the County.

Note: This cost methodology is to show, in detail, how the Proposer arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Proposer's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Proposer's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

FORM LW-9

WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS

INSTRUCTIONS

The contractor selected through this RFP process will be required to comply with State and Federal labor regulations and record keeping requirements. The objective of this questionnaire is to determine the appropriateness, scope, and suitability of the procedures the Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area (Part I, Section 4.D, Evaluation Criteria), it is critical that the Proposer submit a detailed description of the processes and the steps associated with those processes.

Answer all questions thoroughly and in the same sequence as provided below. If a question is not applicable, indicate with "N/A" and explain why such question is not applicable. Provide additional details to ensure a clear picture of the Proposer's processes and controls. As used in this questionnaire, the term Proposer includes the business entity that will provide the proposed services. Attach an actual sample copy of timesheet, paycheck, and pay stub.

ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT.

IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
1. TRACKING HOURS WORKED	
1.1. How does the Proposer track employee hours actually worked?	1.1 We track employees hours actually worked by using two sources (1) Log-In Sheet and a Biweekly Time Summary.
1.2. Where do the Proposer's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite?	**1.2** We have employees who report to a central site and others who report to the work location.
1.3. If the employees report to a central site with travel to the worksite, when does the Proposer consider the employees' shift to have started? At a central site or upon arrival at the work location?	**1.3** Employees who report to a central site begin their shift at their start time and/or the sign-in time upon arrival for work. Employees who report to their work location begin their shift at their shift at their start time and/or the sign-in time upon arrival

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
2. REPORTING TIME How does the Proposer know employees actually reported to work and at what time? For example, sign-in sheets, computerized check in, call-in system, or some other method?	2 We have two sources to verify an employee actually reported to work and at what time. One is the Log-In Sheet on which the employees records the date, sign their name, and enter their start time and time out. This sheet contains the above information for the entire month for one employee. The second is with a phone call to the immediate supervisor and a random inspection by supervisor to assure the employee is at the job site when the call is made
3. RECORDS OF ACTUAL TIME WORKED 3.1. What records are created to document the beginning and ending times of employee's actual work shifts? 3.2. What records are maintained by the Proposer of actual time worked? 3.3. Are the records maintained daily or at another interval (indicate the interval)? 3.4. Who creates these records (e.g., employee, supervisor, or office staff)? 3.5. Who checks the records, and what are they checking for? 3.6. What happens to these records? 3.7. Are they used as a source document to create Proposer's payroll? 3.8. **ATTACH ACTUAL COPIES OF THESE RECORDS (Please blank out any personal information).**	**3.1** The Log-In Sheet and Biweekly Time Summary are documentation of beginning and ending times of employees' actual work shifts. **3.2** The Log-In Sheet and Biweekly Time Summary are our records of actual time worked. **3.3** The Log-In is maintained daily for the entire month on one sheet. **3.4** The employee created the record when he/she signs in each day and records the time. **3.5** The supervisor checks the records, they are checking the signature start time, time out, lunch time, and overtime. **3.6** These sheets are picked up by the supervisor and brought to the operations manager who reviews the sheet. **3.7** If the hours are approved by the operations manager, these records are used to create payroll.

SIGN-IN/OUT
LOG SHEET

DATE	EMPLOYEES NAME	START TIME	TIME OUT

LEE'S MAINTENANCE SERVICE, INC.
BIWEEKLY TIME SUMMARY
Horario de dos semanas

From/Desde 01/09/10 to/a 01/22/10

Name/Nombre _____

File No. _____ Dept/Depto _____

ALL OVERTIME MUST BE PRE-APPROVED / *TODO EL TIEMPO EXTRA TIENE QUE SER APROVADO*

		To Be Completed by Employee / Para ser completado por el Empleado						To Be Completed by Supervisor/ Para ser completado por el Supervisor			
		TIME/TIEMPO				OVERTIME/ HORAS EXTRAS		TOTALS/ TOTALES			
Date	Day	Start	Lunch-Out	Lunch-In	Finish	Start	Finish	Reg Hrs.	OT Hrs.	DT Hrs	Holiday Hr
Fecha	Dias	Comienzo	Comida Salida	Comida Entrada	Termino	Comienzo	Termino	Horas	Hrs. Ext.	Hrs. Dobls	Dia Feriado
1/9	Sat/sabado										
1/10	Sun/domingo										
1/11	Mon/lunes										
1/12	Tues/martes										
1/13	Wed/mier										
1/14	Thur/jueves										
1/15	Fri/viernes										
						1st Week/Semana					

		TIME/TIEMPO				OVERTIME/ HORAS EXTRAS		TOTALS/ TOTALES			
Date	Day	Start	Lunch-Out	Lunch-In	Finish	Start	Finish	Reg Hrs.	OT Hrs.	DT Hrs	Holiday Hr
Fecha	Dias	Comienzo	Comida Salida	Comida Entrada	Termino	Comienzo	Termino	Horas	Hrs. Ext.	Hrs. Dobls.	Dia Feriado
1/16	Sat/sabado										
1/17	Sun/domingo										
1/18	Mon/lunes										
1/19	Tues/martes										
1/20	Wed/mier										
1/21	Thur/jueves										
1/22	Fri/viernes										
						2nd Week/Semana					
						TRAVEL TIME					
						TWO WEEK/SEMANA TOTAL					
Multiple Departments Charges		Dept.	Hrs.	Dept.	Hrs.	Dept.	Hrs.	Dept.	Hrs.	Dept.	Hrs.

/=vacation H=holiday S=sick LOA=leave of absence

Signature/Firma _____ Supervisor Initials _____

Adjustments/Adjuste _____

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
4. OTHER RECORDS USED TO CREATE PAYROLL (IF ANY) 4.1. If records of actual time worked are not used to create payroll, what is the source document that is used? 4.2. Who prepares and who checks the source document? 4.3. Does the employee sign it? 4.4. Who approves the source document, and what do they compare it with prior to approving it?	This is not applicable because we use these records to create payroll.
5. BREAKS 5.1. How does the Proposer know that employees take mandated breaks and meal breaks (periods)? 5.2. Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred? 5.3. If so, who prepares, reviews, and approves such documentation?	5.1 We issue the attached memo to all employees regarding hours of employment, rest breaks, and lunch, which are signed by the employees. We are submitting both the English and Spanish versions. 5.2 To document lunch times taken, employees must complete the Biweekly Time Summary Lunch-Out and Lunch-In columns. 5.3 Our Human Resource Administrator prepares the form, and the employees' supervisor reviews and approves the documentation.

Lee's Maintenance Service, Inc.

MEMO

TO: _____

FROM: Salvador Gonzales

DATE: _____, 2009

RE: Your Hours of Employment and Time to Take Your Break(s) and/or Lunch

The following is confirm your hours of employment and the times you will be taking your break(s) and/or lunch period:

Your Hours of Employment are from _____ to _____.

Your Break(s) will be from _____ to _____
[If this is an 8 hour shift, your second break will be from

_____ to _____ .

Your Lunch Period will be from _____ to _____.

You MUST take your break(s) and/or lunch at the times indicated above. If for some reason, you feel you **canNOT** take your break(s) and/or lunch at this time, you MUST get prior authorization from your supervisor or myself. ***Please note that it MUST be an EMERGENCY in order to change your hours.***

If you are getting deliveries during the time mentioned above, please notify me ASAP. You may reach me at (818) 988-6644 during normal working hours and (818) 535-0086 after hours. I will contact the company and let them know that you will NOT be available, for deliveries, during these hours.

Thank you.

I have read and understand the above statement: _____
Employee Signature

Lee's Maintenance Service, Inc.

M E M O

PARA: *

DE PARTE DE: Salvador Gonzalez

FECHA: *

REFERENTE A: Sus Horas de Empleo y el Tiempo de Tomar su Tiempo de Descanso(s) y/o Tiempo de Comer, Mientras Trabaje en el Departamento de Probación del Condado de Los Angeles ~ _____

Lo siguiente es para confirmar sus horas de empleo y el horario en que usted estará tomando su tiempo de descanso(s) y/o tiempo de comer:

Sus horas de empleo son de_____ a_____.

Su tiempo de descanso será de _____ a_____ [Si éste es un turno de 8 horas, el segundo tiempo de descanso será de _____ a _____]

Su tiempo de comer será de_____ a _____.

Usted **debe** tomar su tiempo de descanso y/o tiempo de comer **a las horas indicadas de arriba.** Si por alguna razón, usted siente que usted no puede tomar su tiempo de descanso(s) y/o tiempo de comer en este horario, usted debe conseguir autorización previa de su supervisor o de mí. ***Por favor note que debe ser una emergencia para cambiar sus horas.***

Si usted está consiguiendo entregas durante el momento mencionado de arriba, ***por favor notifíquemelo lo antes posible.*** Usted puede contactarme al (818) 988-6644 durante las horas de trabajo normales y al (818) 535-0086 fuera del horario normal. ***Yo me contactaré con la compañía y los dejaré saber que usted no estará disponible, para las entregas, durante estas horas.***

Gracias.

He leído y comprendo la declaración anterior:_____

Firma de Empleado

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
6. HOW PAYROLL IS PREPARED 6.1. Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid. 6.2. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)? 6.3. If by check, do they receive a single check for straight time and overtime or are separate payments made? 6.4. What information is provided on the check (e.g., deductions for taxes, etc.)? 6.5. **ATTACH A COPY OF A PAY CHECK AND PAY CHECK STUB THAT SHOWS DEDUCTION CATEGORIES (COVER UP OR BLOCK OUT BANK ACCOUNT INFORMATION AND ANY EMPLOYEE INFORMATION).**	6.1 Payroll information is inputted biweekly and employees are paid every two weeks on Fridays. 6.2 Check are issued through our payroll service HRC-Pay Controller System. Payroll information is inputted biweekly. 6.3 Straight time and overtime are paid on the same check. Vacation time is paid on a separate check. 6.4 Check information includes regular earning, hourly rate, over time earned, sick time, gross pay, payroll deductions, year to date information.

Lee's Maintenance Service, INC
14740 Keswick Street
Van Nuys, CA 91405

Hire Date: 7/9/2007		
Fed Status: Married		Exemptions: 0
Fed Add'l Withholding: $40.00		
CA Status: Married,		Exemptions: 0
CA Add'l Withholding: $40.00		
Paid Time Off:	Used	Available
Vacation:		1.54 Hrs.
Sick:	0.25 Hrs.	1.29 Hrs.
Direct Deposit:		$644.03

THIS CHECK IS VOID WITHOUT A BLUE & BURGUNDY BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

Lee's Maintenance Service, INC
14740 Keswick Street
Van Nuys, CA 91405
818-988-6644

Check Date 01/15/2010

Check Number

Amount $644.03

PAY **Six Hundred Forty Four & 3/100

TO THE ORDER OF KIRSTEN ANN MEDINA

NON NEGOTIABLE

DIRECT DEPOSIT ADVICE

MEMO

SIGNATURE HAS A COLORED BACKGROUND - ORDER CONTAINS MICROPRINTING

Lee's Maintenance Service, INC

Employee Name	SSN	Emp. ID	Company: Leesmaint		Check No. 0	P/P: 01/01/2010-01/08/2010
		3037	Group:	Loc.	Dept: 000300	Check Date: 01/15/2010

Earnings	Hours	Hourly Rate	Current	Year-To-Date
Regular	39.75	17.5000	695.62	695.62
Sick Time	0.25	17.5000	4.38	4.38
Holiday	8.00	17.5000	140.00	140.00

Taxes/Deductions	Current	Year-To-Date
Federal Tax	71.12	71.12
Soc. Sec. Tax	52.08	52.08
Medicare Tax	12.18	12.18
CA State Tax	51.35	51.35
CA SDI	9.24	9.24

TOTALS	Gross Wages	Taxable Wages	Total Taxes & Other Deductions	Net Pay
Current	840.00	840.00	195.97	644.03
Year-To-Date	840.00		DIRECT DEPOSIT	644.03

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
7. MANUAL PAYROLL SYSTEM 7.1. If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. 7.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?	7.1 We use HRC-Pay Controller to process our payroll based on our manual input. some employees are setup on automatic payroll (salaried, officers, etc.) and others are on manual payroll. 7.2 The employee submits his/her biweekly time sheets indicating all hours worked. The supervisor reviews the time sheets for correctness and totals the hours. This must be approved by the operations manager also. These time sheets are then submitted to the payroll administrator who reviews and enters the information into the HRC-Pay Controller payroll system.
8. AUTOMATED PAYROLL SYSTEM 8.1. If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. 8.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the automated payroll system calculate total wages paid? 8.3. Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?	8.1 Because we use both manual and automated, please refer to our answers in 7.1 and 7.2

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
9. TRAVEL TIME 9.1. How is travel time during an employee's shift paid? 9.2. At what rate is such travel time paid if the employee has multiple wage rates? 9.3. Discuss how the Proposer calculates the day's wages for each situation described in the following two examples: a. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are paid at a different rate than the County's Living Wage rate. b. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate.	9.1 Travel time is included in the employee's work time. 9.2 There is no distinction between the travel time and time spent cleaning as to pay rate; and therefore, there is no difference in hourly rate. 9.3 Situation (a) the employee would be paid for the first three hours and then one hour travel time at the County hourly rate, and then the last four hours will be paid at the assigned rate of the other location. Situation (b) the employee will be paid eight hours at the County Living Wage rate.
10. OVERTIME 10.1. How does the Proposer calculate overtime wages? 10.2. What if the employee has multiple wage rates?	10.1 Any hours over eight hours a day and/or forty hours a week is paid at the overtime rate of time and a half. Any time over 12 hours in on day is paid at the overtime rate of double time. If employees work on the seventh day, they will be paid overtime at the rate of time and a half if they have worked less than 40 hours that week and worked on the seventh day, they will be paid overtime at the rate of time and a half for the first eight hours and double time thereafter. 10.2 If an employee has multiple wage rates, overtime will be paid based on the rate where the overtime was worked.

DATED: 01/18/2010 PROPOSER'S SIGNATURE: [signature]

Exhibit I 1-1

Scope of Services- Janitorial Services for Altadena Shop

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 252 West Mountain View Street, Altadena, California 91001
Public Works Division: Fleet Management Group
Public Works Site Contract Manager: Mr. David Blessing of Fleet Management
Phone Number: (626) 794-7732
E-mail: jmora@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday
Hour of Service from: 7:30am to 9:00am
Minimum Required Hours Per Day*: 3 hrs/day
Minimum Required Number of Staff*: 2 (each staff - 1.5hrs/day)

Description of Service Areas	Square Footage
Restroom No.1	130
Restroom No.2	90
Restroom No.3	45
Restroom No.4	325
Upstairs Offices and Hallways	1400
Downstairs Shop Office and Lunchroom	710
Total Square Footage	**2,700**

Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars							X
Sweep uncarpeted floors	X						
Clean and disinfect all sinks and drinking fountains and disinfect	X						X
Spot mop uncarpeted floors	X						X
Wash/clean door glass and frames		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	X						
Damp mop non-carpeted areas with clean water and mop separate of bathroom		X					X
Spot wash walls							X
Dust and disinfect telephones							X
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt							X
Dust baseboards and window sills			X				
Spot clean partitions							X
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars			X				
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							X
Spot clean and disinfect doors, door jams, and walls to remove fingerprints and smudges		X					
Polish desk tops and tables			X				
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in							X
Clean light fixtures			X				
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing							X
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas			X				
Clean interior side of all windows in offices that are cleaned on a regular			X				
Clean all office glass partitions and office doors			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust all office walls. Remove hand prints on walls in offices, around door			X				X
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture							X
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges			X				
Clean door knobs, kick plates, baseboards, and threshold plates			X				
Empty recycling containers at various buildings and dump in a designated container		X					X
Clean all conference rooms after each meeting, dust furniture and arrange furniture in an orderly manner	X						
Dust all office desks and equipment		X					
Sweep and mop with clean water tile and concrete floors; Buff as needed		X					
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent		X					X
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits around faucets and disinfect			X				
Remove stains and disinfect toilet bowls and urinals		X					
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						
Wash and disinfect kick plates and push plates on doors		X					
Clean and disinfect basin and floor drains		X					
Wash partition stalls		X					
Clean exterior surfaces of accessible traps and pipes							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean and disinfect all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean and disinfect showers		X					
Stock restrooms with supplies	X						X
Clean, disinfect, and mop all showers		X					X
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass							X
Clean all glass entrance doors							X
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs		X					
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas							X
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors with clean water		X					
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators		X					X
Clean inside and outside of all microwaves		X					X
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.			X				
Clean all exterior screens			X				
Clean air diffuser grills and ceiling area around diffusers			X				
Clean exterior window ledges			X				
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						X
Sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary		X					
Clean outside sand jars							X
Clean and wipe out all exterior ash trays with damp cloth		X					X
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents			X				
Wash partition glass							X
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies							X
Dust high ledges and moldings			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting							X
Wash windows					X		
Wash walls					X		

Scope of Services- Janitorial Services for Pickens Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 4628 Briggs Street, La Crescent, CA 91214
Public Works Division: Flood Maintenance
Public Works Site Contract Manager: Mr. Stan Lamb of Flood Maintenance
Phone Number: (818) 248-3842
E-mail: slamb@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday and Thursday
Hour of Service from: 12:00pm to 1:00pm
Minimum Required Hours Per Day*: 1 hr/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Superintendant Office	132
Foreman Room No. 1	121
Foreman Room No. 2	191
Restroom No. 1	49
Restroom No. 2	49
Reception Office	325
Break Room	170
Total Square Footage	**905**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	N/A						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,	x						
Damp mop non-carpeted areas	x						
Spot wash walls	x						
Dust telephones	x						
Vacuum carpeted areas ensuring that corners and areas under furniture are	x						
Dust baseboards and window sills	x						
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	N/A						
Damp wipe clock facings	N/A						
Damp wipe door knobs, kick plates and threshold plates	x						
Replace plastic liners in waste containers	x						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	x						
Polish desk tops and tables	N/A						
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						x	
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	x						
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager						x	
High dust all office and corridor areas, and other overhead areas	N/A						
Clean interior side of all windows in offices that are cleaned on a regular	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	x						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls	x						
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						
Vacuum upholstered furniture	N/A						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	N/A						
Clean door knobs, kick plates, baseboards, and threshold plates	N/A						
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment	N/A						
Sweep and mop tile and concrete floors. Buff, as needed.	N/A						
Restrooms							
Empty waste containers and replace liners	x						
Clean and refill dispensers, including sanitary napkins and hand washing	x						
Clean sinks, sink fixtures and mirrors	x						
Disinfect sinks, toilets, toilet seats and urinals	x						
Wet mop floors with disinfectant detergent	x						
Spot wash walls, partitions and doors	x						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	x						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	x						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting					x		
Wash windows	N/A						
Wash walls	N/A						

Scope of Services- Janitorial Services for Santa Clarita Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 21190 Centre Pointe Parkway, Santa Clarita, California 91350
Public Works Division: Flood Maintenance
Public Works Site Contract Manager: Mr. Paul Melillo of Flood Maintenance
Phone Number: (661) 255-0672
E-mail: pmellilo@dpw.lacounty.gov
Office Hours: Mon to Thurs, 6:30am to 4:00pm, Friday 6:30am to

Required Service Hours, Days, and Staffing

Days of Service: Tuesday and Thursday
Hour of Service from: 8:00 am - 10:00 am
Minimum Required Hours Per Day*: 4 hrs/day
Minimum Required Number of Staff*: 2 (each staff - 2hrs/day)

Description of Service Areas	Square Footage	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Supervisor office (carpeted)	562							
Kitchen	100							
Bathroom	83							
Crew area	474							
Public Works Crew Leaser area (carpeted)	280							
Men's locker room	269							
Men's bathroom	175							
Women's bathroom	239							
Public Works Crew Leader office (carpeted)	121							
Conference room (capreted)	95							
Hallway	500							
Reception area	287							
Total Square Footage	**3,185**							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	x						
Damp mop non-carpeted areas	x						
Spot wash walls	x						
Dust telephones	x						
Vacuum carpeted areas ensuring that corners and areas under furniture			x				
Dust baseboards and window sills			x				
Spot clean partitions			x				
Damp wipe waste containers, ashtrays and exterior surfaces of sand			x				
Damp wipe clock facings			x				
Damp wipe door knobs, kick plates and threshold plates							x
Replace plastic liners in waste containers			x				
Spot clean carpets to remove stains			x				
Spot clean doors, door jams and walls to remove fingerprints and smudges		x					
Polish desk tops and tables				x			
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed				x			
Clean light fixtures			x				
Clean hand prints from all office and corridor walls and columns				x			
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				x			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Scrub, redress, and buff all tile floors. All stripping and waxing of floors				X			
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors	X						
door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges		X					
Vacuum upholstered furniture		X					
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner							X
Dust all office desks and equipment			X				
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits around faucets			X				
Remove stains in toilet bowls and urinals							
Remove stains in toilet bowls and urinals			X				
Clean wall area behind basins and toilet bowls	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean toilet bases	X						
Wash kick plates and push plates on doors		X					
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes	X						
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures			X				
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary							X
Spot clean partitions glass		X					
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners							X
Wash table tops and serving areas	X						
Dust chairs		X					
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti							x
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.			x				
Clean all exterior screens			x				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean air diffuser grills and ceiling area around diffusers			x				
Clean exterior window ledges			x				
Clean sidewalks, remove gum and stains from sidewalks around outside of building	x						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as	x						
sweep up and pick up loose trash from around buildings and the yard	x						
Spot wash walls, as necessary							x
Clean outside sand jars	x						
Clean and wipe out all exterior ash trays with damp cloth	x						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	x						
Empty waste containers; remove debris	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						
Dust shelves	x						
Materials shall be arranged/stored in an orderly manner	x						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							x
Dust or Vacuum ceiling vents			x				
Wash partition glass			x				
Strip resilient tile, apply floor finish and buff			x				
Dust/clean venetian blinds			x				
Vacuum draperies			x				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting				X			
Wash windows			X				
Wash walls			X				
Lockers/Clean and Dust Exterior			X				

Scope of Services- Janitorial Services for Longden Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 160 E. Longden Avenue, Irwindale, California 91706
Public Works Division: Flood Maintenance
Public Works Site Contract Manager: Mr. Rick Edwards of Flood Maintenance
Phone Number: (626) 445-7630
E-mail: redwards@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday
Hour of Service from: 9:00am to 12:00pm
Minimum Required Hours Per Day*: 3 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Main Office-2 bathrooms, kitchen, conf. room, 2 tiled entryways & cust. Rm	5123
Building 1-P&E office, crew room, locker room, 1 bathroom & 1 shower	997
Building 4-Warehouse office floors & 1 bathroom	360
Building 5-Enviro. Bldg. 1 bathroom, 1 shower & dressing room	470
Building 6-Survey office floors & 1 bathroom	465
Triple-wide Trailer-Construction office floors & 2 bathrooms	1900
Total Square Footage	**9,315**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,	x						
Damp mop non-carpeted areas	x						
Spot wash walls	x						
Dust telephones	x						
Vacuum carpeted areas ensuring that corners and areas under furniture are	x						
Dust baseboards and window sills		x					
Spot clean partitions		x					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		x					
Damp wipe clock facings		x					
Damp wipe door knobs, kick plates and threshold plates		x					
Replace plastic liners in waste containers	x						
Spot clean carpets to remove stains	x						
Spot clean doors, door jams and walls to remove fingerprints and smudges	x						
Polish desk tops and tables		x					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						x	
Clean light fixtures						x	
Clean hand prints from all office and corridor walls and columns					x		
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					x		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				x			
High dust all office and corridor areas, and other overhead areas				x			
Clean interior side of all windows in offices that are cleaned on a regular				x			
Clean all office glass partitions and office doors			x				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			x				
Clean all ceiling vents of dust, film, stains, etc			x				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean/dust all high ledges			X				
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container		X					
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures		x					
Clean Showers	x						
Stock restrooms with supplies	x						
Clean and mop all showers	x						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	x						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	x						
Clean all glass entrance doors	x						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	x						
Wash table tops and serving areas	x						
Dust chairs	x						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	x						
Damp wipe chair and table legs	x						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	x						
Clean inside and outside of all refrigerators			x				
Clean inside and outside of all microwaves			x				
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
facility		x					
Remove washable graffiti		x					
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					x		
Clean all exterior screens					x		
Clean air diffuser grills and ceiling area around diffusers					x		
Clean exterior window ledges			x				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						
sweep up and pick up loose trash from around buildings and the yard	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary	X						
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves	X						
Materials shall be arranged/stored in an orderly manner	X						
Balconies and Ledges							
Clean floor areas and ledges			X				
Wipe railings			X				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents			X				
Wash partition glass			X				
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds					X		
Vacuum draperies					X		
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows					X		
Wash walls					X		

Exhibit I 2-3b

Scope of Services- Janitorial Services for Longden Survey

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 160 E. Longden Avenue Building #8, Irwindale, California 91706
Public Works Division: Survey/MPM
Public Works Site Contract Manager: Mr. Steve McDonough of Survey/MPM
Phone Number: (626) 446-5708
E-mail: smcdonou@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:00 a.m. to 3:30 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday
Hour of Service between: 7:30am to 10:30am
Minimum Required Hours Per Day*: 15 mins/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom	45
Survey Office	400
Total Square Footage	**445**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	N/A						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	N/A						
Wash/clean door glass and frames	N/A						
Dust/damp wipe tops, sides and lower surfaces of furniture, including		x					
Damp mop non-carpeted areas	x						
Spot wash walls		x					
Dust telephones		x					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture	N/A						
Dust baseboards and window sills		x					
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	N/A						
Damp wipe clock facings	N/A						
Damp wipe door knobs, kick plates and threshold plates		x					
Replace plastic liners in waste containers							x
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	N/A						
Polish desk tops and tables	N/A						
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	N/A						
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				x			
High dust all office and corridor areas, and other overhead areas							
Clean interior side of all windows in offices that are cleaned on a regular			x				
Clean all office glass partitions and office doors	N/A						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		x					
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture	N/A						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	N/A						
Clean door knobs, kick plates, baseboards, and threshold plates	N/A						
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment		x					
Sweep and mop tile and concrete floors. Buff, as needed.	N/A						
Restrooms							
Empty waste containers and replace liners	x						
Clean and refill dispensers, including sanitary napkins and hand washing	x						
Clean sinks, sink fixtures and mirrors	x						
Disinfect sinks, toilets, toilet seats and urinals	x						
Wet mop floors with disinfectant detergent	x						
Spot wash walls, partitions and doors		x					
Replace plastic liners in waste containers							x
Remove mineral deposits around faucets	x						
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	x						
Clean basin and floor drains	x						
Wash partition stalls .	x						
Clean exterior surfaces of accessible traps and pipes	x						
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	N/A						
Stock restrooms with supplies	x						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	x						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
facility	x						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				x			
Clean all exterior screens					x		
Clean air diffuser grills and ceiling area around diffusers						x	
Clean exterior window ledges					x		
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						
sweep up and pick up loose trash from around buildings and the yard	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff				x			
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows	N/A						
Wash walls	N/A						

Scope of Services- Janitorial Services for Eaton Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

2986 New York Drive, Pasadena, California 91107
Public Works Division: Flood Maintenance
Public Works Site Contract Manager: Mr. Rick Edwards of Flood Maintenance
Phone Number: (626) 445-7630
E-mail: redwards@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Tuesday and Thursday
Hour of Service from: 12:00pm to 1:30pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Flood Maintenance Offices	340
Two Bathrooms	180
Kitchen area	322
Hallway	250
Driller's Office	150
Total Square Footage	**1,242**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop non-carpeted areas	X						
Spot wash walls	X						
Dust telephones	X						
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings		X					
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	X						
Spot clean doors, door jams and walls to remove fingerprints and	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other						X	
Clean light fixtures							
Clean hand prints from all office and corridor walls and columns					X		
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors				X			
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container		X					
Clean all conference rooms after each meeting. Dust furniture. Arrange	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures		x					
Clean Showers	x						
Stock restrooms with supplies	x						
Clean and mop all showers	x						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	x						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	x						
Clean all glass entrance doors	x						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	x						
Wash table tops and serving areas	x						
Dust chairs	x						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	x						
Damp wipe chair and table legs	x						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	x						
Clean inside and outside of all refrigerators			x				
Clean inside and outside of all microwaves			x				
Elevators							
Clean tracks							
Sweep uncarpeted floors							
Spot wash walls and doors							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Stairwells							
Sweep stairs and landings							
Damp wipe handrails							
Damp mop uncarpeted stairs and landings							
Vacuum carpeted stairs and landings							
Spot clean walls							
Sweep and wet mop all steps							
Holding Tanks							
Damp mop floors and disinfect with germicidal solution							
Spot clean walls							
Dust or damp wipe bars							
Clean floor drains							
Clean sinks/toilets and disinfect with germicidal solution							
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility		x					
Remove washable graffiti		x					
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					x		
Clean all exterior screens					x		
Clean air diffuser grills and ceiling area around diffusers					x		
Clean exterior window ledges			x				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as	x						
sweep up and pick up loose trash from around buildings and the yard	x						
Spot wash walls, as necessary	x						
Clean outside sand jars	x						
Clean and wipe out all exterior ash trays with damp cloth	x						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	x						
Empty waste containers; remove debris	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						
Dust shelves	x						
Materials shall be arranged/stored in an orderly manner	x						
Balconies and Ledges							
Clean floor areas and ledges			x				
Wipe railings			x				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents			x				
Wash partition glass			x				
Strip resilient tile, apply floor finish and buff					x		
Dust/clean venetian blinds					x		
Vacuum draperies					x		
Dust high ledges and moldings			x				
Vacuum upholstered furniture			x				
Shampoo or steam clean carpeting					x		
Wash windows					x		
Wash walls					x		

Scope of Services- Janitorial Services for San Dimas Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 118 Pony Express Drive, San Dimas, California 91773
Public Works Division: Flood Maintenance
Public Works Site Contract Manager: Mr. Rick Edwards of Flood Maintenance
Phone Number: (626) 445-7630
E-mail: redwards@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday
Hour of Service from: 7:00 am to 8:00 am
Minimum Required Hours Per Day*: 1 hr/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building 1-Flood Maintenance offices & 1 bathroom with shower	483
Building 2-Crew room office. 1 bathroom with shower, hallway & west end crew room with kitchen	748
Total Square Footage	**1,231**

Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,	x						
Damp mop non-carpeted areas	x						
Spot wash walls	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones	X						
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings		X					
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	X						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures						X	
Clean hand prints from all office and corridor walls and columns					X		
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		x					
Clean door knobs, kick plates, baseboards, and threshold plates		x					
Empty recycling containers at various buildings and dump in a designated container		x					
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	x						
Dust all office desks and equipment	x						
Sweep and mop tile and concrete floors. Buff, as needed.	x						
Restrooms							
Empty waste containers and replace liners	x						
Clean and refill dispensers, including sanitary napkins and hand washing	x						
Clean sinks, sink fixtures and mirrors	x						
Disinfect sinks, toilets, toilet seats and urinals	x						
Wet mop floors with disinfectant detergent	x						
Spot wash walls, partitions and doors	x						
Replace plastic liners in waste containers	x						
Remove mineral deposits around faucets	x						
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	x						
Clean basin and floor drains	x						
Wash partition stalls .		x					
Clean exterior surfaces of accessible traps and pipes		x					
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures		x					
Clean Showers	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms:							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators			X				
Clean inside and outside of all microwaves			X				
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		x					
Remove washable graffiti		x					
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					x		
Clean all exterior screens					x		
Clean air diffuser grills and ceiling area around diffusers					x		
Clean exterior window ledges			x				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						
sweep up and pick up loose trash from around buildings and the yard	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary	x						
Clean outside sand jars	x						
Clean and wipe out all exterior ash trays with damp cloth	x						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	x						
Empty waste containers; remove debris	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						
Dust shelves	x						
Materials shall be arranged/stored in an orderly manner	x						
Balconies and Ledges							
Clean floor areas and ledges			x				
Wipe railings			x				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents			x				
Wash partition glass			x				
Strip resilient tile, apply floor finish and buff					x		
Dust/clean venetian blinds					x		
Vacuum draperies					x		
Dust high ledges and moldings			x				
Vacuum upholstered furniture			x				
Shampoo or steam clean carpeting					x		
Wash windows					x		
Wash walls					x		

Scope of Services- Janitorial Services for FMD South Area-Imperial Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5525 E Imperial Hwy, South Gate CA 90280
Public Works Division: Flood Maintenance
Public Works Site Contract Manager: Mr. Gillian Mintier of Flood Maintenance
Phone Number: (562) 861-0316
E-mail: gmintier@dpw.lacounty.gov
Office Hours: Monday through Friday 6:30am-5:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service between: 6:30am-11:00am
Minimum Required Hours Per Day*: 4 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Main Building: office, kitchen, 2 bathrooms, conference room	5126
Building 1 (trailer): office, 2 bathrooms	1880
Building 3: office, 2 bathrooms	550
Building 5: office, bathroom	400
Building 8: office	800
Building 9: conference room, showers, bathroom	800
Lower Yard Bathrooms	150
Total Square Footage	**9,706**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars							X
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames		X					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas	X						
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings							X
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in				X			
Clean light fixtures				X			
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas		X					
Clean interior side of all windows in offices that are cleaned on a regular		X					
Clean all office glass partitions and office doors		X					
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors		X					
Clean basin and floor drains		X					
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers		X					
Stock restrooms with supplies	X						
Clean and mop all showers		X					
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass		X					
Clean all glass entrance doors		X					
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators			X				
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				X			
Clean all exterior screens				X			
Clean air diffuser grills and ceiling area around diffusers				X			
Clean exterior window ledges		X					
Clean sidewalks, remove gum and stains from sidewalks around outside of building		X					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard		X					
Spot wash walls, as necessary		X					
Clean outside sand jars							X
Clean and wipe out all exterior ash trays with damp cloth							X
Custodial Closets/Storage Areas							
Sweep uncarpeted floors		X					
Empty waste containers; remove debris		X					
Damp mop uncarpeted floors		X					
Vacuum carpeted floors		X					
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings							
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents			X				
Wash partition glass			X				
Strip resilient tile, apply floor finish and buff				X			
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting				X			
Wash windows				X			
Wash walls				X			

Scope of Services- Janitorial Services for FMD South Area-83rd St. Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5520 W 83rd St., Los Angeles CA 90045
Public Works Division: Flood Maintenance
Public Works Site Contract Manager: Mr. Greg Sarpy of Flood Maintenance
Phone Number: (323) 776-7610
E-mail: gsarpy@dpw.lacounty.gov
Office Hours: 6:30 am - 4:00 pm

Required Service Hours, Days, and Staffing

Days of Service: Tuesday & Thursday
Hour of Service Between: 7:30am to 3:30pm
Minimum Required Hours Per Day*: 4 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Builting 1: Office, kitchen, lunch room	685
Building 2: Office	252
Byilding 3: Office	350
Bathroom 1 (in building 1)	35
Bathroom 2 (in building 2)	98
Bathroom 3 (in building 4)	30
Total Square Footage	**1,450**

	Each Business Day	Bi-Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays							X
Clean debris from sand jars							X
Sweep uncarpeted floors		X					
Clean all sinks and drinking fountains		X					
Spot mop uncarpeted floors			X				
Wash/clean door glass and frames			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including			X				
Damp mop non-carpeted areas		X					
Spot wash walls							X
Dust telephones			X				
Vacuum carpeted areas ensuring that corners and areas under furniture are							X
Dust baseboards and window sills							X
Spot clean partitions							X
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							X
Damp wipe clock facings				X			
Damp wipe door knobs, kick plates and threshold plates							X
Replace plastic liners in waste containers							X
Spot clean carpets to remove stains							X
Spot clean doors, door jams and walls to remove fingerprints and smudges							X
Polish desk tops and tables							X
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in				X			
Clean light fixtures							X
Clean hand prints from all office and corridor walls and columns							X
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas		X					
Clean interior side of all windows in offices that are cleaned on a regular							X
Clean all office glass partitions and office doors							X
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc							X
Clean/dust all high ledges							X
Vacuum upholstered furniture				X			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							X
Clean door knobs, kick plates, baseboards, and threshold plates							X
Empty recycling containers at various buildings and dump in a designated container							X
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner							X
Dust all office desks and equipment			X				
Sweep and mop tile and concrete floors. Buff, as needed.							X
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent		X					
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals							X
Clean wall area behind basins and toilet bowls			X				
Clean toilet bases			X				
Wash kick plates and push plates on doors							X
Clean basin and floor drains							X
Wash partition stalls .							X
Clean exterior surfaces of accessible traps and pipes							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.							X
Polish all chrome fixtures							X
Clean Showers							X
Stock restrooms with supplies							X
Clean and mop all showers							X
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							X
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary		X					
Spot clean partitions glass							X
Clean all glass entrance doors							X
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners							X
Wash table tops and serving areas							X
Dust chairs							X
Sweep uncarpeted floors in eating areas							X
Vacuum carpeted floors in eating areas							X
Damp wipe chair and table legs							X
Damp mop uncarpeted floors							X
Spot wash walls and doors							X
Clean inside and outside of all refrigerators							X
Clean inside and outside of all microwaves							X
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks:							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.							X
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers							X
Clean exterior window ledges							X
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary							X
sweep up and pick up loose trash from around buildings and the yard							X
Spot wash walls, as necessary							X
Clean outside sand jars							X
Clean and wipe out all exterior ash trays with damp cloth							X
Custodial Closets/Storage Areas							
Sweep uncarpeted floors		X					
Empty waste containers; remove debris		X					
Damp mop uncarpeted floors		X					
Vacuum carpeted floors		X					
Dust shelves							X
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							X
Dust or Vacuum ceiling vents							X
Wash partition glass							X
Strip resilient tile, apply floor finish and buff				X			
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows				X			
Wash walls							X

Scope of Services- Janitorial Services for Central Yard

*This minimum does **NOT** include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 1525/1537 Alcazar St. Los Angeles, California 90033
Public Works Division: Operational Services
Public Works Site Contract Manager: Mr. Greg Bryson of Operational Services
Phone Number: (626) 458-1762
E-mail: gbryson@dpw.lacounty.gov
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service from: 6:30am to 3:00pm
Minimum Required Hours Per Day*: 8hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building No.1	9925
Building No.2	9500
Building No.5	1150
Building No.8	7175
Building No.9	1800
Building No.13	950
Total Square Footage	**31,000**

Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	X						
Damp mop non-carpeted areas	X						
Spot wash walls	X						
Dust telephones	X						
Vacuum carpeted areas ensuring that corners and areas under	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand		X					
Damp wipe clock facings		X					
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains		X					
smudges		X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.				X			
Clean light fixtures				X			
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager			X				
High dust all office and corridor areas, and other overhead areas		X					
Clean interior side of all windows in offices that are cleaned on a regular basis				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	X						
Dust all office walls. Remove hand prints on walls in offices, around		X					
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container		X					
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.			X				
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior surfaces of accessible traps and pipes	x						
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures		x					
Clean Showers	x						
Stock restrooms with supplies	x						
Clean and mop all showers	x						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	x						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	x						
Clean all glass entrance doors	x						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	x						
Wash table tops and serving areas	x						
Dust chairs	x						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	x						
Damp wipe chair and table legs	x						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	x						
Clean inside and outside of all refrigerators		x					
Clean inside and outside of all microwaves		x					
Clean tracks	N/A						
Sweep uncarpeted floors	x						
Spot wash walls and doors	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings		x					
Damp wipe handrails		x					
Damp mop uncarpeted stairs and landings		x					
Vacuum carpeted stairs and landings		x					
Spot clean walls		x					
Sweep and wet mop all steps		x					
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti	x						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				x			
Clean all exterior screens				x			
Clean air diffuser grills and ceiling area around diffusers				x			
Clean exterior window ledges				x			
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						
sweep up and pick up loose trash from around buildings and the yard		x					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary				x			
Clean outside sand jars	x						
Clean and wipe out all exterior ash trays with damp cloth	x						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	x						
Empty waste containers; remove debris	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						
Dust shelves	x						
Materials shall be arranged/stored in an orderly manner	x						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents			x				
Wash partition glass			x				
Strip resilient tile, apply floor finish and buff			x				
Dust/clean venetian blinds			x				
Vacuum draperies	N/A						
Dust high ledges and moldings			x				
Vacuum upholstered furniture			x				
Shampoo or steam clean carpeting			x				
Wash windows				x			
Wash walls			x				

Scope of Services- Janitorial Services for Central Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 2275 Alcazar St. Los Angeles, California 90033
Public Works Division: Operational Services
Public Works Site Contract Manager: Mr. Greg Bryson of Operational Services
Phone Number: (626) 458-1762
E-mail: gbryson@dpw.lacounty.gov
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service from: 6:30am to 3:00pm
Minimum Required Hours Per Day*: 8 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building No.1	1570
Building No.2	1600
Building No.6	710
Building No.7	500
Building No. 8	525
Building No. 10	450
Total Square Footage	**5,355**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including	x						
Damp mop non-carpeted areas	x						
Spot wash walls	x						
Dust telephones	x						
Vacuum carpeted areas ensuring that corners and areas under furniture	x						
Dust baseboards and window sills		x					
Spot clean partitions		x					
Damp wipe waste containers, ashtrays and exterior surfaces of sand		x					
Damp wipe clock facings		x					
Damp wipe door knobs, kick plates and threshold plates		x					
Replace plastic liners in waste containers		x					
Spot clean carpets to remove stains		x					
Spot clean doors, door jams and walls to remove fingerprints and		x					
Polish desk tops and tables		x					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.				x			
Clean light fixtures				x			
Clean hand prints from all office and corridor walls and columns		x					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				x			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager			x				
High dust all office and corridor areas, and other overhead areas		x					
Clean interior side of all windows in offices that are cleaned on a regular basis				x			
Clean all office glass partitions and office doors	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		x					
Clean all ceiling vents of dust, film, stains, etc				x			
Clean/dust all high ledges				x			
Vacuum upholstered furniture			x				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		x					
Clean door knobs, kick plates, baseboards, and threshold plates		x					
Empty recycling containers at various buildings and dump in a designated container		x					
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		x					
Dust all office desks and equipment		x					
Sweep and mop tile and concrete floors. Buff, as needed.			x				
Restrooms							
Empty waste containers and replace liners	x						
Clean and refill dispensers, including sanitary napkins and hand washing soap	x						
Clean sinks, sink fixtures and mirrors	x						
Disinfect sinks, toilets, toilet seats and urinals	x						
Wet mop floors with disinfectant detergent	x						
Spot wash walls, partitions and doors	x						
Replace plastic liners in waste containers	x						
Remove mineral deposits around faucets	x						
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	x						
Clean basin and floor drains	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		x					
Clean exterior surfaces of accessible traps and pipes	x						
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures		x					
Clean Showers	x						
Stock restrooms with supplies	x						
Clean and mop all showers	x						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	x						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	x						
Clean all glass entrance doors	x						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	x						
Wash table tops and serving areas	x						
Dust chairs	x						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	x						
Damp wipe chair and table legs	x						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	x						
Clean inside and outside of all refrigerators		x					
Clean inside and outside of all microwaves		x					
Clean tracks	N/A						
Sweep uncarpeted floors		x					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors		x					
Damp mop uncarpeted floors	x						
Vacuum carpeted floors		x					
Stairwells							
Sweep stairs and landings		x					
Damp wipe handrails		x					
Damp mop uncarpeted stairs and landings		x					
Vacuum carpeted stairs and landings		x					
Spot clean walls		x					
Sweep and wet mop all steps		x					
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti	x						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				x			
Clean all exterior screens				x			
Clean air diffuser grills and ceiling area around diffusers				x			
Clean exterior window ledges				x			
Clean sidewalks, remove gum and stains from sidewalks around outside of building		x					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as	x						
sweep up and pick up loose trash from around buildings and the yard		x					
Spot wash walls, as necessary				x			
Clean outside sand jars	x						
Clean and wipe out all exterior ash trays with damp cloth	x						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	x						
Empty waste containers; remove debris	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						
Dust shelves	x						
Materials shall be arranged/stored in an orderly manner	x						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents			x				
Wash partition glass			x				
Strip resilient tile, apply floor finish and buff			x				
Dust/clean venetian blinds			x				
Vacuum draperies	N/A						
Dust high ledges and moldings			x				
Vacuum upholstered furniture			x				
Shampoo or steam clean carpeting			x				
Wash windows				x			
Wash walls			x				

Scope of Services- Janitorial Services for MD1-Baldwin Park Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 14747 E. Ramona Blvd., Baldwin Park, 91706
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. David Oboza of Road Maintenance
Phone Number: (626) 337-1277
E-mail: doboza@dpw.lacounty.gov
Office Hours: Monday to Thursday, 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service Between: 5:00pm to 12:00am
Minimum Required Hours Per Day*: 4 hrs/day
Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)

Description of Service Areas	Square Footage
Restroom No.1	95
Restroom No.2	95
Restroom No.3	80
Restroom No.4	90
District Office Building	4,670
Total Square Footage	**5,030**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls:							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD1-Tree

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 14747 E. Ramona Blvd., Baldwin Park, 91706
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. David Oboza of Road Maintenance
Phone Number: (626) 337-1277
E-mail: doboza@dpw.lacounty.gov
Office Hours: Monday to Thursday, 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service Between: 5:00 pm to 12:00 am
Minimum Required Hours Per Day*: 2 hr/day
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)

Description of Service Areas	Square Footage
Tree Crew Building	1,900
Total Square Footage	**1,900**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		x					
Damp mop non-carpeted areas		x					
Spot wash walls		x					
Dust telephones		x					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks							
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Exhibit X.x

Scope of Services- Janitorial Services for *Baldwin Park Shop* - Fleet

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 14747 E. Ramona Blvd. Baldwin Park, 91706
Public Works Division: Fleet Management Group
Public Works Site Contract Manager: Mr. Jose Mora of Fleet Management
Phone Number: (626) 814-1321
E-mail: jmora@dpw.lacounty.gov
Office Hours: Monday to Thursday, 6:30am to 4:00pm; Friday 6:30am to 3:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service from: 12:00pm to 3:00pm
Minimum Required Hours Per Day*: 2 hr/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1	70
Restroom No.2	540
Restroom No.3	N/A
Restroom No.4	N/A
Upstairs Offices and Hallways	N/A
Downstairs Shop Office and Lunchroom	864
Total Square Footage	**1,474**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	N/A						
Sweep uncarpeted floors	X						
Clean and disinfect all sinks and drinking fountains and disinfect	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames		X					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas with clean water and mop separate of bathroom	X						
Spot wash walls							X
Dust and disinfect telephones							X
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	N/A						
Dust baseboards and window sills				X			
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	N/A						
Damp wipe clock facings	N/A						
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables	N/A						
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
High dust all office and corridor areas, and other overhead areas	N/A						
Clean interior side of all windows in offices that are cleaned on a regular			X				
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							X
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						
Vacuum upholstered furniture							X
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.			X				
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container							
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment	N/A						
Sweep and mop with clean water tile and concrete floors; buff as needed	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors							X
Replace plastic liners in waste containers	X						
Remove mineral deposits and disinfect around faucets			X				
Remove stains and disinfect in toilet bowls and urinals		X					
Clean and disinfect wall area behind basins and toilet bowls		X					
Clean and disinfect toilet bases		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash kick plates and push plates on doors		X					
Clean and disinfect basin and floor drains							X
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean and disinfect all restroom fixtures, mirrors and floors.	N/A						
Polish all chrome fixtures	N/A						
Clean and disinfect showers	N/A						
Stock restrooms with supplies	N/A						
Clean and mop all showers	N/A						
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas		X					
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas		X					
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors with clean water	X						
Spot wash walls and doors							X
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows	N/A						
Wash walls	N/A						

Scope of Services- Janitorial Services for RD416

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 14959 E. Proctor Av., La Puente, 91744
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. David Oboza of Road Maintenance
Phone Number: (626) 337-1277
E-mail: doboza@dpw.lacounty.gov
Office Hours: Monday to Thursday, 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service Between: 7:00am to 2:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1	49
Restroom No.2	143
Office Building	411
Crew/Locker room Building	725
Total Square Footage	**1,328**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD417

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 19865 Walnut Dr., Walnut, 91789
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. David Oboza of Road Maintenance
Phone Number: (626) 337-1277
E-mail: doboza@dpw.lacounty.gov
Office Hours: Monday to Thursday, 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service Between: 7:00am to 2:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1	81
Restroom No.2	130
Office Building	389
Crew/Locker room Building	652
Total Square Footage	**1,252**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls:							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD514

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 3916 Dunsmore Av., La Crescenta, 91014
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. David Oboza of Road Maintenance
Phone Number: (626) 337-1277
E-mail: doboza@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 2 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1	72
Restroom No.2	98
Office Building	565
Crew/Locker room Building	1,250
Total Square Footage	**1,985**

Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD519

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5213 N. Encinita Ave, Temple City, 91780
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. David Oboza of Road Maintenance
Phone Number: (626) 337-1277
E-mail: doboza@dpw.lacounty.gov
Office Hours: Monday to Thursday, 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service Between: 7:00am to 2:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1	70
Restroom No.2	186
Office Building	271
Crew/Locker room Building	736
Total Square Footage	**1,263**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms:							
Empty waste containers and replace liners	X						
soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	x						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD518

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 161 N. Valencia St., Glendora, 91740
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. David Oboza of Road Maintenance
Phone Number: (626) 337-1277
E-mail: doboza@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service between: 7:00 am to 2:00 pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1	58
Restroom No.2	199
Office Building	415
Crew/Locker room Building	619
Total Square Footage	**1,291**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks							
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
[illegible] facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD3- Westchester Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles, CA 90045
Public Works Division: Road Maintenance - MD3
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance
Phone Number: (310) 348-6448
E-mail: jdonald@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service between: 7:00am to 3:30pm
Minimum Required Hours Per Day*: 4 hrs/day
Minimum Required Number of Staff*: 2 (each staff - 2 hrs/day)

Description of Service Areas	Square Footage
Building No. 1 - MD3 Offices / Restrooms	2200
Building No. 2 - Tree Crew Offices / Restroom	1100
Building No. 3 - Office / Storage Room	400
Total Square Footage	**3,700**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
[illegible] basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD1-Westchester Construction

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles, CA 90045
Public Works Division: Construction / Permit Office 3
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance
Phone Number: (310) 348-6448
E-mail: jdonald@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service between: 7:00am to 3:30pm
Minimum Required Hours Per Day*: 1 hr/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building No. 3 - Permit Office	675
Total Square Footage	**675**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	N/A						
Clean and refill dispensers, including sanitary napkins and hand washing soap	N/A						
Clean sinks, sink fixtures and mirrors	N/A						
Disinfect sinks, toilets, toilet seats and urinals	N/A						
Wet mop floors with disinfectant detergent	N/A						
Spot wash walls, partitions and doors	N/A						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	N/A						
Clean wall area behind basins and toilet bowls	N/A						
Clean toilet bases	N/A						
Wash kick plates and push plates on doors	N/A						
Clean basin and floor drains	N/A						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	N/A						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Westchester Shop - Fleet

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd St, Los Angeles CA 90045
Public Works Division: Fleet Management Group
Public Works Site Contract Manager: Mr. Tom Bowie of Fleet Management
Phone Number: (310) 417-5184
E-mail: tbowie@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 3:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service between: Mon-Thur 6:30am to 4pm, Friday 6:30am to 3pm
Minimum Required Hours Per Day*: 2 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1 Shop Office	24
Restroom No.2 East Shop	165
Restroom No.3 West Shop	136
Shop Office	255
Lunch Room	160
Tool Room	368
Total Square Footage	**1,108**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars							
Sweep uncarpeted floors	X						
Clean and disinfect all sinks and drinking fountains and disinfect	X						X
Spot mop uncarpeted floors	X						X
Wash/clean door glass and frames		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	X						
Damp mop non-carpeted areas with clean water and mop separate of bathroom		X					X
Spot wash walls							X
Dust and disinfect telephones							X
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt							
Dust baseboards and window sills			X				
Spot clean partitions							X
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars			X				
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables			X				
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in							
Clean light fixtures			X				
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas			X				
Clean interior side of all windows in offices that are cleaned on a regular			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				X
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture							X
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.			X				
Clean door knobs, kick plates, baseboards, and threshold plates			X				
Empty recycling containers at various buildings and dump in a designated container		X					X
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment		X					
Sweep and mop with clean water tile and concrete floors; buff as needed		X					
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent		X					X
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits and disinfect around faucets			X				
Remove stains and disinfect in toilet bowls and urinals		X					
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						
Wash kick plates and push plates on doors		X					
Clean and disinfect basin and floor drains		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean and disinfect all restroom fixtures, mirrors and floors.	N/A						
Polish all chrome fixtures	N/A						
Clean and disinfect showers	N/A						
Stock restrooms with supplies	N/A						
Clean and mop all showers	N/A						
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs		X					
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors with clean water	X						
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.			X				
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows			X				
Wash walls							X

Scope of Services- Janitorial Services for RD233/333/433

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles, CA 90045
Public Works Division: Road Maintenance - MD3
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance
Phone Number: (310) 348-6448
E-mail: jdonald@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service between: 7:00am to 3:30pm
Minimum Required Hours Per Day*: 2 hrs/day
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)

Description of Service Areas	Square Footage
Building No. 3 - RD 233 Crew Room / Restroom	700
Building No. 8 - Road Superintendent Offices / Restrooms	1350
Total Square Footage	**2,050**

Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD339/539 Agoura

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 29773 West Mulholland Highway, Agoura, CA 91301
Public Works Division: Road Maintenance - RD 339
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance
Phone Number: (310) 348-6448
E-mail: jdonald@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service between: 7:00am to 3:30pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building No. 1 - Road Superintendent Office / Crew Room	1250
Total Square Footage	**1,250**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD232A Lawndale

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 4055 West Marine Avenue, Lawndale, CA 90260
Public Works Division: Road Maintenance - RD 232A
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance
Phone Number: (310) 348-6448
E-mail: jdonald@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service between: 7:00am to 3:30pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building No. 1 - Road Superintendent Offices / Restroom	705
Building No. 2 - Crew Room / Restroom	540
Total Square Footage	**1,245**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	x						
Clean debris from sand jars	x						
Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	x						
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		x					
Damp mop non-carpeted areas		x					
Spot wash walls		x					
Dust telephones		x					
Vacuum carpeted areas ensuring that corners and areas under furniture are	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD232A Lomita

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 24309 Walnut Street, Lomita, CA 90717
Public Works Division: Road Maintenance - RD 232
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance
Phone Number: (310) 348-6448
E-mail: jdonald@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service between: 7:00am to 3:30pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building No. 1 - Road Superintendent Offices / Restroom	625
Building No. 2 - Crew Room / Restroom	595
Total Square Footage	**1,220**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD336 Malibu

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 3637 Winter Canyon Road, Malibu CA 90265
Public Works Division: Road Maintenance - RD 336
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance
Phone Number: (310) 348-6448
E-mail: jdonald@dpw.lacounty.gov
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service between: 7:00am to 3:30pm
Minimum Required Hours Per Day*: 2 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Building No. 1 - Road Superintendent Offices	765
Building No. 2 - RD 336 Crew Room / Restroom	900
Total Square Footage	**1,665**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					x		
Clean all exterior screens					x		
Clean air diffuser grills and ceiling area around diffusers					x		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Hollydale Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 S. Garfield Ave Downey, California 90242

Public Works Division: Road Maintenance

Public Works Site Contract Manager: Mr. Daniel Aka of Road Maintenance District 4

Phone Number: (562) 869-1176

E-mail: dakai@dpw.lacounty.gov

Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service Between: 7:00am to 3:00pm

Minimum Required Hours Per Day*: 6 hrs/day

Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)

Description of Service Areas	Square Footage	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
District Engineer's office	2,353							
Bridge Maintenance Office	2,464							
Tree Crew Office	350							
Tree District Supervisor's Office & Restroom	660							
ADA Restroom	810							
Conference Room & Restroom	738							
Guard office	80							
Dinning Area, Empty Offices	968							
Total Square Footage	**8,568**							
Total Square Footage of Carpeted Areas	**3,800**							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		x					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Hollydale Shop - Fleet

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 S. Garfield Ave. Downey Downey 90242
Public Works Division: Fleet Management Group
Public Works Site Contract Manager: Mr. Daniel Aka of Road Maintenance District 4
Phone Number: (562) 869-1176
E-mail: dakai@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service Between: 7:00am to 3:00pm
Minimum Required Hours Per Day*: 2 hrs/day
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)

Description of Service Areas	Square Footage
Shop Office & Restroom	440
Lunch Area inside repair shop	360
Restroom, Showers, and Lockers	456
Equipment & Body Shop Office and Restroom	1,081
Total Square Footage	**2,337**

Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean and disinfect all sinks and drinking fountains and disinfect	X						
Spot mop uncarpeted floors	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas with clean water and mop separate of bathroom		X					
Spot wash walls		X					
Dust and disinfect telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop with clean water tile and concrete floors; buff as needed	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits and disinfect around faucets		X					
Remove stains and disinfect in toilet bowls and urinals	X						
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						
Wash kick plates and push plates on doors	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean and disinfect basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean and disinfect all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean and disinfect showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors with clean water	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors with clean water	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD4- Construction

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 S. Garfield Ave Downey, Ca 90242

Public Works Division: Construction Division - Permit Office

Public Works Site Contract Manager: Mr. Daniel Aka of Road Maintenance District 4

Phone Number: (562) 869-1176

E-mail: dakai@dpw.lacounty.gov

Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service Between: 7:00am to 3:00pm

Minimum Required Hours Per Day*: 1 hr/day

Minimum Required Number of Staff*: 2 (each staff - 30mins/day)

Description of Service Areas	Square Footage
Permit office **(Carpeted Area)**	775
Counter Area & Restroom	225
Total Square Footage	**1,000**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors .	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD4- Survey

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 S. Garfield Ave Downey, California 90242

Public Works Division: Survey Office

Public Works Site Contract Manager: Mr. Daniel Aka of Road Maintenance District 4

Phone Number: (562) 869-1176

E-mail: dakai@dpw.lacounty.gov

Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday

Hour of Service Between: 7:00am to 3:00pm

Minimum Required Hours Per Day*: 1 hr/day

Minimum Required Number of Staff*: 2 (each staff - 30mins/day)

Description of Service Areas	Square Footage
Survey Office	372
Restroom	28
Total Square Footage	**400**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways/Lobbies, Telephone Stalls*							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	x						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD142

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 4304 Eugene Street Los Angeles, California 90022
Public Works Division: Road Maintenance - Road Division 142
Public Works Site Contract Manager: Mr. Daniel Aka of Road Maintenance District 4
Phone Number: (562) 869-1176
E-mail: dakai@dpw.lacounty.gov
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service Between: 7:00am to 11:00am
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Road Division Supervisor & Crew room office including two restrooms	1,970
Total Square Footage	**1,970**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD141/241

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 2120 E. 90th Street Los Angeles, CA 90002

Public Works Division: Road Maintenance - Road Division 241

Public Works Site Contract Manager: Mr. Daniel Aka of Road Maintenance District 4

Phone Number: (562) 869-1176

E-mail: dakai@dpw.lacounty.gov

Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday

Hour of Service Between: 7:00am to 11:00am

Minimum Required Hours Per Day*: 2 hrs/day

Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Road Division Office & Restroom	1,050
Crew Room Office & Restroom	900
Total Square Footage	**1,950**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds				X			
Vacuum draperies				X			
Dust high ledges and moldings				X			
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for 146/446

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 9521 E. Beverly Boulevard Pico Rivera, California 90660
Public Works Division: Road Maintenance - Road Division 446
Public Works Site Contract Manager: Mr. Daniel Aka of Road Maintenance District 4
Phone Number: (562) 869-1176
E-mail: dakai@dpw.lacounty.gov
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hour of Service Between: 7:00 am to 11:00 am
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Road Division Office & Restroom	1,184
Crew Room Office & Restroom	522
Total Square Footage	**1,706**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Palmdale Office

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 38126 N. Sierra Highway Palmdale, CA 93550
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hours of Service from: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 6 hrs/day
Minimum Required Number of Staff*: 2 (each staff - 3 hrs/day)

Description of Service Areas	Square Footage
Restroom No.1 (Women)	315
Restroom No.2 (Men)	150
Lunch Room (Conference Room)	540
Offices, Hallways, Lobby	6035
Total Square Footage	**7,040**

Office, Crewroom, & Kitchenette	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets			X				
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Palmdale Shop - Fleet

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 38126 Sierra Hwy. Palmdale, California 93550
Public Works Division: Fleet Management Group
Public Works Site Contract Manager: Mr. Jeff Davis of Fleet Management
Phone Number: (661) 274-8248
E-mail: jeffdavis@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 3:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hour of Service from: After 4:00pm
Minimum Required Hours Per Day*: 1 hr/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1	420
Restroom No.2	45
Restroom No.3	90
Restroom No.4	80
Upstairs Offices and Hallways	0
Downstairs Shop Office and Lunchroom	670
Total Square Footage	**1,305**

Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	N/A						
Sweep uncarpeted floors	N/A						
Clean and disinfect all sinks and drinking fountains and disinfect	X						X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	X						X
Wash/clean door glass and frames		X					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	X						
Damp mop non-carpeted areas with clean water and mop separate of bathroom		X					X
Spot wash walls							X
Dust and disinfect telephones							X
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	N/A						
Dust baseboards and window sills			X				
Spot clean partitions							X
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars			X				
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean and disinfect doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables			X				
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in							
Clean light fixtures			X				
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
High dust all office and corridor areas, and other overhead areas			X				
Clean interior side of all windows in offices that are cleaned on a regular			X				
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				X
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture							X
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.			X				
Clean door knobs, kick plates, baseboards, and threshold plates			X				
Empty recycling containers at various buildings and dump in a designated container		X					X
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment		X					
Sweep and mop with clean water tile and concrete floors; buff as needed		X					
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent		X					X
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits and disinfect around faucets			X				
Remove stains and disinfect in toilet bowls and urinals		X					
Clean and disinfect wall area behind basins and toilet bowls	X						
Clean and disinfect toilet bases	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash kick plates and push plates on doors		X					
Clean and disinfect basin and floor drains		X					
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean and disinfect all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures			X				
Clean and disinfect showers	N/A						
Stock restrooms with supplies		X					
Clean and mop all showers	N/A						
Clean and disinfect drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors with clean water	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows	N/A						
Wash walls	N/A						

Scope of Services- Janitorial Services for Palmdale RD 559/Tree Crew

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 38126 Sierra Hwy, Palmdale, California 93550
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
OFFICE RM 1	350
OFFICE RM 2	275
HALLWAY	25
CONFERENCE RM 1	400
CONFERENCE RM 2	250
RESTROOM	150
KITCHEN	50
Total Square Footage	**1,500**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp moo uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Exhibit I 7-1d

Scope of Services- Janitorial Services for OSD Paint Shop

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 38126 N. Sierra Highway Palmdale, CA 93550
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Monday through Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1 hour/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.2 (Men)	55
Offices, Hallways, Lobby	745
Total Square Footage	**800**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Office/Craftsroom/Kitchenette							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.		X					
Restrooms							
Empty waste containers and replace liners	X						
soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets			X				
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers		X					
Stock restrooms with supplies		X					
Clean and mop all showers		X					
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Room							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas		X					
Dust chairs		X					
Sweep uncarpeted floors in eating areas		X					
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors		X					
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevator							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
[illegible]							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
[illegible]							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
[illegible]							
facility		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard		X					
Spot wash walls, as necessary					X		
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
[illegible]							
Sweep uncarpeted floors		X					
Empty waste containers; remove debris		X					
Damp mop uncarpeted floors		X					
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
[illegible]							
Clean floor areas and ledges		X					
Wipe railings		X					
[illegible]							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!		x					
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD551

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 4859 W. Avenue L-12 Quartz Hill, CA 93536
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restrooms	269
Office, Crew room, & Kitchenette	1031
Total Square Footage	**1,300**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Office, Crew room, & Kitchenette							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD553

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 19731 Sierra Highway Canyon Country, CA 91351
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Office restroom	60
Crew room restroom	70
Crew room	860
Office	560
Total Square Footage	**1,550**

Office, Crew room, & Kitchenette	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD555

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 17341 E. Avenue J Lancaster, CA 98536
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Superintendent's Office	119
Front Office area	840
Front Office bathroom	75
Crew Room area	432
Crew Room bathroom	143
Total Square Footage	**1,609**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Office, Crew room, & Kitchenette							
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD556

Address: 27624 Parker Road Castaic, CA 91310
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 7:00am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Office and restroom	864
Crew room and restroom	322
Total Square Footage	**1,186**

Office, Crew room, & Kitchenette	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD557

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 38126 N. Sierra Highway Palmdale, CA 93550
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Crew Room, Restrooms, Kitchenette	858
Office	462
Total Square Footage	**1,320**

Office, Crew room, & Kitchenette	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for RD558

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 8505 E. Avenue T Littlerock, CA 93543
Public Works Division: Road Maintenance
Public Works Site Contract Manager: Mr. Quang Luong of Road Maintenance
Phone Number: (661) 947-7173
E-mail: qluong@dpw.lacounty.gov
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm

Required Service Hours, Days, and Staffing

Days of Service: Monday through Thursday and every other Friday
Hours of Service Between: 4:00pm to 10:00pm
Minimum Required Hours Per Day*: 1.5 hrs/day
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Crew Room, Restrooms, Kitchenette	858
Office	462
Total Square Footage	**1,320**

Office, Crew room, & Kitchenette	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty waste containers and ashtrays	X						
Clean debris from sand jars	X						
Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Saticoy Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 13436 Saticoy St., North Hollywood, CA. 91605
Public Works Division: Survey/MPM
Public Works Site Contract Manager: Mr. Richard McCartle of Survey/MPM
Phone Number: (818) 994-9931
E-mail: rmccartl@dpw.lacounty.gov
Office Hours: Monday through Thursday, 6:00 a.m. to 3:30 p.m.

Required Service Hours, Days, and Staffing

Days of Service: Wednesday Only
Hour of Service Between: 8:00am to 1:00pm
Minimum Required Hours Per Day or Week*: 45 mins/week
Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage
Restroom No.1 (interior)	40
Restroom No.2 (exterior)	40
Survey Office	570
Total Square Footage	**650**

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls							
Empty waste containers and ashtrays		X					
Clean debris from sand jars	N/A						
Sweep uncarpeted floors		X					
Clean all sinks and drinking fountains		X					
Spot mop uncarpeted floors	N/A						
Wash/clean door glass and frames		X					
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X					
Damp mop non-carpeted areas		X					
Spot wash walls		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							X
Damp wipe clock facings							X
Damp wipe door knobs, kick plates and threshold plates							X
Replace plastic liners in waste containers							X
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables	N/A						
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures		X					
Clean hand prints from all office and corridor walls and columns	N/A						
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular			X				
Clean all office glass partitions and office doors	N/A						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		X					
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges		X					
Vacuum upholstered furniture							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.							
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent		X					
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers							X
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals		X					
Clean wall area behind basins and toilet bowls		X					
Clean toilet bases		X					
Wash kick plates and push plates on doors		X					
Clean basin and floor drains		X					
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures		X					
Clean Showers	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies		X					
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains		X					
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary		X					
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				X			
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers						X	
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff				X			
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting	N/A						
Wash windows	N/A						
Wash walls	N/A						

ENCLOSURE B

Bid Detail Information

Bid Number : PW-ASD 777
Bid Title : Janitorial Services (2009-PA011)
Bid Type : Service
Department : Public Works
Commodity : JANITORIAL/CUSTODIAL SERVICES
Open Date : 12/10/2009
Closing Date : 12/21/2009 9:00 AM
Bid Amount : N/A
Bid Download : Not Available
Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for the contract for Janitorial Services (2009-PA011). The total annual contract amount of this service is estimated to be $350,000. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at http://dpw.lacounty.gov/asd/contracts or may be requested from Mr. Edwin Manoukian at (626) 458 4057, emanoukian@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFP document, including, but not limited to:

• Proposer's business must have at least five years' experience, within the last five years, performing janitorial services for private and public institutions, servicing multiple locations per job.

• Proposer's supervisor or project manager assigned to this service must have at least five years' experience supervising janitorial staff.

• Proposers will be required to submit a Bid Guaranty of 10 percent of the proposed annual price with the proposal at the time of proposals submission. The successful contractor will be required to provide a faithful payment bond.

A Proposers' Conference will be held on Monday, December 21, 2009, at 9 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room A. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE AND WALK-THROUGH IS MANDATORY. THE WALK-THROUGH AT THE UPPER AND LOWER CENTRAL YARD WILL TAKE PLACE IMMEDIATELY AFTER THE CONFERENCE. THE SCHEDULE FOR THE REST OF THE MANDATORY WALK-THROUGH FOR OTHER SITES WILL BE POSTED AT THE WEBSITE LISTED ABOVE. Public Works will reject proposals from those whose attendance at the conference and walk-through cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Wednesday, January 20, 2010, at 5:30 p.m. Please direct your questions to Mr. Manoukian at the number mentioned on the previous page.

Contact Name : Mr. Edwin Manoukian
Contact Phone# : (626) 458-4057
Contact Email : emanoukian@dpw.lacounty.gov
Last Changed On : 12/10/2009 7:42:57 AM

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