



GAIL FARBER, Director

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331

<http://dpw.lacounty.gov>

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

March 31, 2015


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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 March 31, 2015


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

**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 Department of Public Works field facilities throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the award of this contract is not a project pursuant to the California Environmental Quality Act.
2. Find that this service can be more economically performed by an independent contractor than by County employees.
3. Award the contract for Janitorial Services in the annual sum of \$671,000, to Goodwill Industries of Southern California, and direct the Mayor to execute the contract. This contract will be for a period of 1 year commencing on April 24, 2015, with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months with a maximum potential contract sum of \$3,690,500.
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; and to adjust the annual contract sum for each option year over the

term of the contract.

5. Authorize the Director of Public Works or her designee to renew the contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or her designee, Goodwill Industries of Southern California 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 or her designee, 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 field facilities located throughout the County of Los Angeles. Public Works has contracted for these services since 1985.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive and cost-effective 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 \$671,000 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 and the hourly rates quoted by the contractor.

Funding for these services is included in various Public Works funds' Fiscal Year 2014 15 budgets. When the need arises for services under this contract, financing for the required service will be from the appropriate fund source. Total annual expenditures for this service will not exceed the contract amount approved by the Board. Funds to finance the contract's 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 Goodwill Industries of Southern California, located in Los Angeles, California. This contract will commence on April 24, 2015, for a period of 1 year. With the Board's delegated authority, the Director of Public Works or her designee may renew this contract for four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months.

The contract has been executed by Goodwill Industries 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 Interim Chief Executive Officer and the Board.

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 the Board's ordinances, policies, and programs including, but not limited to: the 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 this contracted service was submitted on September 25, 2014, 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.

Since this is a Proposition A contract, Public Works has evaluated and determined that the contractor is qualified for Living Wage exemption as Goodwill Industries is a nonprofit corporation qualified under Internal Revenue Code Section 501(c)(3).

Using methodology approved by the Auditor-Controller, the 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 option years.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378 of the California Environmental Quality Act Guidelines (CEQA), approval of the recommended action is an administrative activity of government, which will not result in direct or indirect physical changes to the environment. Therefore, this action does not constitute a project and, hence, is not subject to the requirements of CEQA.

CONTRACTING PROCESS

On September 26, 2014, Public Works solicited proposals from 237 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFP was placed on the County's "Doing Business With Us" website (Enclosure B), and an advertisement was placed in the Los Angeles Times.

On October 22, 2014, five 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 this RFP's minimum mandatory requirements. The remaining proposals, having met these requirements, were then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan, financial resources, references, and demonstrated control over labor/payroll recordkeeping using the informed averaging methodology, for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, apparent responsive, responsible, and lowest-cost proposer, Goodwill Industries. 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 as this service is presently contracted with the private sector.

CONCLUSION

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

The Honorable Board of Supervisors

3/31/2015

Page 5

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER

Director

GF:GZ:cg

Enclosures

c: Chief Executive Office (Rochelle Goff)
County Counsel
Executive Office
Internal Services Department, Contracts Division
(w/o enc.)

BOARD EXECUTE

Agreement



BY AND BETWEEN

THE COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS

AND

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

FOR JANITORIAL SERVICES (2014-PA034)

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- EXHIBIT I** Scope of Service

AGREEMENT FOR
JANITORIAL SERVICES (2014-PA034)

THIS AGREEMENT, made and entered into this 31st day of March, 2015, 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 GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA, a California nonprofit 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 October 22, 2014, hereby agrees to provide services as described in this Contract for Janitorial Services (2014-PA034).

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.1 and F.2 , Performance Requirement Summary; Exhibit G, Quality Inspection Form; Exhibit H, Site Addresses and Locations; Exhibit I(s), Scope of Services; the CONTRACTOR'S Proposal, all attached hereto; 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 of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2, an amount not to exceed \$671,000 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, 2015. The COUNTY shall have the sole option to renew this Contract term for up to four additional one-year periods, for a maximum total Contract term of five years and six months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full one year, this Contract may be renewed 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.

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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, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed 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. 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, terms, and conditions as reflected in this AGREEMENT including, but not limited to, Exhibits A through I, 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.

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THIRTEENTH: A faithful payment bond 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 subcontractors 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

FOURTEENTH: 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.

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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IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chairman 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 Mike Antonovich
Mayor, Board of Supervisors

ATTEST:

PATRICK OGAWA
Acting Executive Officer of the
Board of Supervisors of
the County of Los Angeles

By [Signature]
Deputy

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

PATRICK OGAWA
Acting Executive Officer
Clerk of the Board of Supervisors

By [Signature]
Deputy

APPROVED AS TO FORM:

MARK J. SALADINO
County Counsel

By Carole Suzuki
Deputy

GOODWILL INDUSTRIES OF
SOUTHERN CALIFORNIA

By [Signature]
Its President

CRAIG SMITH

Type or Print Name

By _____
Its Secretary

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22

MAR 3 1 2015

[Signature]
PATRICK OGAWA
ACTING EXECUTIVE OFFICER

78354

CALIFORNIA ALL- PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of Los Angeles }

On Feb. 23, 2019 before me, Rebecca A. Robertson, Notary Public,
(Here insert name and title of the officer)

personally appeared Craig Smith,

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.

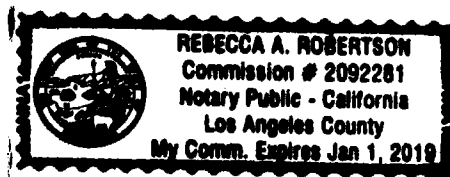
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Rebecca A. Robertson

Notary Public Signature

(Notary Public Seal)



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 _____

CAPACITY CLAIMED BY THE SIGNER

- Individual (s)
- Corporate Officer
- _____
- (Title)
- Partner(s)
- Attorney-in-Fact
- Trustee(s)
- Other _____

INSTRUCTIONS FOR COMPLETING THIS FORM

- This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknowledgments from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.*
- 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 with a staple.

GENERAL SCOPE OF WORK

JANITORIAL SERVICES (2014-PA034)

A. Public Works Contract Managers

The Contract Administrator will be Mr. Edwin Manoukian from Public Works Administrative Services Division, who may be contacted at (626) 458-4057, e-mail address: emanoukian@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 the Exhibit I(s), Scope of Services.

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 Manager. The on-site Contract Manager may be supported by their designee(s) at each facility. The name and contact information of current on-site Contract Manager and also the sites location information can be found in Exhibit I(s). 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 H - Site Addresses and Locations.

C. Work Description

Contractor shall perform all duties listed in Exhibits I(s), Scope of Service, for Janitorial Service for each location. 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 Exhibit I for each location. 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. Do 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 (Exhibits F.1 and F.2), 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. For 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 Contractor shall provide the additional services and will be paid per rates provided in the Schedule of Prices, Form PW-2, Item B, As-Needed Janitorial Services.

F. Hours and Days of Service

Hours and days of operation for each facility may vary as indicated in Exhibit I, Scope of Services, for each location. 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, Health Agency (Cal/OSHA), and Public Works safety requirements while at Public Works' jobsites. 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 a feather duster, on a regular basis.
5. Shall correct any required service which "failed" the Quality Control Inspection Form, Exhibit G, within 24 hours of the issuance of the inspection to the Contractor. If the Contractor fails the reinspection of the required service, the Contractor shall be assessed the Liquidated Damages indicated in this Exhibit and shall correct the service within four hours of the issuance of the reinspection.

6. Ensure its supervisor or project manager assigned to this Contract has at supervising janitorial staff in contracts serving multiple locations.

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 (e.g., 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 that 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 to 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 Ordinance.
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.

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, Exhibits F.1 and F.2 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, Exhibits F.1 and F.2 .
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.
5. 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.
6. 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.
 - 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 Exhibits F.1 and F.2, Performance Requirement Summary, for work that deviated from the AQL, unless otherwise provided in this Contract.

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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, Exhibit E - Defaulted Property Tax Reduction Program, and other appropriate exhibits, amendments and change orders. 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, 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 1 and ending the following June 30.

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 and signed by the Contractor.
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 by Public Works and signed by the Contractor. If the change order is prepared by the Contractor, it shall be approved by Public Works and signed by the Contractor and the County.

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 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. Contractor Performance Evaluation/Corrective Action Measures

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 subparagraph 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 subparagraph, 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. Nonexclusivity

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

1. 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.
2. 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.

1. 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).
2. 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.
3. 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.
4. In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to

examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, 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 the Contractor, and shall be made available to the County during the term of this Contract and for a period of five years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

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. Contractor's Employee Criminal Background Investigation

The Contractor shall be responsible for ongoing implementation and monitoring of the following for each Contractor employee or agent providing service under this Contract, including but not limited to janitors and supervisors (collectively referred to as "Contractor Employees"):

1. Each Contractor Employee shall undergo and pass a criminal background investigation prior to starting work under this Contract. The Contractor shall conduct additional criminal background investigations of all Contractor Employees every two years and upon request of the County at its sole discretion. The background investigation shall include criminal conviction information from an agency acceptable to County such as local law enforcement or Live Scan from the California Department of Justice. The cost of background checks is the responsibility of the Contractor.

2. No Contractor Employee shall have a criminal conviction record, including a guilty plea or a finding of not guilty by reason of insanity and Contractor shall be under a continuing obligation to immediately remove any Contractor Employee having a criminal conviction record, including a guilty plea or a finding of not guilty by reason of insanity. Contractor may only make an exception to this requirement if Contractor determines that there were mitigating circumstances or that the conviction is not related to the Contractor Employee position and that the Contractor Employee poses no threat or risk to the County or public.
3. Disqualification of any Contractor Employee pursuant to this section shall not relieve Contractor of its obligation to provide services in accordance with the terms and conditions of this Contract.
4. The Contractor shall annually submit to the Contract Manager a certificate of compliance attesting that each Contractor Employee is eligible for employment under this Contract according to the requirements outlined in Sections 1 and 2.

II. 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.
 - 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.

JJ. 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.

KK. 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.

LL. Warranty Against Contingent Fees

1. 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.
2. 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.

MM. Time Off for Voting

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten days before every Statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

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 ten 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.
 - 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.
 - 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 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.
 - 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.

T. County Contract Database/CARD

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

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 ("County Indemnities") 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 except for loss or damage arising from the sole negligence or willful misconduct of the County Indemnities. 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 F 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 ten 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 \$50,000, 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 noncomplying 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: Contract Analyst (noted in the RFP Notice)

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 or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten days in advance of cancellation for nonpayment of premium and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.
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. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.
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 of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, Volunteers, 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 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 nonowned 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 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 the 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 10 percent of the amount of this Contract.
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.
 - 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 Internal Services Department 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.

SECTION 13

DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise Preference Program, as codified in Chapter 2.211 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 Disabled Veteran 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 Disabled Veteran Business Enterprise.
- D. If Contractor has obtained certification as a Disabled Veteran 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 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 an amount of not more than 10 percent of the amount of the contract.
 - 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 to any business 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 the state and Public Works of this information prior to responding to a solicitation or accepting a contract award.



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2014)

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 2014 are less than \$52,427 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, 2015.

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 IRS.gov or by calling 1-800-829-3676.

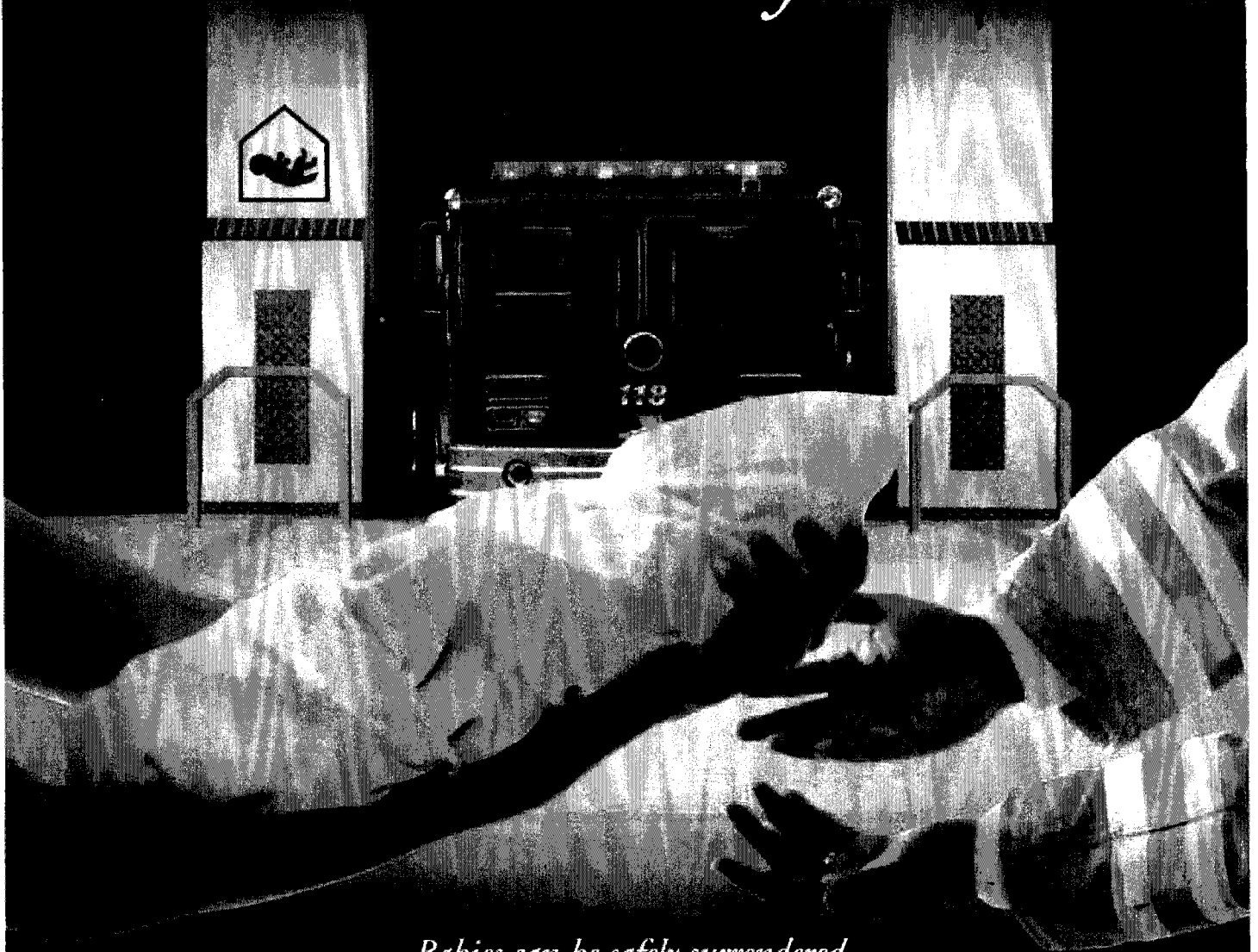
How Will My Employees Know If They Can Claim the EIC?

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

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2014 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 2014 and owes no tax but is eligible for a credit of \$800, he or she must file a 2014 tax return to get the \$800 refund.

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



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

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?

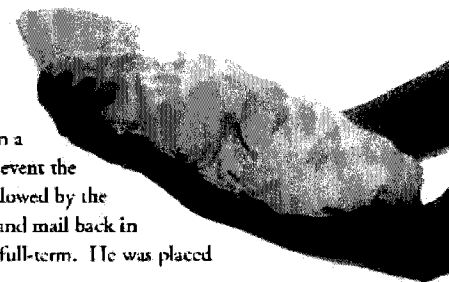
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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.



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



Ley de Entrega de Bebés Sin Peligro

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

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 Angeles. 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 brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes 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 Angeles 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 brazaletes 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 ten 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 intermember 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 nonagreement 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.)

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through I, inclusive, of this Contract (Exhibits A-I) and this PRS, Exhibits A-I shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-I, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
<p>A. SCOPE OF WORK-GENERAL</p> <p>1. Fines by Regulatory and Governmental Agencies</p> <p>2. Violation of the National Pollutant Discharge Elimination System</p> <p>3. Rate of pay, hours and days of services</p>	<p>Fined by a local, regional, State, or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements.</p> <p>Discharge of debris into storm drains and/or gutter.</p> <p>Custodians shall be paid in accordance with the Living Wage Ordinance.</p>	<p>\$500 per occurrence plus any fine(s) charged to the County by a regulatory or governmental agency; possible suspension; possible termination for default of contract.</p> <p>\$500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost; possible suspension; possible termination for default of contract.</p> <p>\$500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost; possible suspension; possible termination for default of contract.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through I, inclusive, of this Contract (Exhibits A-I) and this PRS, Exhibits A-I shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-I, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
B. REPORTS/DOCUMENTATIONS				
1. Daily/Weekly/Monthly/Quarterly Reports	Submitted to Contract Manager daily/weekly/monthly report.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Special Reports As Needed	Filed within time frame requested.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
C. EMPLOYEES				
1. Contractor's Employee Criminal Background Investigation	Prior to the start of the contract and continuation of the contract the contractor shall certify all employees who are in a designated sensitive position has passed a fingerprints background check submitted to the California Department of Justice to include State and local-level review, as required by the Contract. Employees who <u>do not</u> pass or is not certified shall be immediately removed.	\$100 per employee per day who is not certified as passing the background check.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Employees Well Oriented To Job	Employees must have thorough knowledge of facility and its needs.	\$50 per error resulting from lack of orientation; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through I, inclusive, of this Contract (Exhibits A-I) and this PRS, Exhibits A-I shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-I, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
3. Staffing	Staffing levels are equal or exceed contract requirements.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Photo I.D. Badges	Photo I.D. Badges worn by all employees on the job at all times.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Uniform	Uniforms worn by all day time employees on the job.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Training program	Document training of each employee.	\$250 per untrained employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Maintain Knowledge of Safety Requirements	Completion of training of all accepted standards for safe practices related to the work.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
D. SUPERVISOR/MANAGERS				
1. Change in Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Respond to complaints, requests, and discrepancies.	Respond within the time frame outlined in the Contract.	\$50 per complaint not responded to within the time frame outlined in the specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through I, inclusive, of this Contract (Exhibits A-I) and this PRS, Exhibits A-I shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-I, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
3. Makes Site Inspections	Facility inspected each shift or as required by Contract.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Competent Supervisory Staff	Responsiveness to complaints and requests; maintain good work records, and acceptable level of service.	\$200 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Provide Adequate Supervision and Training	Contract specifications met.	\$50 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Project Safety Official	Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Supervisors speak, read, write, and understand English	On-site supervisor can communicate in English with County Contract Manager.	\$100 per day for use of non English-speaking supervisor; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
E. CONTRACT ADMINISTRATION				
1. Insurance Certifications	Certifications submitted before implementation of contract and on a timely basis there-after.	\$200 per day; work/contract; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Provide Payment Bond	Valid bond is furnished and not allowed to lapse.	\$200 per day; possible suspension;	<input type="checkbox"/> Yes	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through I, inclusive, of this Contract (Exhibits A-I) and this PRS, Exhibits A-I shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-I, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions / Consequences for Failure to Meet Performance Indicator*	Compliance	Comments
		possible termination for default of contract.	<input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Record Retention & Inspection/Audit Settlement	Maintain all required documents as specified in contract.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. License and Certification	All license and certifications required to perform the work, if any.	\$200 per day; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Assignment and Delegation	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.	\$200 per day the County is not informed of this change; possible suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Safety Requirements	Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA).	\$500 per occurrence; possible suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
Performance of the Contract				
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

PERFORMANCE REQUIREMENTS SUMMARY

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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 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
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

PERFORMANCE REQUIREMENTS SUMMARY

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Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
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

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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

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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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 showers	<u>Daily</u> - free of spots, film, streaks, stains, etc.	"	"	\$20
VENDING/LUNCH ROOMS				
Empty and clean trash receptacles	<u>Daily</u> - 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	<u>Daily</u> - free of stains, rings, spots, film, water marks, streaks, etc.	"	"	\$20
Sweep and spot floors or vacuum and spot carpet	<u>Daily</u> - free of dust, dirt, debris, spots, stains, spillages, etc.	"	"	\$20
Spot wash walls	<u>Daily</u> - free of fingerprints, spots, spillages, streaks, etc.	"	"	\$20

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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Required Service	Standard	Acceptable Quality Level (AQL) or Deviation From Standard Allowed	Method of Surveillance	Deduction from Contract Price for Exceeding AQL, Per Incident
Damp mop. Buff waxable floors, as needed	<u>Daily</u> - free of dirt, spots, marks, stains, spillages, streaks, etc.	"	"	\$20
Spot clean carpeted floors	<u>Daily</u> - 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	<u>Daily</u> - free of dirt, marks, spillages, stains, build ups, film, etc.	"	"	\$20
Shampoo carpeted floors	<u>Annual</u> - free of dirt, spots, stains, streaks, spillages, etc.	"	"	.25 Cents/Square Ft.

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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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 polish chairs and table legs	<u>Monthly</u> - free of dirt, film, streaks, spillages, etc.	"	"	\$100
Mop/scrub waxable floor, apply floor finish/buff	<u>Quarterly</u> - 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				

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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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 walls	<u>Daily</u> - free of dust, cobwebs, spots, fingerprints, spillages, streaks, etc.	"	"	\$20
Clean hand rails in corridors	<u>Daily</u> - free of dust, dirt, spots, spillages, etc.	"	"	\$20
Sweep and spot steps and landings	<u>Daily</u> - free of dust, dirt, spots, spillages, etc.	"	"	\$50
Clean risers	<u>Daily</u> - free of dust, spots, spillages, etc.	"	"	\$20
Chemicals	<u>Daily</u> - properly labeled, secured, etc.	"	"	\$20

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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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

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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 jams and baseboards	<u>Weekly</u> - 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	<u>Weekly</u> - free of dust, spots, cobwebs, spillages, wax build up, etc.	"	"	\$20
Dust/clean cabinets and shelves	<u>Weekly</u> - free of dust, spillages, etc.	"	"	\$20
Dust desks, chairs, files and ledges	<u>Weekly</u> - or as needed - free of dust, debris, etc.	"	"	\$20
Dust/clean movable desk files	<u>Weekly</u> - free of dust, debris, etc.	"	"	\$20
Clean door knobs, kickplates and threshold plates	<u>Weekly</u> - after cleaning: free of spots, dirt, spillages, wax build up, etc.	"	"	\$20

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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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 balconies and ledges	Weekly - after cleaning: free of dirt, debris, spillages, etc.	"	"	\$20

Exhibit F.2

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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

Exhibit F.2

PERFORMANCE REQUIREMENTS SUMMARY

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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

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 G

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, doorjambes, 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 restroom 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 restroom walls and partitions.	Monthly					

EXHIBIT G

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 H - SITES ADDRESSES AND LOCATIONS

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

NO	Location Name as appeared in Form PW-2, Schedule of Prices	Division	Minimum Number of Hours Per Week	Minimum Number of Hours Annually (Week X 52)	YARDS NAMES & ADDRESSES
1	FLT-1	Fleet	12	624	<u>Altadena Shop</u> 252 West Mountain View St., Altadena, CA91001
2	FLT-2	Fleet	10	520	<u>Baldwin Park Shop-Fleet</u> 14747 E. Ramona Blvd., Baldwin Park, 91706
3	FLT-3	Fleet	10	520	<u>Westchester Shop-Fleet</u> 5530 West 83rd St., Los Angeles, CA 90045
4	FLT-4	Fleet	10	520	<u>Hollydale Shop-Fleet</u> 11282 S. Garfield Ave., Downey, CA 90242
5	FLT-5	Fleet	5	260	<u>Palmdale Shop-Fleet</u> 38126 N. Sierra Hwy., Palmdale, CA 93550
6	FMD-1	Flood	2	104	<u>Pickens Yard</u> 4628 Briggs St., La Cresenta, CA 91214
7	FMD-2	Flood	8	416	<u>Santa Clarita Yard</u> 21190 Centre Pointe Pkwy., Santa Clarita, CA 91350
8	FMD-3	Flood	12	624	<u>Longden Yard</u> 160 E. Longden Ave., Irwindale, CA 91706

EXHIBIT H

9	FMD-4	Flood	3	156	<u>Eaton Yard</u> 2986 New York Dr., Pasadena, CA 91107
10	FMD-5	Flood	4	208	<u>San Dimas Yard</u> 118 Pony Express Dr., San Dimas, CA 91733
11	FMD-6	Flood	20	1040	<u>Imperial Yard</u> 5525 East Imperial Hwy., South Gate, CA 90280
12	FMD-7	Flood	8	416	<u>83rd Street Yard</u> 5520 West 83rd St., Los Angeles, CA 90045
13	FMD-8	Flood	25	1300	<u>Hansen Yard</u> 10179 Glenoaks Blvd., Sun Valley, CA 91352
14	SMP-1	Survey	1	52	<u>Longden Yard 160</u> E. Longden Ave., Building #8, Irwindale, CA 91706
15	SMP-2	Survey	5	260	<u>MD4-Survey</u> 11282 S. Garfield Ave., Downey, CA 90242
16	SMP-3	Survey	.75	39	<u>Saticoy Yard</u> 13436 Saticoy St., North Hollywood, CA 91605
17	OSD-1	OSD	40	2080	<u>Lower Central Yard</u> (1525/1537 Alcazar St., Los Angeles, CA 90033)
18	OSD-2	OSD	40	2080	<u>Upper Central Yard</u> 2275 Alcazar St., Los Angeles, CA 90033
19	OSD-3	OSD	5	260	<u>OSD Paint Shop</u> 38126 N. Sierra Hwy., Palmdale, CA 93550
20	OSD-4	OSD	3	156	<u>Eaton Yard</u> 2811 Woodlyn Dr., Pasadena, CA 91107

EXHIBIT H

21	OSD-5	OSD	4	208	<u>Baldwin Park</u> 14514 Central Ave., Baldwin Park, CA 91706
22	OSD-6	OSD	5	260	<u>Upper Central Yard</u> 2275 Alcazar St., Los Angeles, CA 90033 (Trailer for Engineering Unit Bldg 2A)
23	RMD-1	Road	20	1040	<u>MD1-Baldwin Park Yard</u> 14747 E. Ramona Blvd., Baldwin Park, 91706
24	RMD-2	Road	8	416	<u>MD1-Trees</u> 14747 E. Ramona Blvd., Baldwin Park, 91706
25	RMD-3	Road	6	312	<u>RD 116/416</u> 14929 E. Proctor Ave., La Puente, CA 91744
26	RMD-4	Road	6	312	<u>RD117/417/517</u> 19865 Walnut Dr., Walnut, CA 91789
27	RMD-5	Road	8	416	<u>RD 514 (Dunsmore Ave)</u> 3916 Dunsmore Ave., La Crescenta 91214
28	RMD-6	Road	6	312	<u>RD-119/519 5213</u> N. Encinita Ave., Temple City, 91780
29	RMD-7	Road	6	312	<u>RD 518 161 N.</u> Valencia St., Glendora, CA. 91740
30	RMD-8	Road	20	1040	<u>MD3-Westchester Yard</u> 5530 West 83rd St., Los Angeles CA 90045
31	RMD-9	Road	10	520	<u>RD 233/333/433</u> 5530 West 83rd St., Los Angeles CA 90045

EXHIBIT H

32	RMD-10	Road	6	312	<u>RD 339/539</u> (Agoura) 29773 W. Mullholland Hwy., Agoura, CA 91301
33	RMD-11	Road	6	312	<u>RD 232 A</u> (Lawndale) 4055 West Marine Ave., Lawndale, CA 90260
34	RMD-12	Road	6	312	<u>RD 232 A</u> (Lomita) 24309 Walnut St., Lomita, CA 90717
35	RMD-13	Road	8	416	<u>RD336</u> (Malibu) 3637 Winter Canyon Rd., Malibu, CA 90265
36	RMD-14	Road	30	1560	<u>MD4-Hollydale Yard</u> 11282 S. Garfield Ave., Downey, CA 90242
37	RMD-15	Road	7.5	390	<u>RD142</u> 4303 Eugene St., Los Angeles, CA 90022
38	RMD-16	Road	10	520	<u>RD 141/241</u> 2120 E. 90th St., Los Angeles, CA 90002
39	RMD-17	Road	7.5	390	<u>RD 146/446 9521</u> E. Beverly Blvd., Pico Rivera, CA 90660
40	RMD-18	Road	30	1560	<u>MD5- Main Office</u> 38126 N. Sierra Hwy., Palmdale, CA 93550
41	RMD-19	Road	7.5	390	<u>MD5- RD 559</u> (Tree Crew) 38126 N. Sierra Hwy., Palmdale, CA 93550
42	RMD-20	Road	6	312	<u>RD 551</u> 4859 West Ave., L-12, Quartz Hills, CA 93536
43	RMD-21	Road	6	312	<u>RD 553</u> 17931 Sierra Hwy., Canyon County, CA 91351

EXHIBIT H

44	RMD-22	Road	6	312	<u>RD 555</u> 17341 East Ave. J, Lancaster, CA 93535
45	RMD-23	Road	6	312	<u>RD 556</u> 27624 Parker Rd., Castaic, CA 91310
46	RMD-24	Road	6	312	<u>RD 557</u> 38126 N. Sierra Hwy., Palmdale, CA. 93550
47	RMD-25	Road	6	312	<u>RD 558</u> 8505 E. Avenue T, Little Rock, CA 93543
48	RMD-26	Road	2	104	<u>MD1-Baldwin Park Yard House Office</u> 14747 E. Ramona Blvd., Baldwin Park, 91706
49	CON-1	Construction	5	260	<u>MD3-Construction</u> 5530 West 83rd St., Los Angeles, CA 90045
50	CON-2	Construction	5	260	<u>MD4-Construction Permit Office</u> 11282 S. Garfield Ave., Downey, CA 90242
51	CON-3	Construction	2	104	<u>MD5- Construction House</u> 38126 N. Sierra Hwy., CA 93550
52	CON-4	Construction	1	52	<u>Saticoy Yard Con. Office</u> (13436 Saticoy St., North Hollywood 91605)
53	PDD-1	Programs	4	208	<u>Acton Metrolink Station</u> 730 W. Sierra Hwy., Acton CA 93550
54	ASD-1	ASD	4	208	<u>Public Works Child Care Center</u> 406 S. Second St., Alhambra, CA 91801
Total Annual Hours			500.25	26,013	



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342 N. San Fernando Road, Los Angeles, CA 90031

October 22, 2014

County of Los Angeles
Department of Public Works
900 South Fremont Avenue
Alhambra, CA 91803-5100

On behalf of the Board of Directors of Goodwill Southern California (GSC) and our entire Executive Team, I am pleased to provide this response to the County's Request for Proposal for Janitorial Services (2014-PA034).

Goodwill Southern California is highly qualified to provide the required janitorial services at 54 locations through the County operated by multiple divisions of the Department of Public Works (Fleet, Flood, Survey OSD, Roads, Construction, Programs, and ASD Divisions).

As you will see in our proposal, we have extensive experience providing services to multiple sites throughout Los Angeles, San Bernardino, Riverside, Ventura and Santa Barbara Counties.

The following individuals are authorized to make representations for Goodwill Southern California:

Louise Oliver, Director, Building & Custodial Services Division
14565 Lanark Street, Panorama City, CA 91402
818-815-3020 (office) 818-515-1403 (mobile)


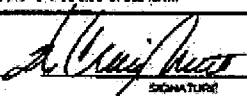
Carlos Chali, Senior Program Manager, Building & Custodial Services
342 North San Fernando Road, Los Angeles, CA 90031
323-539-2024 (office) 323-833-3628 (mobile)

We appreciate the opportunity to submit our proposal, and look forward to providing quality service for the County of Los Angeles.

Sincerely,

Craig Smith
President/CEO

13-662807

 <p style="text-align: center;">State of California Secretary of State</p> <p style="text-align: center;">Statement of Information (Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)</p> <p style="text-align: center;">Filing Fee: \$20.00. If this is an amendment, see Instructions. IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM</p>		<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>FILED Secretary of State State of California MAR 11 2013</p> </div> <p style="font-size: small;">The Space for Filing Use Only</p>
<p>1. CORPORATE NAME</p> <p>Goodwill Industries Of Southern California Attn: 3rd Floor Business Office 342 N. San Fernando Road Los Angeles, CA 90031-1730</p>		
<p>2. CALIFORNIA CORPORATE NUMBER C0098156</p>		
<p>Complete Principal Office Address (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)</p>		
3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE ZIP CODE
342 N. San Fernando Road	Los Angeles	CA 90031-1730
4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE ZIP CODE
342 N. San Fernando Road	Los Angeles	CA 90031-1730
<p>Names and Complete Addresses of the Following Officers (The corporation must file these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)</p>		
5. CHIEF EXECUTIVE OFFICER	ADDRESS	CITY STATE ZIP CODE
Craig W. Smith	Same as above	
6. SECRETARY	ADDRESS	CITY STATE ZIP CODE
Andree Mack	Same as above	
7. CHIEF FINANCIAL OFFICER	ADDRESS	CITY STATE ZIP CODE
Forrest Callahan	Same as above	
<p>Agent for Service of Process. If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.</p>		
8. NAME OF AGENT FOR SERVICE OF PROCESS		
Craig W. Smith		
9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE ZIP CODE
342 N. San Fernando Road	Los Angeles	CA 90031-1730
<p>Davis-Stirling Common Interest Development Act (California Civil Code section 1350, et seq.)</p>		
<p><input type="checkbox"/> Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act.</p> <p>NOTE: Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CAD) as required by California Civil Code section 1363.5. Please see instructions on the reverse side of this form.</p>		
<p>11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.</p>		
02/13/2013	Craig W. Smith	President/CEO
<small>DATE</small>	<small>TYPEPRINT NAME OF PERSON COMPLETING FORM</small>	<small>TITLE</small>
		
		<small>SIGNATURE</small>
<small>SI-100 (REV 01/2012)</small>		<small>APPROVED BY SECRETARY OF STATE</small>



I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this

NOV 15 1979



March Fong Eu

Secretary of State

CERTIFICATE OF AMENDMENT
OF
ARTICLES OF INCORPORATION

**ENDORSED
FILED**
in the office of the Secretary of State
of the State of California
NOV 8 1979
MARCE FORD ED, Secretary of State
By JAMES E. HARRIS
Deputy

NICHOLAS PANZA and R. ROLAND SMITH certify:

1. That they are the president and the secretary, respectively, of GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA, a California corporation.
2. That at a meeting of the board of directors of said corporation, duly held at Los Angeles, California, on October 25, 1979, the following resolution was adopted:

BE IT RESOLVED: That the Articles of Incorporation of GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA, dated 18, April 1919, be and they are hereby amended in certain particulars as follows:

Article NINTH of said ARTICLES OF INCORPORATION is amended to read as follows:


That the property of this Corporation is now and shall at all times be irrevocably dedicated to religious, charitable, or hospital purposes, and upon liquidation, dissolution, abandonment, or winding up of this Corporation, after paying or adequately providing for the debts and obligations of this Corporation, none of the property of this Corporation shall inure to the benefit of any private person, but shall be irrevocably dedicated to the religious, charitable, or hospital purposes, and upon dissolution, liquidation, abandonment or winding up of this Corporation, the property of this Corporation shall be transferred to an organization dedicated to the religious, charitable or hospital purposes, provided that the organization continues to be dedicated to the exempt purposes as specified in Internal Revenue Code section 501 (c) (3).

3. That the members have adopted said amendment by resolution at a meeting held at Los Angeles, California, on October 25, 1979. And that the wording of the amended article, as set forth in the members' resolution, is the same as that set forth in the directors' resolution in Paragraph 2 above.

4. That the number of members who voted affirmatively for the adoption of said resolution is eighteen (18), and that the number of members constituting a quorum is eleven (11).



NICHOLAS PANZA - President



R. ROLAND SMITH - Secretary

Each of the undersigned declares under penalty of perjury that the matters set forth in the foregoing certificate are true and correct. Executed at Los Angeles, California, on October 31, 1979.



NICHOLAS PANZA - President



R. ROLAND SMITH - Secretary



Goodwill
SOUTHERN CALIFORNIA

Goodwill



Since 1916, Goodwill Southern California (GSC) has enhanced the quality of life for those with disabilities or other vocational disadvantages by assisting them in becoming productive and self-sufficient through education, training and job opportunities.

GSC operates 73 retail stores, 44 attended donation centers, three WorkSource centers, and five career resource centers including three multi-service campuses in Los Angeles (north of Rosecrans), Riverside and San Bernardino counties. Charity Navigator, an independent charity evaluator, has awarded GSC its highest four-star ranking for 12 consecutive years; in part due to the fact that GSC spends 92 percent of its budget on programs that transform lives through the power of work.

WHO WE SERVE

We serve tens-of-thousands of individuals with disabilities or vocational disadvantages, and businesses, through education, job training and placement programs, every year. We help veterans, youth, the homeless, ex-offenders, and others who are vocationally disadvantaged, at-risk or in need, prepare for and secure sustainable employment through a wide array of programs and services.

HOW WE HELP

We are empowering individuals through education, training and access to new employment opportunities. We are advancing businesses through our recruitment and contract services, including our green business lines. We are enriching communities through partnerships, youth programs, fundraiser donation drives and a positive economic impact. And we are caring for the earth through repurposing used goods and recycling efforts. That's Good for Everyone.

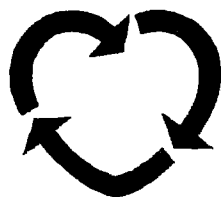
HOW YOU CAN HELP

DONATED CLOTHES AND HOUSEHOLD ITEMS provide a vital revenue stream that sustains essential job-development services for thousands of local residents. We accept a variety of new and gently used items, including clothing and accessories, household goods and small kitchen appliances, computers and electronics, books, mixed media, fine china, art, collectibles, cars and more.



We also accept **FINANCIAL CONTRIBUTIONS**. Though GSC is approximately 92 percent self-reliant, we depend on community support for the remainder of our operating budget, program expansions, and capital expenses, such as training tools and construction projects. In addition to cash gifts, GSC welcomes investments in the form of bequests or memorials, life insurance, trust agreements, real estate, stocks or other securities. For details, please contact Peggy Smith at **(323) 539-2031** or psmith@goodwillsocal.org. Goodwill Southern California is a 501(c)(3) tax-exempt organization, contributions are tax-deductible to the extent allowed by federal and state law.

ENVIRONMENTAL IMPACT AND SERVICES



In 2012 GSC recycled more than 65.7 million pounds of electronics, paper, textiles and homegoods. We have been an eco-conscious organization for 97 years. Our retail model, document imaging, secure shredding, and e-waste recycling and destruction programs are all environmentally based businesses. By using these services you help Goodwill Southern California provide skills training, a paycheck, and independence for individuals with disabilities and disadvantages.

All Goodwill locations accept electronics (working or not), which include anything with a plug.



Goodwill
SOUTHERN CALIFORNIA

Programs

BELOW IS A SAMPLING OF THE VARIETY OF GSC'S PROGRAMS AND SERVICES

- Three WorkSource centers, and five career service centers including three multi-service campuses, bring job seekers and employers together in one place. Employers are offered recruitment services and assistance finding candidates and screening prospective employees; job seekers receive training and education to advance skills, help preparing resumes, access to computers, internet, phones, fax and copy machines, and assistance securing interviews and sustainable employment opportunities.
- Our Work Activity Program helps trainees become familiar with the professional world through paid work experience. Individualized support, counseling, and training are hallmarks of this successful program, where transition to community employment is based upon individual growth and choice. Duties may include document shredding, computer recycling, food service, custodial services, or retail production. Participants in the Work Activity Program are referred to GSC by other human service agencies and by the Regional Centers for the Developmentally Disabled and the California Department of Rehabilitation.
- The Veteran Employment Program assists U.S. veterans in overcoming barriers to employment and preparing for and securing careers in the civilian workforce. The VEP offers one-on-one career counseling, employment preparation workshops, special training programs, on-the-job training opportunities, entrepreneurial assistance and access to the latest job leads.
- Goodwill Southern California Youth Programs provide at-risk youth with leadership training, work-based mentoring, internships and paid work experience, as well as basic education, educational competency classes, tutoring and recreational activities.



FREQUENTLY USED NUMBERS

- General (Store Locations) (888) 4 Goodwill (888-446-6394)
- Assembly & Fulfillment (323) 539-2196
- Computer Recycling (323) 539-2130
- Financial Donations (323) 539-2034
- Secure Shredding (323) 539-2196
- Vehicle Donations (800) 898-8285
- Veteran Employment Program (323) 539-2184
- Vintage Fashion Shows (323) 539-2185

To learn about other GSC programs, please visit GoodwillSoCal.org
Transforming lives through the power of work.

GoodForEveryone



Goodwill Southern California Building & Custodial Services Contracts Division

Ray Teitez
Vice President
Contracts Division

Louise Oliver
Director, Building &
Custodial Services Contracts
Division

Steve Barr
Director,
Fulfillment Contracts &
Environmental Services

Carlos Chali
Senior Program Manager

Freddy Rivera
Area Project Manager &
LA Commissary

Bobby Joseph
Project Manager,
Los Angeles AFB

Claudia Gonzales
Project Manager,
(Proposed) LA County -
Project-PA034

Keshawne Saluran
Project Manager,
Vandenberg AFB

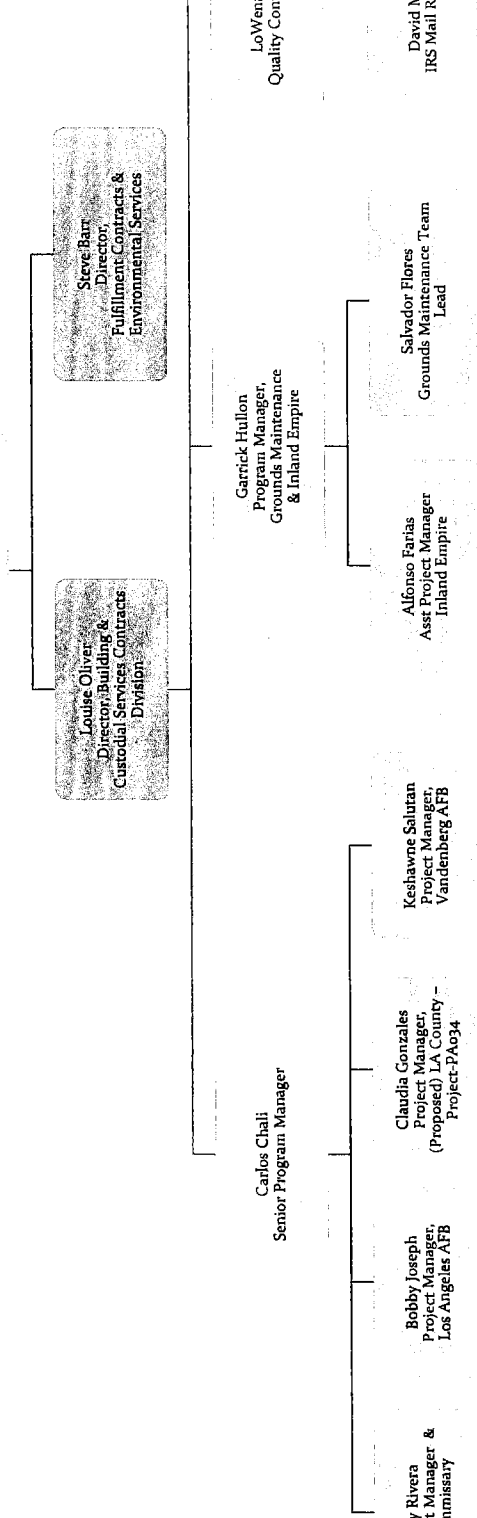
Garrick Hullon
Program Manager,
Grounds Maintenance
& Inland Empire

Alfonso Farias
Asst Project Manager
Inland Empire

Salvador Flores
Grounds Maintenance Team
Lead

Lo Wena Hawes
Quality Control Manager

David Marshall
IMS Mail Room Team





Attached are resumes for key staff who lead the Contracts Team and are responsible for managing the Division's employees and work effort.



ROBERT S. KELLEHER

**CHIEF OPERATING OFFICER
AND CHIEF FINANCIAL OFFICER**

EDUCATION / TRAINING

Bachelor of Science Degree in Accounting
Successful completion of Association for the Advancement of Medical Instrumentation (AAMI) Quality System program

WORK EXPERIENCE

Chief Operating Officer, Goodwill Southern California, January 2014 – Present
Senior Vice President – Supply Chain and Administration, J.T. Posey Company, October 2008 – January 2014
Chief Executive Officer, E-style, Inc., 2005 – 2008
Chief Operating Officer, Patagonia, Inc., 1999 - 2005

MILITARY EXPERIENCE

U.S. Naval Reserve 1971 - 1978

Since January 2014, Mr. Kelleher has held an executive staff position with Goodwill Southern California. As Chief Operating Officer, Mr. Kelleher is responsible for the organization’s retail operation, contract services, distribution and logistics, real estate, facilities and construction, and its three campus facilities (Panorama City, San Bernardino, and Fletcher Square). Mr. Kelleher was recently assigned the additional responsibilities of Chief Financial Officer and in that capacity is responsible for the Accounting and Finance division and the Information Technology and Systems department. Following are brief summations of Mr. Kelleher’s capabilities as they pertain to actual work history accomplishments:

- He currently directs a staff of 1900 employees.
- Prior to joining Goodwill Southern California, Mr. Kelleher served as a senior executive for J.T. Posey Company, a medical device manufacturer, where he was responsible for restructuring the management team to position the company for future growth. In this role, he was responsible for manufacturing facilities in three countries, engineering, quality assurance and regulatory affairs, finance and accounting, and distribution.
- His background in the retail industry includes leading several retailers through rapid, controlled growth. He has been responsible for several distribution center expansions, information systems upgrades, and store construction projects supporting the opening of 30 to 40 stores per year.



EDUCATION

Bachelor of Arts Degree, Business Administration, California State University Northridge
University of California Berkeley

WORK EXPERIENCE

VP Business and Community Based Contracts, Goodwill Southern California, 2008 - Present
Senior VP, Consumer Market Manager, Bank of America, 2004 - 2008
Senior Business Manager, G.C. Services, 1998 - 2004

ADDITIONAL SKILLS

Group Trainer for Toastmasters of America
Total Facility Management Training – Provided by SourceAmerica

RAY TELLEZ, VICE PRESIDENT BUSINESS AND COMMUNITY BASED CONTRACTS

Mr. Tellez has over 25 years of management experience in diverse fields. As Vice President of Business and Community Based Contracts, Mr. Tellez is responsible for the financial and operating results for the Secure Shredding, e-Recycling, Assembly & Fulfillment, and Custodial & Building Services Departments at Goodwill Southern California. A division that generates \$10 million in revenue annually.

Following are brief summations of Mr. Tellez' capabilities as they pertain to actual work history accomplishments:

- Currently responsible for a staff of 500 employees, 320 of which are disabled or have vocational disadvantages.
- Establishes and directs annual budgets for Community Based Services (CBS) and Contracts & Environmental Services (CES) Departments.
- Directs the identification, negotiation, and execution of work contracts for CBS and CES Departments, including all SourceAmerica related activities and interactions.
- Participates in Company's Strategic Plan Process.
- Ensures compliance with all environmental regulations.
- Develops markets for all of the Company's recycled commodities including but not limited to textiles, shoes, paper, cardboard, plastics, metals and electronics.
- Works with key internal partners to further develop and embed practices within the company and related core processes, including those addressing social compliance, environmental affairs, and product safety.
- Works across segmented business units to promote effective design, implementation and maintenance of dynamic sustainability and related business development concepts and practices.



LOUISE OLIVER, REGIONAL OPERATIONS OFFICER AND DIRECTOR, GOVERNMENT/COMMUNITY BASED CONTRACT DIVISION

EDUCATION / TRAINING

Government Procurement and Contract Administration Training

Construction Cost Estimating Training

Planner-Estimator Training

Federal Leadership Development Training, Merchant Marine Academy

Real Property Management & Facilities Management Training, BOMI

WORK EXPERIENCE

Executive Staff, Goodwill Industries Southern California, 1999 - Present

Deputy Director, U.S. General Services Administration

Field Office Manager, U.S. General Services Administration

Assistant Field Office Manager, U.S. General Services Administration

AFFILIATIONS

Federal Executive Board, Past Chairman

Valley Industry & Commerce Association, San Fernando Valley

Century Housing Corporation, Immediate Past Board President

Salvation Army, Advisory Board Member

U.S. Veterans Initiative, Advisory Council

Combined Federal Campaign, Past Chair

CERTIFICATES HELD

Building Owners & Managers Institute International

Real Property Administration (BOMI)

Facilities Management Administrator (BOMI)

Since early 1999, Ms. Oliver has held an executive staff position with Goodwill Industries Southern California. As Regional Operations Officer she supports Goodwill's workforce and career development, human resources, retail clearance center, industrial services, and facility management operations in the San Fernando Valley. As Director of Government/Community Based Contracts she manages numerous janitorial, clerical and commissary contracts with Government agencies throughout Southern California.

Following are brief summations of Ms. Oliver's capabilities as they pertain to actual work history accomplishments:

- She currently directs a staff of 130+ employees. And most recently managed the \$4.7M total renovation of Goodwill's 52-year old San Fernando Valley Campus.

- Until her retirement in 1997, Ms. Oliver served as Deputy Director of the GSA's Public Building Service – LA Service Center, Property Management Division where she was responsible for the management of a major portion of the Government's real property assets throughout Southern California, including 50 federal buildings and courthouses as well as 200 leased government offices, totaling more than 9 million square feet of space with an annual budget of \$30M, and held an unlimited contracting officer warrant.

- Her background in the property management field included managing employees and contractors in custodial, mechanical, landscaping, grounds maintenance, repair and alteration, design and construction, real estate, JWOD/NISH contracts, cafeteria and concession programs, customer relations and administrative services.

- While with the GSA she was also a local leader on family workplace initiatives, launching four childcare centers, as well as telecommute centers, and health and fitness facilities. She led GSA's recovery efforts to restore federal facilities following the 1994 earthquake, and she was GSA's representative to the 1984 Los Angeles Olympics.



EDUCATION / TRAINING

Bachelor of Arts, Economics,
California State University – Long
Beach

Facilities Management Certification
– University of California Riverside

WORK EXPERIENCE

Senior Program Manager, Goodwill
of Southern California, 1996 –
Present

Commissary Project Manager, Los
Angeles Air Force Base, 1996 - 1999

ADDITIONAL TRAINING

SourceAmerica Training:

PR-3 Pricing

Wage Determination

Barracks Management I

Barracks Management II

Total Facility Management

ADDITIONAL SKILLS

Fluent in Spanish

CARLOS CHALI, SENIOR PROGRAM MANAGER

Mr. Chali has over 18 years of experience in the Custodial Management field. He has worked in the Municipal, State and Federal arenas.

He has extensive knowledge of, and experience with PR3 and Federal Acquisition Regulations, and has received extensive training in TFM and Facilities Management. - He has experience with the pricing and execution of Federal, State and Municipal contracts

Following is a brief summary of Mr. Chali's capabilities as they pertain to actual work history accomplishments:

He has experience managing a \$4.5M department for a regional non-profit organization, providing full range of property operation services: custodial, landscaping, mail room, administrative, including health care housekeeping services, and managing a staff of over 100 workers, with emphasis on employment of persons with severe disabilities.

He has extensive knowledge of the commensurate wages compensation system, productivity measurement, and federal compliance.



EDUCATION / TRAINING

Colegio Profesional Maria Auxiliadora,
Granada, Nicaragua

WORK EXPERIENCE

Asst Project Manager, Los Angeles Air
Force Base contract, Goodwill Southern
California, 2009 – Present

Asst Project Manager, Los Angeles Air
Force Base, E.C. London & Associates,
2005-2009

QC & Admin, Los Angeles Air Force
Base, Integrity Management &
Associates, 2000-2005

ADDITIONAL TRAINING

Quality Assurance Evaluation Training

ADDITIONAL SKILLS

Fluent in Spanish

***PROPOSED PROJECT MANAGER
FOR COUNTY PROJECT 2014-PA034***

**CLAUDIA GONZALEZ,
ASSISTANT PROJECT MANAGER**

Ms. Gonzalez has over 14 years of experience in the Custodial Management field, in on federal contracts at the Los Angeles Air Force Base, where she, along with the Project Manager, is responsible for the operation of a \$1.3 million custodial contact in El Segundo and a satellite operation at Fort MacArthur in San Pedro.

Prior to joining Goodwill Southern California 5 years ago, she held the same position at the Los Angeles Air Force Base for 2 other commercial contractors, Integrity Management Services and E.C. London & Associates.

In this role, she has been responsible for assisting in the project management of these multi-building, multi-campus military and medical facilities, quality control, safety, scheduling, and managing and supervising a workforce of over 20 employees.



EDUCATION / TRAINING

Associates of Electronics Technology,
Skadron College of Business, San
Bernardino, CA

WORK EXPERIENCE

Area Project Manager, Goodwill of
Southern California, 2006 – Present

Facility Manager, Goodwill of Southern
California, 2000 – 2006

Maintenance Manager, Crazy Shirts,
Inc., 1999 – 2000

Director of Maintenance, Apple Valley
Care Center, 1993 - 1999

LICENSES & CERTIFICATIONS

C-27 (Landscape) Contractor's License

D-63 (Construction Cleanup)
Contractor's License

Certified Pesticide Applicator Certificate
#127689

GARRICK HULLON, AREA PROJECT MANAGER

Mr. Hullon has over 21 years of experience in management of Janitorial and Landscaping contracts in the Federal, Municipal and Private Sector arenas.

Following are brief summations of Mr. Hullon's capabilities as they pertain to actual work history accomplishments:

- He has been responsible for the upkeep of retail stores and donation centers in San Bernardino and Riverside Counties.
- He has been responsible for the janitorial and landscaping operations for the San Bernardino Campus as well as a 54 unit HUD apartment complex.
- He has experience in facilities maintenance and equipment repair, and has developed and administered preventative and predictive maintenance guidelines along with maintenance schedules for all equipment and machinery.
- He has experience in plumbing, electrical & HVAC in a health care setting.
- He has experience with yearly budgets including capital construction projects.



EDUCATION / TRAINING

SourceAmerica Certification
Training, Custodial University

SourceAmerica Project Management

WORK EXPERIENCE

Area Program Manager, Goodwill
Southern California, 2009 – Present

Commissary Project Manager, Los
Angeles Air Force Base, 2004 –
2009

Commissary Assistant Project
Manager, Los Angeles Air Force
Base, 2000 – 2004

Commissary Supervisor/Order
Writer, Los Angeles Air Force Base,
1998 – 2000

Commissary Material Handler,
Stocker, Custodian, Los Angeles Air
Force Base, 1994 – 1998

Supervisor, Warehouse-Material
Handler, Goodwill Southern
California, Video/Electronics Dept,
1990 - 1994

ADDITIONAL TRAINING

Management Training

Materials Management Training

First Aid CRP Certified

FREDDY RIVERA, AREA PROJECT MANAGER

Mr. Rivera's 24 year career with Goodwill Southern California Chali has afforded him a broad range of experience in the fields of Custodial Management, Warehouse Operations, Stocking, and Supply Chain operations.

In his role as Area Project Manager, he is responsible for three large Federal contracts, as well as several small commercial contracts.

He oversees the Project Managers at the Los Angeles Air Force Base and the Vandenberg Air Force Base, as well as managing the Los Angeles Air Force Commissary. His area responsibility also previously included the Port Hueneme Naval Base Commissary, in Oxnard.

He is responsible for \$3.1 million in federal contracts, with over 65 workers, including persons with severe disabilities providing warehousing, stocking, and custodial services for multi-building, multi-campus sites encompassing military offices, warehouses, industrial, healthcare, childcare and youth centers.

He has extensive knowledge of the commensurate wages compensation system, productivity measurement, and federal compliance.



BOBBY J. JOSEPH

PROJECT MANAGER

LOS ANGELES AIR FORCE BASE

EDUCATION / TRAINING

International Executive Housekeeping Association

Certification - Medical Facility Service Contract Operations

Quality Assurance Evaluation Training, Phases I, II, and III

Training Course in Pest Control, Chemical Control, Waste Management, Microbiology, Security & Safety and Laundry & Linen Service for Medical Facilities.

Adult, Child and Infant CPR

WORK EXPERIENCE

Project Manager, Goodwill Southern California, Los Angeles Air Force Base, 2009 – present

Project Manager, QC/Safety Manager, E.C. London & Associates, Los Angeles Air Force Base, 2005 – 2009

Project Manager, QC/Safety Manager, Integrity Management Services, Los Angeles Air Force Base, 2001 – 2005

Project Manager, QC/Safety Manager, Superior Services Corp, Los Angeles AFB 2000 - 2001

Civil Engineering QAE/Construction Inspector, Caltech Services Corp., Los Angeles Air Force Base 1995 - 2000

Project Manager, QC/Safety Manager, Morton Janitorial Corp., Victorville, CA 1991 - 1995

Since January 2009, Mr. Joseph has held the position of Project Manager with Goodwill Southern California. As Project Manager, Mr. Joseph is responsible for the operation of the \$1.3 million custodial contract for the Los Angeles Air Force Base in El Segundo California, and the Air Force's satellite operation at Fort MacArthur, San Pedro, California.

Prior to joining Goodwill Southern California, Mr. Joseph held the same position at the Los Angeles Air Force Base for 3 other commercial contractors, Superior Services, Integrity Management Services, and E.C. London & Associates.

In this role, he has been responsible for project management of multi-building, multi-campus military and medical facilities, quality control, safety, labor union relations, scheduling, and managing and supervising a workforce which includes employees with severe disabilities.

In addition, he has 4 years' experience as a Civil Engineering QAE and Construction Inspector.



WORK EXPERIENCE

Quality Control Manager, Goodwill Industries of Southern California, 1998 – present

Administrative Assistant, Goodwill Industries of Southern California, 1997 – 1998

United States Postal Service, 1998 – 1999

Nurse's Attendant, County of Los Angeles, 1990 - 1997

ADDITIONAL SKILLS

Quality Control

Microsoft Office

Recognized by SourceAmerica for establishing the Los Angeles IRS Mail Room operation as a Center of Excellence

LOWENA DIANE HAWES, CONTRACT SUPERVISOR AND QUALITY CONTROL MANAGER

Ms. Hawes has 11 years of experience in the field of contact administration. She has worked in both the Federal and Private Sector arenas.

Following are brief summations of Ms. Hawes' capabilities as they pertain to actual work history accomplishments:

- She is the Quality Control Manager for the Goodwill Industries' contract at Los Angeles Air Force Base, she manages the Los Angeles IRS Mail Room contract, and is also responsible for project development and contract support.
- She has 4 years of administrative support background from data entry to purchasing, payroll to accounts receivable and payable.



STEVE BARR, DIRECTOR, CONTRACTS & ENVIRONMENTAL SERVICES DIVISION

EDUCATION / TRAINING

Bachelor of Art, California State University Northridge

Associate of Arts, College of the Canyons

Time Management, Franklin Covey

Real Estate Licensing, Dept of Real Estate

WORK EXPERIENCE

Director, Goodwill Industries Southern California, 2007 - Present

Director, SEGA Gameworks LLC,

Operations Manager, Universal Studios Hollywood

Mr. Barr began his career at Goodwill in 2007. As Director of Contracts & Environmental Services, he manages contracts in both commercial businesses and government agencies throughout Southern California.

Following are brief summations of Mr. Barr's responsibilities:

- He currently directs a staff of 53+ employees and 190+ program participants (persons with severe disabilities) working in three main facilities within Goodwill Southern California's extensive territory.
- He directs the operations of the secure shredding department, which includes the SourceAmerica IRS document destruction contract; and also document imaging and transportation.
- He directs the operations of the e-recycling department; including e-commerce.
- He directs the assembly & fulfillment operation department; including e-commerce.
- He works with key internal partners to further develop and embed practices within the company and related core processes, including those addressing those social compliance, environmental affairs, and product safety.



BUILDING & CUSTODIAL SERVICES DEPT MANAGEMENT

Louise Oliver, Director, Contract Services Division, 20 years' prior experience with GSA as Director of Real Property Operations in Southern California and currently 14 years' experience with Goodwill. In GSA she was responsible for total facility management of federal buildings, federal courthouses, and multi-building campuses, throughout Southern California.

Carlos Chali, Senior Program Manager, 18 years' experience performing and/or directing complete range of janitorial and commissary operations for federal, state, local government and commercial properties, including high-rise and single story office space, military, industrial, commercial, retail, and warehouse spaces, with extensive experience and expertise in floor care.

Freddy Rivera, Area Project Manager, 15 years' experience performing and/or managing complete range of janitorial and commissary operations for federal properties, including high-rise and single story office, military, commercial, and warehouse spaces.

Bobby Joseph, Project Manager, 27 years' experience performing and/or managing complete range of janitorial operations for federal properties, including high-rise and single story office, military, including clinical, childcare and fitness centers.

Claudia Gonzalez, Assistant Project Manager with 14 years' experience performing and/or managing a complete range of janitorial operations for federal properties, including high-rise and single story office buildings on a military base, including clinical, childcare and fitness centers, on multi-campus's with multiple buildings.

Garrick Hullon, Area Project Manager, 11 years' facilities management experience responsible for managing in-house and contracted electrical, plumbing, and property management services including custodial and grounds maintenance of Goodwill's Regional Office in San Bernardino, and Inland Empire area. He holds both State of California C-27 and D-63 Contractor licenses.

Keshawne Salutan, Project Manager, 2 years' experience performing and/or managing complete range of janitorial operations for federal properties, including high-rise and single story office buildings on a military base, including clinical, childcare and fitness centers.

LoWena Hawes, Project Development, Contract Support and QC Manager, 9 years' experience in contract administration and management of Mailroom operations, with special expertise in quality assurance programs.

In addition, we have 4 Custodial Supervisors with combined 50+ years' janitorial maintenance and management experience: **August Reyes, Carlton Thomas, Nichole Ruiz, and Rodney Ceasar.**



Record Keeping

Goodwill Southern California has in place timekeeping and record keeping systems to ensure compliance with State and Federal Labor Laws.

An electronic time and attendance system (MITC) is used; employees punch in/out via time clocks or desk top computers. For employees who work off-site without electronic access, manual time sheets are used. These signed time sheets are collected by the supervisor and given to administrative staff to enter into the electronic system.

We have extensive experience with submitting certified payrolls for Federal Davis-Bacon contracts, and for State of California prevailing wage contracts.

Attached is a recent sample of a Certified Payroll, and State of Compliance for our State of California, CalTrans Contract #07A3398.



Goodwill Southern California has extensive experience performing service contracts with multiple locations, as described below.

Custodial Services

Contract Value: \$1.3 million per year
Performance Period: 2009-present
Customer: U.S. Air Force
Services/Location: Custodial services at the Los Angeles Air Force Base in El Segundo and their satellite facilities at Fort MacArthur San Pedro, CA, consisting of 1.5 million square feet net cleanable space in **34 buildings**. Services include general command offices, offices, medical clinic space, childcare center, youth center, fitness center, post office, chapel, visitor's center, warehouse, patios, outdoor recreation areas, conference center, training facilities, security booths, parking structures and restrooms. Functions include general office cleaning, vacuum, hard floor care, carpet cleaning, restroom cleaning, stairwell and elevator cleaning, window washing and waste removal/recycling.

Custodial Services

Contract Value: \$.8 million per year
Performance Period: 2013-present
Customer: U.S. Air Force
Services/Location: Custodial services at the Vandenberg Air Force Base in Lompoc, CA. Services are performed in **41 structures** over this 225 square mile Base, and include sensitive high security facilities operated by private contractors to the Air Force. Services include general command offices, offices, medical clinic space, childcare center, youth center, fitness center, post office, chapel, visitor's center, warehouse, patios, outdoor recreation areas, conference center, training facilities, security booths, parking structures and restrooms. Functions include general office cleaning, vacuum, hard floor care, carpet cleaning, restroom cleaning, stairwell and elevator cleaning, window washing, waste removal/recycling, and environmental compliance with all supplies and materials used in support of this contract.

Custodial Services

Contract Value: \$208,000 per year
Performance Period: 1998-present
Customer: U.S. Army Reserve Command
Services/Location: Two contracts to provide custodial services at Armed Forces Reserve and the Army Reserve Centers in Bell, CA. Services are performed *in 7 structures* totaling over 390,000 square feet. Facilities include offices, garage maintenance, warehouse, industrial space, restrooms, shower/locker rooms, patios and training and conference facilities. Functions include general office cleaning, vacuum, hard floor care, carpet cleaning, restroom cleaning, warehouse cleaning, window washing, de-greasing and waste removal/recycling.

Secure Document Destruction

Role: Sub-Contractor
Contract Value: \$75,000 per year
Performance Period: 2004-present
Services/Location: Perform secure document destruction services for the Internal Revenue Service office at *18 locations* throughout 5-counties in Southern California (Los Angeles, San Bernardino, Riverside, Ventura and Santa Barbara).

Custodial Maintenance Services

Performance Period: 2004-2010
Customer: City of Long Beach
Contract Value: \$150,000 per year
Services/Locations: Custodial services at *15 sites* throughout City of Long Beach: the Police/Fire Emergency Communication/Operations Center, the Veterans' Center, the Public Works/Electric Generation Bureau, the Main Library, and 11 neighborhood libraries.

Custodial Maintenance Services

Performance Period: 2005-2011
Customer: Metropolitan Transit Authority
Contract Value: \$112,000 per year
Services/Locations: Custodial services and power washing of station platforms and roofs at *11 sites* along MTA's Harbor Transitway, (8 transit stations and 3 Customer Service Center).



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

BID PROPOSAL 2013-PA034

WORK PLAN

Goodwill Southern California's Custodial and Building Services Department provides Custodial and Landscaping services to different types of customers, including commercial buildings, local municipalities and Federal Government facilities. Some of our Contracts with the Federal Government date back more than 20 years, providing exceptional value and outstanding quality.

We are very excited to present this work plan to the Los Angeles County Department of Public Works for your consideration as part of our bid to provide Custodial Services at your facilities throughout the County.

We have identified 4 logical geographical areas into which we will divide this contract in order to provide the most efficient, effective performance with high quality and value, as follows:

- 1 - North County, which includes the greater Santa Clarita, Palmdale and Lancaster Region.
- 2 - Los Angeles West, from the greater Santa Monica Area to Thousand Oaks.
- 3 - Central Los Angeles, from Long Beach to Arcadia.
- 4 - Los Angeles County East Region.

We propose to assign one Project Manager for this contract, and we have the right candidate for this position: Claudia Gonzalez has 14+ years of experience managing a large government contract which requires the cleaning of many buildings at multiple locations; Claudia has been with Goodwill Southern California for more than 5 years.

The Project Manager will be equipped with a vehicle and communication devices to stay in constant contact with the administrative offices as well as the custodial workers in the field. These devices include Smartphone and a Tablet to be able to access e-mails containing pictures graphics or any other type of document requiring a screen larger than the Smartphone.

Our Project Manager will also be able to utilize fully equipped offices at multiple Goodwill Campuses throughout the County, for printing, video conferencing, training employees, etc. We have offices located in the San Fernando Valley-Panorama City, our Main Campus in East Los Angeles, and our WorkSource Center in Pomona.

We are committing a minimum of 13 full time custodians to perform all "routine" work (not periodic weekly, monthly, quarterly, etc.). We will be hiring approximately 7 new custodians from our Custodial Training Program which is a 3-month hands-on training program provided by Goodwill for individuals seeking work in

the Custodial Industry. We will also be transferring 6-7 Custodians from our other contracts to mentor our newly trained custodians.

Our Custodians are trained in all the different aspects of Custodial Services, including restroom cleaning, vacuuming, dusting ---high and low, break room cleaning and cleaning of public areas.

We will also be assigning to this project a crew of two special workers to perform "periodic work" (weeklies, monthlies, quarterlies, etc.). This crew has been extensively trained and has experience in carpet care (including bonnet cleaning as well as the extraction method for cleaning carpets), stripping and refinishing floors, scrubbing floors and grout, buffing floors, and window cleaning (interior and exterior). The Specialty Crew will be assigned specifically to this project and will move from building to building performing those periodic tasks described in the contract. Our Specialty Crew earns wages higher than our Custodians because they possess a higher skill set in Custodial-related tasks.

Our Project Manager will create a schedule for each individual Custodian which will take into account the geographical area where the work needs to be performed, the frequency required by the Statement of Work for each facility, and the area where the Custodian resides.

Our Project Manager will prepare a list of supplies and equipment necessary to perform the requirements in this contract and will submit to the Senior Program Manager who will fulfill the equipment and supplies needs, ensuring timely delivery of supplies where required.

The Project Manager will make visits to different buildings each day, inspecting for quality and reporting to the Facility Managers to obtain formal Customer Survey Forms which will be utilized to continually improve our processes. In addition to the Project Manager's on-going check for quality performance, our Quality Assurance Manager will make unannounced visits to the different facilities to prepare independent and objective reports to present to the Senior Program Manager and the Director of the Custodial and Building Services Department.

Goodwill Southern California understands that foreseen circumstances will cause our employees to miss days, due to illness or personal reasons, and we are prepared to deal with such absences by utilizing "floaters," who will be shared by this and other contracts to fulfill our contractual obligations.

Goodwill Southern California also has in place an Emergency Preparedness Plan to deal with natural disasters and other catastrophic emergencies. As we have employees working throughout the Counties of Los Angeles, San Bernardino, Riverside, and Santa Barbara, we have the ability to reassign workers from unaffected areas to temporarily fulfill our contract obligations in impacted areas.

Goodwill Southern California will assign as many or as few buildings as necessary to provide the Custodians with a full time job. We attempt to do this in all of our contracts, whether or not required by the customer agency. We treat our Custodians with dignity and respect by paying for up to 6 sick days per year and up to two weeks' vacation, as well as other days off for working safely. We are a socially responsible non-profit Agency and all of our executives and staff live by our values of Respect, Integrity, Service and Excellence. By providing benefits and a pleasant and rewarding work environment for our employees, they reward us with their best work which can be seen in clean facilities and satisfied customers.

Sample

Quality Control Plan

**Los Angeles County
Department of Public Works**

Date Presented: October 2014.

Presented by: Louise Oliver, Director

CRP: Goodwill Southern California

Site: PUBLIC WORKS 54 Locations

Service: Janitorial / Custodial

Reviewed and Accepted By

Procuring Agency Representative: _____

Title: _____

Date Accepted:

Date	Contract #	Title
10/2014		Custodial Contract

QUALITY CONTROL PROGRAM

General

Goodwill Southern California's Quality Policy:

Goodwill Southern California. is committed to accomplishing the custodial services at the L.A. County Public Works 54 locations with the objective of satisfying or exceeding the standards specified in the Performance Work Statement and to continually strive to satisfy and delight all of our internal and external customers.

We have the full support of our Board of Directors, our management team, our staff, and our employees. These team members further realize that they must integrate their efforts to support the mission of Goodwill Southern California. We envision that to be successful, all team members must view quality as a continuous process. This requires the involvement of all persons associated both directly and indirectly and so value is added throughout the process for all our customers.

Service Delivery

We realize that quality is not the end product, but it is rather the process of providing service that adds value to all of our customers. We, therefore, ensure Service Delivery in accordance to requirements (contractual, the Statement of Work (SOW), and other requirements) by: Periodic reviews of requirements, maintaining an up-to-date staffing plan, detailed work schedules for periodic and regular activities; training programs; quality control; equipment maintenance and contingency plans; customer and internal communications; and record keeping. In addition, we have highlighted four key areas within our agency for continual improvement.

- (1) Human Resources
- (2) Technical Knowledge
- (3) Administrative Support
- (4) Quality Program Management

Part 1: Human Resources

Human Resources involve the processes of job and position analysis, candidate selection, initial training, placement, employee evaluation, and continuous improvement training. Our agency conducts a thorough job analysis for each position involved in the actual performance of the service being provided. Using this analysis we seek to obtain the most qualified individuals for project managers and on-site supervisors. All employees directly involved in the performance of this service will be evaluated individually and as part of a team to continually identify areas for improvement.

Part 2: Technical Knowledge

The management of our agency realizes that all persons involved directly or indirectly in the performance of this service will need to possess and demonstrate appropriate levels of technical knowledge. Our on-site management must also possess and demonstrate technical knowledge in various fields as well as certain levels of supervisory and management skills. Each supervisor and manager will be evaluated and their level of skills assessed. All on site employees shall also receive training in accordance with Goodwill Southern California's Work Practice and Safety Training Procedure.

Part 3: Administrative Support

Administrative support involves all personnel within our agency not directly responsible for providing services at this project site. Meetings, as well as job coaching, will be administered so that all personnel in the various functions understand how their job tasks relate to the success of the service being provided.

Part 4: Quality Program Management

A. Communications:

I. Management Team Contact List

Goodwill Southern California's Project Management Contact List form will be maintained in the Project Binder. This will be updated whenever there is a change in the designated management team or before the management person is assigned on site. The addresses and appropriate phone numbers are provided for all staff. Whenever required by the SOW, resumes will be provided documenting the previous work history and experience of the proposed on-site supervisors and/or project managers. When there is a change in authorized personnel, the new authorized list shall be provided to the appropriate County personnel within five (5) working days.

II. Customer Meetings

Either party may request the introduction of regular meetings (scheduled) to discuss contract performance issues. These "Communications" meetings can be tailored to address such items as; 1) progress in correcting contract short falls/deficiencies; 2) proposed changes in the SOW; 3) clarification of standards and performance; 4) Quality Control Inspector oversight issues; 5) administrative support and other issues relevant to the contract. Agenda topics should be developed prior to the Communications Meeting. Written minutes will be provided to all participants.

III. Customer Contact List

A Customer Contact List will be maintained in the Project Binder. The list may include, as appropriate, all customer contracting agents, quality representatives, County/DPW leadership, building tenants, etc. This will ensure that all Goodwill Southern California staff may provide timely communication to the customer as necessary.

IV. Customer Surveys

Customer Surveys will be conducted bi-annually to ensure customer satisfaction. A survey of end-user customers will be used to evaluate the quality of our customer service. The purpose of the survey is to give our customer the opportunity to rate our performance as one method of validating contract performance. Survey questions are designed to measure customer satisfaction to the following attributes:

- Quality of service
- Friendliness / courtesy of workers
- Appropriateness of cleaning schedule
- Convenience (accessibility, availability of information)
- Responsiveness (complaint handling)

If the customer offers a complaint during survey activity, an investigation will be conducted. The objective of the investigation is to determine the cause of the customer's dissatisfaction and to find solutions to improve the process or service. If warranted, a Corrective Action Request (CAR) will be issued to correct the customer complaint.

V. Customer Complaints

Customer Complaints present opportunities to improve performance and cement the relationship with the customer. The Contracting Officer Representative (COR) may fill out a Corrective Action Request form or send the complaint directly to Goodwill Southern California's staff. Upon receipt of a complaint, Goodwill Southern California's staff shall fill out a Corrective Action Request (CAR) form (if not already done), determine validity, arrange for corrective action and report back to the person generating the complaint within seven (7) days. Corrective action will be completed as required and the project manager will report back to the County customer that the deficient condition has been resolved. The customer will always be afforded the opportunity to confirm satisfactory resolution by direct inspection. Customer Complaints will be maintained in the project binder for a minimum of two (2) years.

VI. Customer Service Requests

The Customer Service Request (CSR) form will be utilized to document requests from the customer that may be outside of the SOW or issues that may not be immediately resolved. Sources of requests may come from the COR or their representative, other customers or tenants, via direct customer interaction, phone calls, or e-mails. Requests deemed to be not in the contract SOW will be escalated to the contract manager for resolution. Customer Service Requests will be maintained in the project binder for a minimum of two (2) years.

VII. Non-Conforming Report (Customer Refusal of Service – No Access)

Occasionally, Goodwill Southern California may not be able to accomplish the required cleaning service in accordance to established schedules due to customer-related events, conditions, or directives. Examples of such non-serviceable occurrences include: 1) secure areas requiring customer escort when the escort is unavailable; 2) areas that have been temporarily closed off or locked out by the customer; 3) ongoing customer exercises or meetings that occupy the serviceable area. Goodwill Southern California's staff will complete a Non-Conforming Report (NCR) form for each non-serviceable event that takes place. The COR will be provided with a copy of the NCR. Goodwill Southern California's staff and the COR or their representative will mutually agree upon any corrective actions necessary resulting from NCRs. NCRs will be maintained in the project binder for a minimum of two (2) years.

B. Quality Control Inspection System

I. Authorized Quality Control Inspectors

Normally, this list will include lead workers, and project managers (the list may also include a Contract Manager and the Executive Director). This list shall be updated whenever there is turnover involving one of the inspectors or when a new person is authorized to perform quality inspections. This list shall be provided to the appropriate the COR or their representative. When there is a change in authorized personnel, the new authorized list shall be provided to the appropriate government personnel within five (5) working days.

II. Inspection Sheets

It is the intention of this Quality Control Program to identify and correct deficiencies in the quality of services before they become unacceptable or found deficient by a County inspector. The Contract will be the final authority in determining whether Quality Requirements are achieved. A Quality Control Inspection Sheet will be completed during a walk through. Over a period of one month, all facilities shall be inspected. The approved Daily Cleaning Schedule and the approved Periodic Cleaning Schedule will be used as guidance during these inspections.

Areas inspected will be clearly identified and marked **Satisfactory (S)** or **Unsatisfactory (U)**. Those areas deemed Unsatisfactory will note corrective action taken to remedy the deficiencies. If the Unsatisfactory service can be corrected immediately, the Supervisor or Quality Control Inspector will direct an employee to perform the corrective work during the inspection process. If the Unsatisfactory service cannot be performed immediately, the service will be rescheduled at the earliest possible date and re-inspected to verify satisfactory completion. Comments with completion dates shall be written in the "Remarks" section of the Quality Control Inspection Sheet. The Unsatisfactory area(s) will be included in the next scheduled walk through inspection.

The Project Manager (or designated alternate) to further assure quality performance of the contract's requirements will conduct additional unscheduled inspections of select areas. These inspections are to be performed at least monthly. A Quality Control Inspection Sheet is to be completed during this inspection.

Copies of all Quality Control Inspections will be maintained in the project binder for a minimum of two (2) years and will be available for review at any time upon request by the COR or their representative.

The results Quality Control inspections will be reviewed by our Director of Contract Services (or other management staff, VP, COO, CEO, BOD, etc.) on a monthly basis to evaluate if the support provided needs to be fine-tuned to accomplish satisfactory results. If the inspections have unsatisfactory results there may be a need to provide additional training or closer supervision.

Goodwill of Southern California's Contact List for Contract # _____

Following is a listing of Goodwill Southern California's Management Team that will be involved in the performance of the described services at your facility.

Contractor Name:	Address:
Goodwill Southern California	342 North San Fernando Road Los Angeles, California 90031

Escalation List:			
Title:	Name:	Work:	Cell:
Executive Director			
Senior Program Manager			
Area Project Manager			
Project Manager			
Employment Training Coach (On Site)			
Employment Training Coach (On Site)			
Employment Training Coach (On Site)			
Employment Training Coach (On Site)			

Additional Contacts:			
Title:	Name:	Work:	Cell:
Human Resources Director			
Safety Director			
Other			

Goodwill of Southern California's Customer Contact List for L.A. County Public Works 54 locations Project

For Goodwill of Southern California's management use only

Following is an internal communication tool to maintain a list of Customers and County DPW representatives who are involved in the below project to facilitate business continuity, faster communication, and problem resolution:

Project Name:	Address:
	L.A. County Public Works 54 locations Custodial Contract

List:			
Title:	Name:	Work:	Cell:
Contracting Officer:			
Center Team Leader			
Quality Control Representative			

Additional Contacts:			
Title:	Name:	Work:	Cell:
County Contract Manager			
County QA Manager			
County Quality Specialist			

**Goodwill Southern California’s Authorized Quality Control Inspectors for
L.A. County Public Works 54 locations Project**

The following list provides the names and titles of those people authorized to perform quality inspections.

Quality Control Inspectors

Title:	Name:	Work:	Cell:
Director, Building and Custodial Services	Louise Oliver	(818) 815-3020	(818) 515-1403
Senior Program Manager	Carlos Chali	(323) 223 – 1211 ext. 2024	(323) 833 - 3628
Project Manager	Proposed		
QC Contract Manager	Lo Wena Hawes	(323) 223 – 1211 ext. 2337	(323) 997 - 3086

Building/Area/Location:		Report No:		Contract:	
Name of Inspector(s):		Signature(s):		(<input type="checkbox"/>) Single Inspection (<input type="checkbox"/>) Joint with COTR	
Reason for Inspection: (<input type="checkbox"/>) Scheduled (<input type="checkbox"/>) Unscheduled (<input type="checkbox"/>) Complaint (<input type="checkbox"/>) Follow Up (<input type="checkbox"/>) Other:					
Time Start: AM PM		Time Completed: AM PM		Date: / /	
Work Description/ Location	Sat.	Unsat	Corrective Date	Contract SOW Section	Remarks/Follow Up
Additional Notes/Comments:					

Revised 08/10/14

QUALITY ASSURANCE SERVICE PROGRAM CUSTOMER SATISFACTION SURVEY

Goodwill Southern California provides custodial services in your area. Please help us provide better service by answering this brief survey. We welcome your comments, suggestions and requests that could help us to do a better job. Our goal is your complete satisfaction. Please feel free to e-mail or fax this completed survey. If you would like to have someone contact you directly, please fill in the optional contact response information. If you prefer, we can keep your name confidential. Please keep a clean copy of this survey to use at a later date. Please make note of the times that your office area, rest rooms and common areas are scheduled to be cleaned each week. If you do not know the times your area is scheduled to be cleaned, contact the Contracting Officer at (xxx-xxx-xxxx). Thanks in advance for your assistance.

1	3	5	Description of Service or Area
			Entrance door glass, walk off mats (smudges, door frames, cob webs)
			Timely response to a request or complaint
			Restrooms – Cleanliness (odor, general conditions)
			Restroom supplies (paper towels, toilet tissue, hand soap)
			Cleanliness of entrances, hallways, edges (dust, spots/stains, walls)
			Water fountains
			Office areas (dust, spots/stains, walls)
			Office areas – trash removal (replace liners, boxes)
			Hard floors - vinyl tile (sweeping, mopping, shine)
			Carpet (vacuuming, baseboards, behind doors, spots/stains)
			Interior glass – partitions – doors (smudges, tape on glass)
			Employee appearance and attitude (hygiene, responsiveness, performance)
			Other:
			Other:
			Overall quality of service being provided in your area

Building: _____ Floor/Section: _____ Room: _____

SCORING CRITERIA			
1 = Poor	3 = OK	5 = Excellent	NA = Not Applicable
<i>(Please place an X or a check mark in the column that best describes the level of cleaning and performance)</i>			

I am aware that janitorial (trash, sweeping, vacuuming, mopping) is performed () M () T () W () T () F
(Please review cleaning schedule for correct days for your area)

Comments/suggestions/requests:

Please fax this survey to: _____ at _____ OR

E-mail this survey to: _____ at _____

Revised 08/10/14

Customer Service Questionnaire

Dear Goodwill Southern California Customer,

We at Goodwill Southern California continually strive to provide our customers with the best service possible. To help us with our efforts, please take a moment to respond to these questions. Please fax or mail this confidential questionnaire back to us at your earliest convenience. Thank you in advance.

1. How would you rate:

	Excellent.....					Poor
Professionalism of staff	5	4	3	2	1	
General Communication	5	4	3	2	1	
Timeliness of service delivery	5	4	3	2	1	
Overall quality of work	5	4	3	2	1	
Goodwill of Southern California's image	5	4	3	2	1	

2. Was your point of contact knowledgeable and responsive to your needs? Yes / No

3. What do you *like most* about doing business with Goodwill of Southern California. (or other comments)?

4. What do you *like least* about doing business with Goodwill of Southern California?

5. Would you recommend us to an associate? Yes / No

(Optional) If yes, who? Name of company: _____
 Contact person: _____
 Phone number: _____

6. Would you like our Contract Manager, to contact you? Yes / No

Optional

This questionnaire was completed by: _____ Date: _____
 Customer Title: _____ Phone number: _____

Revised 08/10/14

Goodwill Southern California

<input type="checkbox"/> Corrective Action Request CAR No.: _____ Source: <input type="checkbox"/> Audit / Review / Survey (<input type="checkbox"/> Internal <input type="checkbox"/> External) <input type="checkbox"/> Complaint <input type="checkbox"/> Staff Observation						
<input type="checkbox"/> Non-Conforming Report (Customer Refusal of Service – No Access)						
<input type="checkbox"/> Customer Service Request						
Section A	To: Request date: _____					
	Requested by: Reply date: _____					
	Audit / Process Description:					
	Condition to be Corrected or Serviced:					
Section B	Containment Action(s), if necessary:					
	Root Cause Summary: (Attach additional data & comments as needed)					
	Investigated by:					
	Proposed Actions					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Specific Action Steps</th> <th style="width: 20%; text-align: center;">Responsible Person</th> <th style="width: 20%; text-align: center;">Target Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. _____</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Specific Action Steps	Responsible Person	Target Date	1. _____	
Specific Action Steps	Responsible Person	Target Date				
1. _____						
Proposed by:						
Section C	Actions Completed (person responsible acknowledges with signature)					
	Signature: Completion date: _____					
	Verification of Corrective Action					
	Signature: Date verified: _____					

Monthly Staff Meetings

MONTH _____

Minutes Recorded By _____

DATE	First Name	Last Name	Title *	SIGNATURE

Meeting minutes attached.

Thank you,

Customer Complaints

Name _____ (Optional)

Dept. _____

Phone _____

Area of concern _____

Goodwill Southern California will call you when the job is completed. If we cannot complete the task during our regular hours the task will be completed on the following day.

Thank you,

Goodwill Southern California
Quality Control Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/31/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. 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).

PRODUCER Poms & Associates Insurance Brokers, Inc. CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	CONTACT NAME: Jessie Monterrosa-Torres, CISR PHONE (A/C No. Ext): (800) 578-8802 FAX (A/C No.): (818) 449-9449 E-MAIL ADDRESS: jmonterrosa@pomsassoc.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins/PHI INSURER B: Philadelphia Insurance Company INSURER C: Arch Ins. Co./SFAN INSURER D: INSURER E: INSURER F:	NAIC # 18058

COVERAGES CERTIFICATE NUMBER: 2014 ALL REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PHPK1114594 INCLUDING SEXUAL ABUSE & MOLESTATION SUB-LIMIT \$1,000,000	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> PROF. LIAB. INCLUDED						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> \$10,000 DEDUCTIBLE						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$	
A	AUTOMOBILE LIABILITY			PHPK1114594	1/1/2014	1/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
B	UMBRELLA LIAB			PUB444836	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 15,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 15,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCX003106905 SELF INSURED PLAN SIR \$600,000	1/1/2014	1/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	EMPLOYEE DISHONESTY			PHPK1114594	1/1/2014	1/1/2015	LIMIT \$1,000,000
	BLANKET POSITION FORM						DEDUCTIBLE \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Sample Certificate - Evidence of Coverage Original certificates and endorsements will be issued as required when contract is awarded to Goodwill Industries

CERTIFICATE HOLDER**CANCELLATION**

SAMPLE CERTIFICATE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE J Monterrosa/JESSIE



Record Keeping

Goodwill Southern California has in place timekeeping and record keeping systems to ensure compliance with State and Federal Labor Laws.

An electronic time and attendance system (MITC) is used; employees punch in/out via time clocks or desk top computers. For employees who work off-site without electronic access, manual time sheets are used. These signed time sheets are collected by the supervisor and given to administrative staff to enter into the electronic system.

We have extensive experience with submitting certified payrolls for Federal Davis-Bacon contracts, and for State of California prevailing wage contracts.

Attached is a recent sample of Certified Payroll and Statement of Compliance for our State of California, CalTrans Contract #07A3398.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
STATEMENT OF COMPLIANCE
 CEM-2503 (REV 8/1996)

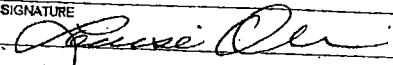
CONTRACTOR/SUBCONTRACTOR Goodwill Southern California		CONTRACT NUMBER 07A3398	
FIRST DAY AND DATE OF PAY PERIOD SATURDAY 9/6/14		LAST DAY AND DATE OF PAY PERIOD FRIDAY 9/19/14	

I do hereby certify under penalty of perjury:

- (1) That I pay or supervise payment to employees of the above-referenced contractor on the above-referenced contract. All persons employed on said project for the above-referenced time period have been paid their full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said contractor from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person other than permissible deductions.
- (2) That any payrolls otherwise under this control required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages rates:
 - (a) Specified in the applicable wage determination incorporated into the contract;
 - (b) Determined by the Director of Industrial Relations for the county or counties in which the work is performed; that the classification set forth therein for each laborer or mechanic conform with the work he or she performed.
- (3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency.
- (4) That fringe benefits as listed in the contract:
 - (a) Have been or will be paid to the approved plan(s), fund(s), or program(s) for the benefit of listed employee(s), except as noted below.
 - (b) Have been paid directly to the listed employee(s), except as noted below.
 - (c) See exceptions noted below.

EXCEPTION CRAFT	EXPLANATION

REMARKS:

NAME (PLEASE PRINT) Louise Oliver	TITLE Contracts Director, Building & Custodial Services
SIGNATURE 	DATE 10/5/14

On federally-funded projects, permissible deductions are defined in title 29, Code of Federal Regulations, part 3, issued by the Secretary of Labor under the Copeland Act, (40 U. S. C. 276c).

Also, the willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution (See section 1001 of title 18 and section 3729 of title 31 of the United States Code).

Contractor Payroll	Contractor Name Goodwill Industries of Southern California	Address: 342 N. San Fernando Road, Los Angeles, CA 90031	Contract No. 0743388	Payroll No. 37-39	Personal Information Notice Paid to the Project Energy A/C P., 95/14 and the Information Provided to the Union by the Employer. The Employer is responsible for the accuracy of the information provided. Each individual on this list was verified as of 05/14/14. The Employer is responsible for the accuracy of the information provided. Each individual on this list was verified as of 05/14/14. The Employer is responsible for the accuracy of the information provided. Each individual on this list was verified as of 05/14/14.	For Pay Periods Ending 9/5/14 and 9/19/14		For Pay Periods Ending 9/5/14 and 9/19/14		Gross Amount Earned		Net Wages Paid for Pay Period	Payroll Check #															
						Project and Location: Grounds Maintenance for Memova, Pomona and Whittier Maintenance Stations	Work Classification	Hours Worked Each Day	Rate of Pay	Gross Amt Earned This Project	Gross Amt Earned All Projects			FICA SSA	Medicare Tax	SDI Tax	CA State Tax	Dental/Vision	Total Deductions									
Employee Name	SSN	Work Classification	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	Total Hours	Rate of Pay	Gross Amt Earned This Project	Gross Amt Earned All Projects	FICA SSA	Medicare Tax	SDI Tax	CA State Tax	Dental/Vision	Total Deductions	Net Wages Paid for Pay Period	Payroll Check #
[Redacted]	[Redacted]	Maintenance Laborer	8.00	4.47	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	69.02	\$ 12.75	\$ 276.72	\$ 1,484.28	91.70	21.46	14.80	31.94	5.19	288.03	1,196.23	379461
[Redacted]	[Redacted]	Maintenance Laborer	0.27	2.88	3.00	3.43	7.19										22.26	\$ 19.825										
[Redacted]	[Redacted]	Maintenance Laborer	0.45	0.82	0.75	3.08	2.60	8.23	0.97								20.10	\$ 16.925	\$ 203.93	\$ 1,291.63	80.08	18.73	12.92	28.43		290.88	1,010.95	568739
[Redacted]	[Redacted]	Maintenance Laborer	0.40	5.50	9.00	8.00	7.93	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	80.43	\$ 12.75	\$ 214.90	\$ 1,242.86	76.74	17.94	12.37	15.99	5.19	216.10	1,027.86	399461
[Redacted]	[Redacted]	Maintenance Laborer	0.42	1.23	0.70	0.70	0.42	8.28									16.75	\$ 15.942	\$ 174.75	\$ 1,140.89	70.73	16.54	11.41	20.69		237.28	903.60	568489

VERIFICATION OF PROPOSAL

DATE: October 2014 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. The Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the Proposal may be rejected at the Director's sole judgment and his/her judgment shall be final.

2. Name of Service: Janitorial Services (2014-PA034)

DECLARANT INFORMATION

3. Name Of declarant: Craig Smith

4. I Am duly vested with the authority to make and sign instruments for and on behalf of the Proposer(s). Goodwill Southern California

5. My Title, Capacity, Or Relationship to the Proposer(s) is: President & CEO

PROPOSER INFORMATION

6. Proposer's full legal name: <u>Goodwill Southern California</u>	Telephone No.: <u>323-223-7211</u>
Physical Address (NO P.O. BOX): <u>342 N. San Fernando Road, LA CA</u>	Mobile No.: <u>818 515-1403</u>
e-mail: <u>csmith@goodwilllocal.org</u>	Fax No.: <u>818 782-3130</u>
County WebVen No.: <u>104896</u>	IRS No.: <u>95-1641441</u>
	Business License No.: <u>448327</u>

7. Proposer's fictitious business name(s) or dba(s) (if any): Goodwill Industries of Southern California

County(s) of Registrations: Los Angeles State: California Year(s) became DBA: 95 yrs.

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

<input type="checkbox"/> Sole proprietor	Name of Proprietor:	
<input type="checkbox"/> A corporation:	Corporation's principal place of business:	
	State of incorporation:	Year incorporated:
<input checked="" type="checkbox"/> Non-profit corporation certified under IRS 501(c)3 and registered with the CA Attorney General's Registry of Charitable Trusts	President/CEO:	<u>Craig Smith</u>
	Secretary:	
<input type="checkbox"/> A general partnership:	Names of partners:	
<input type="checkbox"/> A limited partnership:	Name of general partner:	
<input type="checkbox"/> A joint venture of:	Names of joint venturers:	
<input type="checkbox"/> 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)	Title	Phone	Fax
Street	City	State	Zip
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. I am making these representations and all representation contained in this proposal based on information that they are true and correct to the best of my information and belief.

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

Signature of Proposer or Authorized Agent: Craig Smith Date: 11/17/14
 Type name and title: Craig Smith, President & CEO

GOODWILL

SCHEDULE OF PRICES
FOR
JANITORIAL SERVICES (2014-PA034)

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	FLT-1	Fleet	Altadena Shop 252 West Mountain View St., Altadena, CA 91001	\$ 1064.00	12	\$ 12,768.00 ✓
2	FLT-2	Fleet	Baldwin Park Shop-Fleet 14747 E. Ramona Blvd., Baldwin Park, CA 91706	\$ 887.00	12	\$ 10,644.00 ✓
3	FLT-3	Fleet	Westchester Shop-Fleet 5530 West 83rd St., Los Angeles, CA 90045	\$ 887.00	12	\$ 10,644.00 ✓
4	FLT-4	Fleet	Hollydale Shop-Fleet 11282 S. Garfield Ave., Downey, CA 90242	\$ 887.00	12	\$ 10,644.00 ✓
5	FLT-5	Fleet	Palmdale Shop-Fleet 38126 N. Sierra Hwy., Palmdale, CA 93550	\$ 510.00	12	\$ 6,120.00 ✓

\$50,820.00

FORM PW-2

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
6	FMD-1	Flood	Pickens Yard 4628 Briggs St., La Crescenta, CA 91214	\$ <u>177.00</u>	12	\$ <u>2,124.00</u> ✓
7	FMD-2	Flood	Santa Clarita Yard 21190 Centre Pointe Pkwy., Santa Clarita, CA 91350	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
8	FMD-3	Flood	Longden Yard 160 E. Longden Ave., Irwindale, CA 91706	\$ <u>1,604.00</u>	12	\$ 12,768.00 <u>19,248.00</u>
9	FMD-4	Flood	Eaton Yard 2986 New York Dr., Pasadena, CA 91107	\$ <u>266.00</u>	12	\$ <u>3,192.00</u> ✓
10	FMD-5	Flood	San Dimas Yard 118 Pony Express Dr., San Dimas, CA 91733	\$ <u>355.00</u>	12	\$ <u>4,260.00</u> ✓
11	FMD-6	Flood	Imperial Yard 5525 E. Imperial Hwy., South Gate, CA 90280	\$ <u>1,773.00</u>	12	\$ <u>21,276.00</u> ✓
12	FMD-7	Flood	83rd Street Yard 5520 W. 83rd St., Los Angeles, CA 90045	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
13	FMD-8	Flood	Hansen Yard 10179 Glenoaks Blvd., Sun Valley, CA 91352	\$ <u>2,217.00</u>	12	\$ <u>26,604.00</u> ✓
14	SMP-1	Survey	Longden Yard 160 E. Longden Ave., Building No. 8, Irwindale, CA 91706	\$ <u>355.00</u>	12	\$ <u>4,260.00</u>

\$97,980.00

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
15	SMP-2	Survey	MD4-Survey 11282 S. Garfield Ave., Downey, CA 90242	\$ <u>443.00</u>	12	\$ <u>5,316.00</u> ✓
16	SMP-3	Survey	Saticoy Yard 13436 Saticoy St., North Hollywood, CA 91605	\$ <u>89.00</u>	12	\$ <u>1,068.00</u> ✓
17	OSD-1	OSD	Lower Central Yard (1525/1537 Alcazar St., Los Angeles, CA 90033)	\$ <u>3,547.00</u>	12	\$ <u>42,564.00</u> ✓
18	OSD-2	OSD	Upper Central Yard 2275 Alcazar St., Los Angeles, CA 90033	\$ <u>3,547.00</u>	12	\$ <u>42,564.00</u> ✓
19	OSD-3	OSD	OSD Paint Shop 38126 N. Sierra Hwy., Palmdale, CA 93550	\$ <u>443.00</u>	12	\$ <u>5,316.00</u> ✓
20	OSD-4	OSD	Eaton Yard 2811 Woodlyn Dr., Pasadena, CA 91107	\$ <u>266.00</u>	12	\$ <u>3,192.00</u> ✓
21	OSD-5	OSD	Baldwin Park 14514 Central Ave., Baldwin Park, CA 91706	\$ <u>355.00</u>	12	\$ <u>4,260.00</u> ✓
22	OSD-6	OSD	Upper Central Yard 2275 Alcazar St., Los Angeles, CA 90033 (Trailer for Engineering Unit Bldg. 2A)	\$ <u>443.00</u>	12	\$ <u>5,316.00</u> ✓

\$109,596.00

FORM PW-2

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
23	RMD-1	Road	<u>MD 1-Baldwin Park Yard</u> 14747 E. Ramona Blvd., Baldwin Park, CA 91706	\$ <u>1,773.00</u>	12	\$ <u>21,276.00</u> ✓
24	RMD-2	Road	<u>MD 1-Trees</u> 14747 E. Ramona Blvd., Baldwin Park, CA 91706	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
25	RMD-3	Road	<u>RD 116/416</u> 14929 E. Proctor Ave., La Puente, CA 91744	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
26	RMD-4	Road	<u>RD 117/417/517</u> 19865 Walnut Dr., Walnut, CA 91789	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
27	RMD-5	Road	<u>RD 514</u> (Dunsmore Ave.) 3916 Dunsmore Ave., La Crescenta, CA 91214	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
28	RMD-6	Road	<u>RD 119/519</u> 5213 N. Encinita Ave., Temple City, CA 91780	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
29	RMD-7	Road	<u>RD 518</u> 161 N. Valencia St., Glendora, CA 91740	\$ <u>709.00</u>	12	\$ <u>8,508.00</u> ✓
30	RMD-8	Road	<u>MD 3 Westchester Yard</u> 5530 W. 83rd St., Los Angeles CA 90045	\$ <u>1,773.00</u>	12	\$ <u>21,276.00</u> ✓
31	RMD-9	Road	<u>RD 233/333/433</u> 5530 W. 83rd St., Los Angeles CA 90045	\$ <u>887.00</u>	12	\$ <u>10,644.00</u> ✓

\$104,244.00 ✓

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	RMD-10	Road	RD 339/539 (Agoura) 29773 W. Mullholland Hwy., Agoura, CA 91301	\$ 709.00	12	\$ 8,508.00 ✓
33	RMD-11	Road	RD 232 A (Lawndale) 4055 W. Marine Ave., Lawndale, CA 90260	\$ 709.00	12	\$ 8,508.00 ✓
34	RMD-12	Road	RD 232 A (Lomita) 24309 Walnut St., Lomita, CA 90717	\$ 532.00	12	\$ 6,384.00 ✓
35	RMD-13	Road	RD 336 (Malibu) 3637 Winter Canyon Rd., Malibu, CA 90265	\$ 709.00	12	\$ 8,508.00 ✓
36	RMD-14	Road	MD 4-Hollydale Yard 11282 S. Garfield Ave., Downey, CA 90242	\$ 2,660.00	12	\$ 31,920.00 ✓
37	RMD-15	Road	RD 142 4303 Eugene St., Los Angeles, CA 90022	\$ 665.00	12	\$ 7,980.00 ✓
38	RMD-16	Road	RD 141/241 2120 E. 90th St., Los Angeles, CA 90002	\$ 709.00	12	\$ 8,508.00 ✓
39	RMD-17	Road	RD 146/446 9521 E. Beverly Blvd., Pico Rivera, CA 90660	\$ 665.00	12	\$ 7,980.00 ✓

\$88,296.00

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
40	RMD-18	Road	MD 5-Main Office 38126 N. Sierra Hwy., Palmdale, CA 93550	\$ <u>3,059.00</u>	12	\$ <u>36,708.00</u> ✓
41	RMD-19	Road	MD 5- RD 559 (Tree Crew) 38126 N. Sierra Hwy., Palmdale, CA 93550	\$ <u>665.00</u>	12	\$ <u>7,980.00</u> ✓
42	RMD-20	Road	RD 551 4859 West Ave., L-12, Quartz Hills, CA 93536	\$ <u>532.00</u>	12	\$ <u>6,384.00</u> ✓
43	RMD-21	Road	RD 553 17931 Sierra Hwy., Canyon County, CA 91351	\$ <u>532.00</u>	12	\$ <u>6,384.00</u> ✓
44	RMD-22	Road	RD 555 17341 East Ave. J, Lancaster, CA 93535	\$ <u>665.00</u>	12	\$ <u>7,980.00</u> ✓
45	RMD-23	Road	RD 556 27624 Parker Rd., Castaic, CA 91310	\$ <u>532.00</u>	12	\$ <u>6,384.00</u> ✓
46	RMD-24	Road	RD 557 38126 N. Sierra Hwy., Palmdale, CA. 93550	\$ <u>532.00</u>	12	\$ <u>6,384.00</u> ✓
47	RMD-25	Road	RD 558 8505 E. Ave. T, Little Rock, CA 93543	\$ <u>532.00</u>	12	\$ <u>6,384.00</u> ✓
48	RMD-26	Road	MD 1-Baldwin Park Yard House Office 14747 E. Ramona Blvd., Baldwin Park, CA 91706	\$ <u>177.00</u>	12	\$ <u>2,124.00</u> ✓

\$86,712.00

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
49	CON-1	Construction	MD 3- Construction 5530 W. 83rd St., Los Angeles, CA 90045	\$ 443.00	12	\$ 5,316.00 ✓
50	CON-2	Construction	MD 4- Construction Permit Office 11282 S. Garfield Ave., Downey, CA 90242	\$ 443.00	12	\$ 5,316.00 ✓
51	CON-3	Construction	MD 5- Construction House 38126 N., Sierra Hwy., CA 93550	\$ 177.00	12	\$ 2,124.00 ✓
52	CON-4	Construction	Saticoy Yard Con. Office (13436 Saticoy St., North Hollywood CA 91605)	\$ 89.00	12	\$ 1,068.00 ✓
53	PDD-1	Programs	Acton Metrolink Station 730 W. Sierra Hwy., Acton CA 93550	\$ 355.00	12	\$ 4,260.00 ✓
54	ASD-1	ASD	Public Works Child Care Center 406 S. Second St., Alhambra, CA 91801	\$ 355.00	12	\$ 4,260.00 ✓
Total Annual Price for Item A: -----Dollars						\$ 553,512.00 \$ 559,992.00
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 (6000xUnit Price)		

\$22,344.00

FORM PW-2

NO	Location Number	Division	Yards Names	Price Per Month for Janitorial Services for Each Yard	Annual Frequency	Annual Price (Price Per Month X 12)
		As-Needed Janitorial Services	Hour	6,000	\$ 18.50	\$ 111,000.00
Total Annual Price for Item B ----- Dollars						\$ 111,000.00
Total Annual Price for Item A & B ----- Dollars						\$ 664,512.00
NAME OF PROPOSER						\$ 670,992.00
Goodwill Southern California						
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL						
<i>[Signature]</i>						
TITLE OF AUTHORIZED PERSON						
President & CEO						
DATE		STATE CONTRACTOR'S LICENSE NUMBER			LICENSE TYPE	
10-22-2014		1877263			C-27, D63	
PROPOSER'S ADDRESS:						
342 North San Fernando Road						
Los Angeles, California 90031						

**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: <u>Goodwill Southern California</u>		
Company Address: <u>342 N. San Fernando Road</u>		
City: <u>Los Angeles</u>	State: <u>Ca.</u>	Zip Code: <u>90031</u>
Telephone Number: <u>323-223-1211</u>		
(Type of Goods or Services): <u>Janitorial Services</u>		

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: Craig Smith	Title: President & CEO
Signature: 	Date: 10/17/14

CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: Janitorial Services (2014-PA034)
 SERVICE BY PROPOSER: Goodwill Southern California
 PROPOSAL DATE: 10-22-2014

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

	2009	2010	2011	2012	2013	Total	Current Year to Date
1. Number of contracts.	13	14	15	14	17	23	15
2. Total dollar amount of Contracts (in thousands of dollars).	3.5 Mil.	4.48 M	4.70 M	4.60 M	4.22 M	21.69M	4.15 Mil
3. Number of fatalities.	0	0	0	0	0	0	0
4. Number of lost workday cases.	6	22	34	20	43	125	27
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.	14	14	13	12	18	71	8
6. Number of lost workdays.	119	649	675	1465	3658	6566	455

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.

Craig Smith, President & CEO
 Name of Proposer or Authorized Agent (print)

Craig Smith
 Signature

10/29/14
 Date

CONFLICT OF INTEREST CERTIFICATION

I, Craig Smith

- sole owner
 general partner
 managing member
 President, Secretary, or other proper title) President & CEO

of Goodwill Southern California
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:

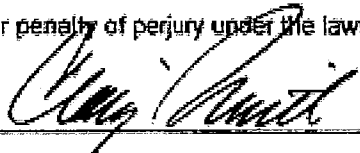
Contracts Prohibited. A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of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

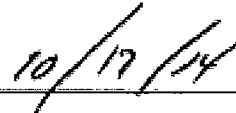
I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code Section 2.180.010 as cited above. Furthermore, that no County employee whose position in the County enables him/her to 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



PROPOSER'S REFERENCE LIST

PROPOSER NAME: Goodwill Southern California

PROPOSED CONTRACT FOR: Janitorial Services (2014-PA034)

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: Shredding	SERVICE DATES: 9/14-current	SERVICE: Shredding	SERVICE DATES: 1/2006-current
DEPT/DISTRICT: 211 County		DEPT/DISTRICT: Internal Services Dept.	
CONTACT: Juan Chavez		CONTACT: Nina Parslow	
TELEPHONE: (626) 350-1841 x. 2147		TELEPHONE: (626) 943-5622	
FAX: (626) 442-6940		FAX: (626) 457-3112	
E-MAIL: jchavez@211LA.org		E-MAIL: sparslow@isd.lacounty.gov	
SERVICE: shredding	SERVICE DATES: 12/2005-current	SERVICE: Shredding	SERVICE DATES: 1/06-current
DEPT/DISTRICT: Children Medical Center		DEPT/DISTRICT: Museum of Natural History	
CONTACT: Norma Robles		CONTACT: Ana Alarcon	
TELEPHONE: (626) 569-6459		TELEPHONE: (213) 763-3546	
FAX: (626) 569-9354		FAX: (213) 746-7416	
E-MAIL: mrobles@ph.lacounty.gov		E-MAIL: aalarcon@nhm.org	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Custodian	SERVICE DATES: 1/2009-current	SERVICE: Custodian	SERVICE DATES: 10/97-current
AGENCY/FIRM: United State Air Force Base		AGENCY/FIRM: Defense Commissary	
ADDRESS: 483 N. Aviation, El Segundo 90245		ADDRESS: 200 N. Douglas El Segundo CA 90245	
CONTACT: Dennis Hass		CONTACT: Mr. Alferez	
TELEPHONE: 310-653-6119		TELEPHONE: 310-653-6410/310-414-9065	
FAX:		FAX:	
E-MAIL: dennis.hass@losangeles.af.mil		E-MAIL: alfredo.alferez@deca.mil	
SERVICE: Custodian	SERVICE DATES: 1998-current	SERVICE: Custodian	SERVICE DATES: 1/13-current
AGENCY/FIRM: U.S. Army Reserve Center		AGENCY/FIRM: Vandenberg Air Force Base	
ADDRESS: 5340 Bandini, Bell CA. 90201		ADDRESS: 1515 Teleana Ave. Rm 150 Vandenberg 93437	
CONTACT: Mr. Moon, Facility Manager		CONTACT: Sandra Odem, Contracting Officer	
TELEPHONE: (323) 307-4864		TELEPHONE: (805) 605-0488	
FAX:		FAX:	
E-MAIL: olanda.m.moon.civ@mail.mil		E-MAIL: sandra.odem@us.af.mil	

PROPOSER'S REFERENCE LIST

PROPOSER NAME: Goodwill Southern California

PROPOSED CONTRACT FOR: Janitorial Services (2014-PA034)

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: <u>Shredding</u>	SERVICE DATES: <u>10/5-Curr</u>	SERVICE: <u>shredding</u>	SERVICE DATES: <u>5/05-Curr</u>
DEPT/DISTRICT: <u>Public Defenders office</u>		DEPT/DISTRICT: <u>LAC/USC Medical Center</u>	
CONTACT: <u>Sean Simpson</u>		CONTACT: <u>Janice Smith</u>	
TELEPHONE: <u>(562) 946-1510</u>		TELEPHONE: <u>(323) 226-6011</u>	
FAX: <u>(213) 947-5806</u>		FAX: <u>(323) 226-2234</u>	
E-MAIL: <u>SSimpson@pubdef.lacounty.gov</u>		E-MAIL: <u>jansmith@dhs.lacounty.gov</u>	

SERVICE: <u>shredding</u>	SERVICE DATES: <u>10/04-8/15</u>	SERVICE:	SERVICE DATES:
DEPT/DISTRICT: <u>Human Resources</u>		DEPT/DISTRICT:	
CONTACT: <u>Erica P. Greene</u>		CONTACT:	
TELEPHONE: <u>(213) 974-2590</u>		TELEPHONE:	
FAX: <u>(213) 626-6075</u>		FAX:	
E-MAIL: <u>egreene@hr.lacounty.gov</u>		E-MAIL:	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE:	SERVICE DATES:	SERVICE:	SERVICE DATES:
AGENCY/FIRM:		AGENCY/FIRM:	
ADDRESS:		ADDRESS:	
CONTACT:		CONTACT:	
TELEPHONE:		TELEPHONE:	
FAX:		FAX:	
E-MAIL:		E-MAIL:	

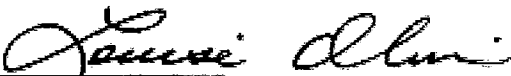
SERVICE:	SERVICE DATES:	SERVICE:	SERVICE DATES:
AGENCY/FIRM:		AGENCY/FIRM:	
ADDRESS:		ADDRESS:	
CONTACT:		CONTACT:	
TELEPHONE:		TELEPHONE:	
FAX:		FAX:	
E-MAIL:		E-MAIL:	

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	Goodwill Southern California
Address	342 N. San Fernando Road, Los Angeles CA 90031
Internal Revenue Service Employer Identification Number	95-1641441

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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self-analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Proposer	Goodwill Southern California	
Authorized representative	Louise Oliver, Director	
Signature		Date 10-21-14

**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: Goodwill Southern California

My County (WebVen) Vendor Number: 104896

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): 3188

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			14	20	339	310
Hispanic/Latino			30	51	727	816
Asian or Pacific Islander			6	11	82	72
American Indian				3	12	11
Filipino						
White			30	46	283	319

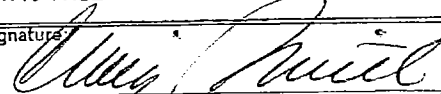
III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed. N/A

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
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.) N/A

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

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: President & CEO	Date: 10-22-14
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GAIN and GROW EMPLOYMENT COMMITMENT

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: GAINGROW@dpss.lacounty.gov.

Proposers unable to meet this requirement shall not be considered for contract award.

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Proposer has a proven record of hiring GAIN/GROW participants.


YES (subject to verification by County) NO

B. Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

YES NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

YES NO N/A (Program not available)

Signature 	Title Director, Contracts Division
Firm Name Goodwill Southern California	Date 1022-14

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Goodwill Southern California

Address

342 North San Fernando Road, Los Angeles California 90031

Internal Revenue Service Employer Identification Number

~~95-1641441~~

CT #: 000779

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 of 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.

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()

OR

YES

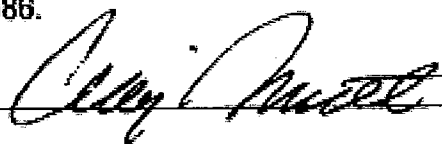
NO

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.

(✓)

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Signature



Date

10/14/14

President & CEO, CRAIG SMITH

Name and Title (please type or print)

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

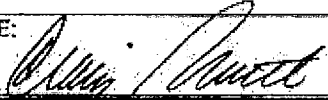
COMPANY NAME: Goodwill Southern California		
COMPANY ADDRESS: 342 North San Fernando Rd.		
CITY: Los Angeles	STATE: California	ZIP CODE: 90031

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: Craig Smith	TITLE: President & CEO
SIGNATURE: 	DATE: 10/17/14

REVIEWED BY COUNTY:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE



Transitional Job Opportunities Program

Goodwill Southern California recognizes that a quality workforce is critical to the successful operation of any new contract. When recruiting staff for our projects, GSC posts internal notifications of job openings as well as advertising in local newspapers and job boards, along with community organizations that specifically seek job placements for persons with disabilities. In addition, GSC operates multiple employment services programs, including three America's Job Centers of California, five youth programs, four deaf services programs and eight Career Resource Centers, throughout our vast territory. GSC is a recipient of Workforce Investment Act funding through LA County for exclusive services to veterans. GSC also works closely with neighboring Goodwill agencies to recruit candidates with disabilities. These resources combined to date, have helped us target individuals with disabilities who have the specific skill sets to perform the required work on functional areas that will be required on managing a TFM Contract.

Goodwill employs individuals with disabilities in urban, suburban and rural areas as a part of its integrated workforce throughout the organization, including retail and operations, with enclaves in 53 of our 79 stores as well as group and individual placements in janitorial and our restaurant, Café G. Community businesses, such as Kohl's, Home Depot, Vons grocery stores, Target, TJ Maxx, Nike/Converse Distribution Center, and Jet Propulsion laboratory have hired individuals with disabilities through Goodwill's Supported Employment Program. In 2013, GSC assisted with placing individuals with significant disabilities at Edwards Air Force Base. In the first of its kind military-civilian partnership, GSC has three staff co-located on the Army base at Fort Irwin. The Transitioning Veterans Employment Program assists military personnel as they complete the final phases of out processing. Transitioning veterans (many who have acquired disabilities while serving) are provided with employment and educational planning in anticipation of re-entry into civilian life.

We have strong partnerships with the U.S. Veterans Initiative in Long Beach, the Department of Veterans Affairs-West Los Angeles, and other veteran service organizations to identify veteran candidates for job openings. Our most recent VETS-100 Federal Contractor Report on Veterans Employment documents that Goodwill Southern California employs a total of 8 Vietnam Era and Other Protected Veterans.



GOT YOUR SIX Goodwill has been serving veterans since World War I. In 2012 we served as the National Activation Partner for Got Your 6, a campaign led by the entertainment industry and social service nonprofits that has contributed to a new conversation in America, one where veterans and military families are perceived as both leaders and civic assets. In the military, "Got Your Six" means "I've got your back." The Got Your 6 project focuses on the 6 pillars of

reintegration: jobs, education, health, housing, family and leadership – and seeks to connect Americans with veterans and military families to build relationships that will aid transition, foster leadership and reinvigorate our communities.

We believe in the value and potential of America's veterans. As a leader in workforce development and training, Goodwill is leveraging our programming and extraordinary reach in more than 2,700 neighborhoods to achieve this goal.

In conclusion, GSC's position as a premier vocational rehabilitation provider has established valuable relationships with local community colleges and universities, local community-based organizations and national partnerships that are dedicated to serving people with significant disabilities. This provides a strong referral network for skilled and unskilled workers with disabilities. Goodwill Southern California consistently maintains a direct labor ratio well above 80%. Our 2013 Annual Certification reported our agency direct labor ratio of 89.98% and our JWOD direct labor ratio of 74.29%.

Apprenticeship Training Programs

For more than 20 years, Goodwill Southern California has conducted an on-site custodial program at our Main Campus, which serves as a training component for our outside contract work. At any given time, 20-30 disabled and disadvantaged job seekers are taught custodial skills through this onsite training program, with both one-on-one instruction and group sessions. These trained workers provide all custodial services in support of our 154,000 square foot Main Campus Headquarters office and industrial facility in Los Angeles, our 38,000 square foot San Fernando Valley Campus in Panorama City, our 55,000 square foot Inland Empire Campus in San Bernardino, our 100,000 square foot Distribution Hub in Ontario, and our 135,000 square foot Community Enrichment Center in Los Angeles. We also have mobile crews that perform window washing and floor care services (hard floor strip and wax and carpet cleaning) at 79 Goodwill retail stores and 52 store-front attended donation centers throughout Los Angeles, Riverside and San Bernardino Counties.

Our comprehensive training program specializes in providing practical experience in office, warehouse, domiciliary, store and restaurant cleaning, and meeting/banquet room set up and tear down. Training curriculum includes attention to detail, deep cleaning, high and low cleaning, and use of chemicals, effective sanitation, floor stripping, buffing and waxing, carpet care, spot removal, and graffiti removal which are taught always with a strong emphasis on safety. Graduates from this training program have been placed at U.S. Army Reserve Centers, U.S. Air Force Bases and Commissaries, California Department of Developmental Services, State National Guard Bases, Staples Office Supply Stores, City of Santa Monica Bus Services, City of Long Beach Libraries and Police/Fire Emergency Communications Centers, and Universal Studios, to name a few.

The current Custodial Supervisor/Instructor has over five years' experience in teaching these skills to the disabled and disadvantaged program participants who come to GSC. He and his staff of trainers conduct classroom and on-the-job training, primarily at our Main Campus in Los Angeles, and are also available to conduct needed training at each new start-up contract site, as well as ongoing training on existing contracts to ensure that GSC is able to meet and exceed customer expectations; as well as support the ongoing needs of our program participants.



Transitional Job Opportunities Program

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We have strong partnerships with the U.S. Veterans Initiative in Long Beach, the Department of Veterans Affairs-West Los Angeles, and other veteran service organizations to identify veteran candidates for job openings. Our most recent VETS-100 Federal Contractor Report on Veterans Employment documents that Goodwill Southern California employs a total of 8 Vietnam Era and Other Protected Veterans.



GOT YOUR SIX Goodwill has been serving veterans since World War I. In 2012 we served as the National Activation Partner for **Got Your 6**, a campaign led by the entertainment industry and social service nonprofits that has contributed to a new conversation in America, one where veterans and military families are perceived as both leaders and civic assets. In the military, "Got Your Six" means "I've got your back." The Got Your 6 project focuses on the 6 pillars of

reintegration: jobs, education, health, housing, family and leadership – and seeks to connect Americans with veterans and military families to build relationships that will aid transition, foster leadership and reinvigorate our communities.

We believe in the value and potential of America's veterans. As a leader in workforce development and training, Goodwill is leveraging our programming and extraordinary reach in more than 2,700 neighborhoods to achieve this goal.

In conclusion, GSC's position as a premier vocational rehabilitation provider has established valuable relationships with local community colleges and universities, local community-based organizations and national partnerships that are dedicated to serving people with significant disabilities. This provides a strong referral network for skilled and unskilled workers with disabilities. Goodwill Southern California consistently maintains a direct labor ratio well above 80%. Our 2013 Annual Certification reported our agency direct labor ratio of 89.98% and our JWOD direct labor ratio of 74.29%.

Apprenticeship Training Programs.

For more than 20 years, Goodwill Southern California has conducted an on-site custodial program at our Main Campus, which serves as a training component for our outside contract work. At any given time, 20-30 disabled and disadvantaged job seekers are taught custodial skills through this onsite training program, with both one-on-one instruction and group sessions. These trained workers provide all custodial services in support of our 154,000 square foot Main Campus Headquarters office and industrial facility in Los Angeles, our 38,000 square foot San Fernando Valley Campus in Panorama City, our 55,000 square foot Inland Empire Campus in San Bernardino, our 100,000 square foot Distribution Hub in Ontario, and our 135,000 square foot Community Enrichment Center in Los Angeles. We also have mobile crews that perform window washing and floor care services (hard floor strip and wax and carpet cleaning) at 79 Goodwill retail stores and 52 store-front attended donation centers throughout Los Angeles, Riverside and San Bernardino Counties.

Our comprehensive training program specializes in providing practical experience in office, warehouse, domiciliary, store and restaurant cleaning, and meeting/banquet room set up and tear down. Training curriculum includes attention to detail, deep cleaning, high and low cleaning, and use of chemicals, effective sanitation, floor stripping, buffing and waxing, carpet care, spot removal, and graffiti removal which are taught always with a strong emphasis on safety. Graduates from this training program have been placed at U.S. Army Reserve Centers, U.S. Air Force Bases and Commissaries, California Department of Developmental Services, State National Guard Bases, Staples Office Supply Stores, City of Santa Monica Bus Services, City of Long Beach Libraries and Police/Fire Emergency Communications Centers, and Universal Studios, to name a few.

The current Custodial Supervisor/Instructor has over five years' experience in teaching these skills to the disabled and disadvantaged program participants who come to GSC. He and his staff of trainers conduct classroom and on-the-job training, primarily at our Main Campus in Los Angeles, and are also available to conduct needed training at each new start-up contract site, as well as ongoing training on existing contracts to ensure that GSC is able to meet and exceed customer expectations; as well as support the ongoing needs of our program participants.

PROPOSER'S LIST OF TERMINATED CONTRACTS

PROPOSER'S NAME: Goodwill Southern California

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. If a contract(s) was terminated, please attach an explanation on a separate sheet, whether the termination was at the fault of the Proposer or not. Any and all terminated contracts should be accompanied with an explanation. It should be noted that contracts that naturally expired need not be listed. The County is only seeking information on contracts that were terminated prior to expiration.

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:	

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 

DATE: 10/17/14

PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Goodwill Southern California

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: See attached lists of litigation; no judgments have been
3. Case Number: _____ entered against Goodwill
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: [Signature] Date: 10-21-14

7 PAGES ATTACHED

Non - Employment Litigation

Name	Court & Filing Date	Comments	Summary
Hermod v. Goodwill	Lawsuit filed on November 1, 2009 in the Superior Court of LA County - Northeast District	Case No.: 8CD44B84 - Real Estate dispute	Settled
Julia Lynne Franklin vs. Goodwill	Lawsuit filed on Jan 7, 2010 in the Superior Court of California County of Los Angeles	Case No.: 10501518 - Ms. Franklin alleges that on March 8, 2009 she fell inside the Tujunga Store.	Closed
Ida Mae Bander v. Goodwill	Lawsuit filed on March 30, 2010 in the Superior Court of San Bernardino County	Case No.: CVD51004049 - Customer slip and fall	Settled
Sergio Fernandez vs. Goodwill	Lawsuit filed on June 7, 2010 in the Superior Court of the State of California, for the County of San Bernardino	Case No. CIVRS1006212 - Customer injury	Dismissed
Alicia Belleton vs. Goodwill	Lawsuit filed on June 11, 2010 in the LA Superior Court - N. Central Glendale County	Case No. EC053250 - Plaintiff alleges personal injury due to a rack falling on her while she attempted to remove an item from the rack.	Settled
Dora Lidia Andrada vs. Goodwill	Lawsuit filed on July 22, 2010 in the Superior Court of Los Angeles, Central District County	Case No.: BC441894 - Alleges a medicine cabinet or a suitcase fell and hit her leg.	Settled
Bruno Tova v. Anna Zekarian	Lawsuit filed on September 27, 2010 in the Superior Court of LA County	Case No.: BC446308 - Alleged wrongful termination of services to a customer in the worksite center.	Settled

Non - Employment Litigation

Name	Court & Filing Date	Comments	Summary
Guadalupe Villanueva vs. Goodwill	Lawsuit filed on December 9, 2010 in the Superior Court of San Bernardino County, Rancho Cucamonga District	Case No. CIVRS1013010 - Alleges that she was struck by an employee with a pallet jack causing physical injuries.	Closed
Hardford Insurance Co. v. Goodwill	Lawsuit filed on January 28, 2010 in the Superior Court of LA County	Case No.: 10K01260 - Indemnification Claim	Status uncertain
Aris Knox v. Goodwill	Lawsuit filed on December 10, 2010 in the Superior Court of LA County	Case No. BC450967 - Plaintiff alleges bodily injury and property damage caused by an employee rear-ending Plaintiff's truck.	Closed
Njar Realty, et al. v. The County of LA, et al.	Lawsuit filed on June 6, 2011 in the Superior Court of LA County	Case No.: KC061390 - Injury to bikerider on public sidewalks	Settled
Lois J. Blum v. Goodwill	Lawsuit filed on June 25, 2012 in the Superior Court of LA County	Case No.: BC487076 - Customer injury.	Settled
Town & Country Investments v. Goodwill	Superior Court, Riverside County; filed 8/14/2012	Case No.: RIC1214064 - Breach of lease and defamation.	Settled
Progressive Waist Insurance Co. v. Goodwill	Lawsuit filed on November 29, 2012 in the Superior Court of LA County	Case No.: 12EJ1685 - Motor vehicle accident	Closed
Mercury Insurance v. Goodwill (Francisco Zarate)	Lawsuit filed on November 29, 2012 in the Superior Court of LA County	Case No.: 12C04058 - Motor vehicle accident	Closed
Ernestine Temple v. Goodwill	Lawsuit filed on December 19, 2012 in the Superior Court of LA County	Case No.: GC050675 - Customer injury	Pending

Non - Employment Litigation

Name	Court & Filing Data	Comments	Summary
Lorraine Huttenburg v. Goodwill	Lawsuit filed on December 28, 2012, in the Superior Court of LA County	Case No.: SC119585 - Customer injury	Settled
Mervi Mehri v. Goodwill	Los Angeles County Superior Court (Small Claims) Lawsuit filed on April 9, 2013, in the Superior Court of LA County	Case No.: LAW 13W00191 - Customer injury	Defense Verdict
Alizate Insurance v. Goodwill (Daniel Puentes-Panado)	Lawsuit filed on June 10, 2013, in the Superior Court of Riverside County	Case No.: 13-K04682 - Motor vehicle accident	Closed
Guadalupe Diaz v. Trinidad Diaz	Lawsuit filed on June 13, 2013, in the Superior Court of Bernardino County	Case No.: IND 1201135 - Action for division of marital assets	Closed
Rebecca McKenzie v. Goodwill	Lawsuit filed July 26, 2013, in the Superior Court of LA County	Case No.: OYRS100987 - Customer injury	Closed
Winston Kogelro v. Goodwill	Lawsuit filed January 3, 2014, in the Superior Court of LA County	Case No.: BC512477 - Customer injury	Closed
Pamela Luisa Chamorro v. Goodwill	Lawsuit filed January 21, 2014, in the Superior Court of LA County	Case No.: BC532195 - Customer injury	Pending
Elias Ashourpadeh v. Goodwill	US District Court, Southern District of California, filed 4/1/14	Case No.: 14K00950 - Customer injury	Pending
Bona Fide Complimentate, Inc. v. Goodwill	Lawsuit Los Angeles County Superior Court (Small Claims)	Civil Action No. 14cv0761-GPC-DHB - Antitrust Conspiracy	Motion to Dismiss First Amended Complaint pending.
Ernest Nyana v. Goodwill	Los Angeles County Superior Court (Small Claims)	Case No.: 14K03041 - Customer injury	Pending
Carmela Nicoletta v. Goodwill		Case No.: 14K04044 - Customer injury	Pending

Non - Employment Litigation

Name	Court & Filing Date	Comments	Summary
Margarita Riva & Carlos Rivas	Lawsuit filed September 19, 2014 in the Superior Court of LA County	Case No.: BC556256 - Customer injury	Pending

Employee Litigation

Name	Court & Filing Date	Comments	Summary
Patricia Livingston v. Goodwill	Lawsuit filed on April 22, 2010 in the Superior Court of Los Angeles County	Case No. BC436298 - Allegation of wrongful termination, retaliation, discrimination based on disability, failure to accommodate and failure to engage in interactive process.	Settled
Demetri Monroe v. Goodwill	Lawsuit filed on June 30, 2010 in the Superior Court of Los Angeles County	Case No.: BC440161 - Alleged race discrimination, retaliation and wrongful termination. Case settled, waiting for an Order of Dismissal from the Court	Settled
Shinique Nafuye v. Goodwill	Lawsuit filed on June 20, 2011 in the Superior Court of Los Angeles County	Case No. SC113085 - Alleged religious discrimination, retaliation and wrongful termination.	Settled
Jesse Hamilton v. Goodwill	Lawsuit filed on February 15, 2011 in the Superior Court of Los Angeles, Central District County	Case No.: BC455201 - Alleged failure to pay overtime wages, meal periods, provide rest periods and unfair business practices.	Settled
Robert De Louis v. Goodwill	Lawsuit filed on November 8, 2011 in the Superior Court of Los Angeles County	Case No. BC473161 - Class action lawsuit filed alleging various wage & hour violations.	Class claims withdrawn. Without prejudice. Individual claim settled.
Carmelo Centeno v. Goodwill	Lawsuit filed on December 1, 2011 in the Superior Court of Los Angeles County	Case No.: BC 475908 - Class action lawsuit filed alleging various wage & hour violations, and wrongful termination.	Motion for class certification denied. Individual claim settled.
Brian Gray v. Goodwill	Lawsuit filed in the Superior Court of Riverside County	Case No.: MCC 1300214 - Alleged wrongful termination and wage and hour violations.	Settled

Employee Litigation

Name	Court & Filing Date	Comments	Summary
Prentiss Jenkins v. Goodwill	Lawsuit filed on July 2, 2013 in the Superior Court of Los Angeles County	Case No.: BC513951 - Alleged wrongful termination and wage & hour violation	In discovery
Gisela Diaz v. Goodwill	Lawsuit filed on August 7, 2013 in the Superior Court of Los Angeles County	Case No.: BC516036 - Alleged misclassification of Retail Store Mgrs as exempt.	In discovery. The Court has related this case to Lawlt (see below) and Alvarado (see below)
Kimberly Alvarado & Rick Fairman v. Goodwill	Lawsuit filed on September 4, 2013 in the Superior Court of Los Angeles County	Case No.: BC520313 - Class action lawsuit filed alleging store manager misclassification.	Motion for class certification pending. The court has related this case to Lawlt (see below) and Diaz (see above)
Jessica D'Hilly v. Goodwill	Lawsuit filed on October 11, 2013 in the Superior Court of Los Angeles County	Case No.: BC524367 - Alleged pregnancy discrimination, failure to accommodate conditions related to pregnancy, denial of pregnancy leave, retaliation, wrongful termination.	Settled
Monique Allen v. Goodwill	Lawsuit filed on November 8, 2013 in the Superior Court of Los Angeles County	Case No.: BC527068 - Alleged wrongful termination, failure to engage in the interactive process and various retaliation and discrimination charges.	In discovery
Brent Lawlt & Gamel Adams v. Goodwill	Lawsuit filed on February 25, 2014 in the Superior Court of Los Angeles County	Case No.: BC537429 - Class action lawsuit alleging wage and hour violations, including store manager misclassification.	Court related this case to Alvarado (see above) and Diaz (see above). Court has related the Atlas & Clemente class actions.
Juan Arias v. Goodwill	Lawsuit filed on March 6, 2014 in the Superior Court of Los Angeles County	Case No.: BC539391 - Class action lawsuit alleging various wage & hour violations.	In discovery.
Maria Rina Clemente v. Goodwill	Lawsuit filed on March 5, 2014 in the Superior Court of Los Angeles County	Case No.: BC539457 - Alleged wrongful termination, violation of various labor codes and business & professions violation.	In discovery.

Employee Litigation

Name	Court & Filing Date	Comments	Summary
Maria Rina Clemente v. Goodwill	Lawsuit filed in the Superior Court of Los Angeles County on March 14, 2014 in the Superior Court of Los Angeles County	Case No.: BC556798 - Class Action alleging various wage & hour violations	Court has related this case to Arias. (see above). In discovery.
Elba Guardado v. Goodwill	Lawsuit filed on March 14, 2014 in the Superior Court of Los Angeles County	Case No.: BC556936 - Alleged wrongful termination, failure to engage in the interactive process and discrimination based on race and disability	In discovery
Alan Mason v. Goodwill	Lawsuit filed June 27, 2014 in the Superior Court of Los Angeles County	Case No.: BC550235 - Alleged disability discrimination, retaliation and harassment	In discovery
David Walls v. Goodwill	Lawsuit filed June 27, 2014 in the Superior Court of Los Angeles County	Case No.: BC550236 - Alleged disability discrimination, retaliation and harassment	In discovery
Isela Vasquez v. Goodwill	Lawsuit filed July 31, 2014 in the Superior Court of Los Angeles County	Case No.: BC553408 - Alleged race discrimination and harassment	In discovery
Brent Levitt v. Goodwill	Lawsuit filed August 22, 2014 in the Superior Court of Los Angeles County	Case No.: BC555756 - Alleged retaliation, wrongful termination and unfair business practices.	In discovery
Juan Arias v. Goodwill	Lawsuit filed August 5, 2014 in the Superior Court of Los Angeles County	Case No.: BC563700 - Alleged disability discrimination, wrongful termination and	Not yet served.
Candice Hall v. Goodwill	Lawsuit filed October 9, 2014 in the Superior Court of Los Angeles County	Case No.: BC560382 - Alleged wrongful termination, sexual harassment, discrimination and failure to engage in the interactive process.	Not yet served.

JANITORIAL SERVICES (2013-PA034)

PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION

Goodwill Southern California

Proposer's Name

342 North San Fernando Road, Los Angeles California 90031

Address

- If awarded the contract: Proposer will comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer will 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 will not comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements of this Request for Proposals, and Proposer will not 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.

Signature of Proposer:

Clay Mitchell

Date:

10/17/14

**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: EMILY BERNHARDT	Title: Controller
Signature: E. Bernhardt	Date: Oct 20, 2014

REQUEST FOR DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM CONSIDERATION FORM

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to any County solicitation.

Information about the State's Disabled Veteran Business Enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dps.ca.gov>.

Information on the Veteran Affairs Disabled Business Enterprise certification regulations made be found in the Code of Federal Regulations, 38CFR 74 and is also available on the Veterans Affairs Website at <http://www.vetbiz.gov>.

I AM NOT a Disabled Veteran Business Enterprise certified by the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs.

I AM certified as a Disabled Veteran Enterprise with the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Name of Firm: Goodwill Southern California	County Webven No. 10489 6
Print Authorized Name: Craig Smith	Title: President & CEO
Authorized Signature: <i>Craig Smith</i>	Date: 10/17/14

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

**JANITORIAL SERVICES (2014-PA034)
PROPOSER'S COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE RFP**

Important Note: The information on this form is subject to verification and will not be used for scoring purposes.

Completing this form by itself without including detailed narrative in your proposal to support the minimum mandatory requirement of this RFP, any inconsistencies or inaccuracy in the information provided in this form, or this form and your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.

Proposer must check a box under each section. Failure to check any boxes or provide required responsive information may result in the disqualification of your proposal as non-responsive.

At the time of proposal submission, Proposer must meet the following minimum requirements:

- Proposing entity must have at least five years' experience, within the last ten years, performing janitorial services for private or public institutions, servicing multiple locations per job.

Yes. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category).

Name of Proposing Entity	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page No.*
Goodwill Southern California	October 2009	Janitorial Services for US Air Force, Los Angeles Air Force Base, El Segundo and San Pedro California (34 Buildings)	Tab. #8
	Present October 2014		

(Please attach additional pages if needed.)

*List the page number(s) in the proposal containing the proposing entity's experience.

No. Proposing entity does not meet the experience requirement stated above. If you check this box, your proposal will be immediately disqualified as nonresponsive.

2. Proposing entity's supervisor or project manager assigned to this service must have at least five years of experience supervising janitorial staff in contracts serving multiple locations.

Yes. Please complete the chart below. (In addition to responding on this form, as specified in Part I, Section 2.A.5, Experience, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category).

Name of Proposing entity's supervisor or project manager	Dates of Experience (Mth/Yrs to Mth/Yrs)	Description of Services/Experience	Page No.*
Claudia L. Gonaalez	2000-2014	14yrs as Assistant Project Manager. Assisting and Directing operations and personnel to ensure efficient and profitable operation of Government Contract for the LAAFB Project.	Tab. #6

Please attach additional pages if needed.

*List the page number(s) in the proposal containing the proposing entity's supervisor or project manager's detail experience and resume.

No. Proposing entity's supervisor or project manager does not meet the experience requirement stated above. **If you check this box, your proposal will be immediately disqualified as nonresponsive.**

3. The Proposer must submit a Bid Guaranty as outlined in Part I, Section 2.A.13, Bid Guaranty.

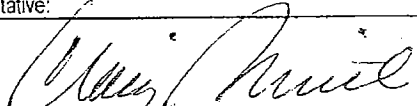
Yes. Proposer's submitted a Bid Guaranty in accordance with the RFP. (In addition to responding to this form, as specified in Part I, Section 2.A.13, Bid Guaranty, please attach the Bid Guaranty to your proposal to support this minimum mandatory requirement).

No. Proposer did not submit a Bid Guaranty as outlined in Part I, Section 2.A.13 and therefore does not meet the Bid Guaranty requirement stated above.

Proposer declares under penalty of perjury that the information stated above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

Bidder's Name:

Goodwill Southern California

Address: 342 North San Fernando Road, Los Angeles California 90031	
Authorized representative: Craig Smith, President & CEO	
Signature: 	Date: 10/21/14

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: Goodwill Southern California			
Company Address: 342 North San Fernando Road			
City: Los Angeles	State: California	Zip Code: 90011	
Telephone Number: (818) 782-2520	Facsimile Number: (818) 782-3130	Email Address: l@liver@goodwillsoocal.org	
Agency/Department: Department of Public Works			Contract Term: max. 5yrs/1yr. opt.
Type of Bid/Work: Janitorial			
Contract Value/Amount: Estimated value \$750,000.00			Contract Number (if any): (2014-PA034)

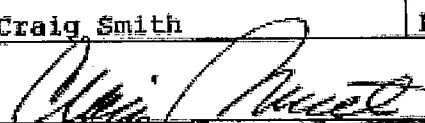
I am requesting an exemption from the Program for the following reason(s) (attach to this form all documentation that supports your claim and **SUBMIT SEVEN DAYS PRIOR TO THE DEADLINE FOR SUBMISSION OF PROPOSALS TO PUBLIC WORKS OR FAX TO (626) 458-4194**):

- 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) 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.

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: Craig Smith	TITLE: President & CEO
SIGNATURE: 	DATE: 10-13-14

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.**

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Person to Contact: W. T. Mabry

Telephone Number: 688-4170

Goodwill Industries of Southern Calif.
342 San Fernando Road
Los Angeles, California 90031

Refer Reply to: EOG - 2: D: WTM

Date: August 12, 1979

Gentlemen:

This is in response to your letter dated August 9, 1979, regarding the tax status of the above organization.

Pursuant to Congressional authority all original documents were destroyed up to year 1948.

However, our records do show that the Goodwill Industries of Southern California was held to be exempt from Federal income tax on May 1935, as organization described in Section 501 (c) (3) of the Internal Revenue Code.

The exemption letter issued to Goodwill Industries of Southern California on May 1935 continues in effect.

Sincerely yours,



W. T. Mabry
Tax Technician

**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. *TAB 39*

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 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 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): 4 Kaiser Plans (HSA-Qualified HMO, Deductible HMO, Traditional HMO, and POS Plan)

Company Insurance Group Number: 102936

Health Benefit(s) Payment Schedule:

- Monthly
- Quarterly
- Bi-Annual
- Annually
- Other: _____ (Specify)

PLEASE PRINT COMPANY NAME: <u>Goodwill Southern California</u>	
I declare under penalty of perjury under the laws of the State of California that the above information is true and correct.	
SIGNATURE: 	DATE: <u>10-20-14</u>
PLEASE PRINT NAME: <u>Louise Oliver</u>	TITLE OR POSITION: <u>Director, Building & Custodial Services</u>

**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.

Louise Oliver
Owner's/Agent's Authorized Signature

Louise Oliver, Director
Print Name and Title

Goodwill Southern California

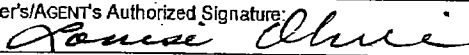

Print Name of Firm

10-21-14
Date

**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: Goodwill Southern California	Print Name of Owner: N/A
Print Address of Firm: 342 N. San Fernando Road,	Owner's/AGENT's Authorized Signature: 
City, State, Zip Code: Los Angeles CA 90031	Print Name and Title:  Craig Smith, President & CEO

Public Entity Name	: See attached
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 5 pages, including this page

Wage & Hour

Name	Title	Address	Filed	Description	Summary
Baltazar, Grace Ivy Small Claims Court	Custodian	146 W. 108th Street #2 Los Angeles, CA 90061	June 28, 2012	Case No.: ING 12S00865 - Failure to pay vacation benefits.	Judgment was rendered for Goodwill
Travis, Jeffrey Labor Commission, State of California	Retail Store Associate	353 N. Cambridge Ave. Claremont, CA 91711	November 19, 2012	Case No.: 06-107370 LR - Alleged unpaid wages.	Claim was dismissed
Price, Robert Labor Commission, State of California	ADC Attendant	23833 Palamino Dr. Diamond Bar, CA 91765	April 24, 2013	Case No.: 06-108787 EE - Reimbursement for unauthorized deductions.	Settled
Ravelo, Charlene Labor Commission, State of California	Retail Assistant Manager	7217 Friends Ave. Whittier, CA 90602	April 24, 2013	Case No.: 06 - 108777 EE - Monthly Bonus	Settled
Knight, Christine Labor Commission, State of California	Business Service Representative	323 E. College St. Covina, CA 91723	April 24, 2013	Case No.: 06 - 108814 EE - Reimbursement for unauthorized deductions from wages earned during the period from 3/15/2010 - 11/27/2012.	Dismissed
McDaniel, David Labor Commission, State of California	ADC Attendant	16681 Majestic Prince Way Moreno Valley, CA 92251	April 30, 2013	Case No.: 09 - 50087 RR - Alleged reimbursement of business expense.	Investigation completed and file closed.
Jenkins, Prentiss Labor Commission, State of California	Retail Store Associate	423 E. 7th Street Los Angeles, CA 90014	May 17, 2013	Case No.: 06 - 109127 EE - Alleged unpaid wages.	Settled
Jones, Valerie Labor Commission, State of California	Retail Store Key Holder	1275 Kelley Ave. Corona, CA 92882	July 24, 2013	Case No.: 09 - 50812 RR - Waiting time penalties.	Dismissed
Fennell, James Labor Commission, State of California	Retail Assistant Manager	6813 Atlantic Ave. Long Beach, CA 90805	January 15, 2014	Case No.: 06-111156 CP - Alleged non-payment of overtime, double time, and missed rest periods.	Settled
Hutchinson, Lyna Labor Commission, State of California	Retail Store Associate	2728 Ophelia Ave. San Jose, CA 94112	February 3, 2014	Case No.: 06-111433 CP - Alleged non-payment of rest period.	Settled
Esquivel, Marvin Labor Commission, State of California	Truck Driver	2426 Fern Leaf St. Los Angeles, CA 90031	June 19, 2014	Case No.: 06-112717 CP - Alleged unpaid wages.	Settled

Employment Matters

Name & Title	Address	Filed	Agency	Description	Summary
Smith, Antwan ADC Attendant	1928 Marianna Ave., #307 Los Angeles, CA 90032	1/18/2012	EEOC	Alleged discrimination based on race and retaliation for filing a harassment and discrimination complaint.	EEOC issued a no cause determination and right to sue notice on 2/5/2012. Mr. Smith did not file suit. Matter is closed.
Brown, Robin Retail Assistant Manager	960 W. 62nd Place Apt., #242 Los Angeles, CA 90044	3/29/2012	EEOC	Alleged discrimination based on race.	Settled confidentially. No finding of liability.
Moctezuma, Joseph Employment Services Specialist	7652 Morningcrest Pl. Rancho Cucamonga, CA 91739		EEOC	Alleged age discrimination and disability	Settled confidentially. No finding of violation.
Barnhardt, Gary Custodial Trainee	1330 S. Olive St., #401 Los Angeles, CA 90015	7/11/2012	EEOC	Alleged discrimination based on disability.	Settled confidentially. No finding of violation.
Mills, Deborah Retail Assistant Manager	1835 Tatt Ave., Apt. #10 Hollywood, CA 90028	7/16/2012	EEOC	Alleged retaliation and discrimination based on age	Settled confidentially. No finding of violation.
Djweya, Mboyo ADC Attendant	30801 Genova Court Westlake Village, CA 91362	8/3/2012	EEOC	Alleged discrimination based on race, age, disability and retaliation.	Settled confidentially. No finding of violation.
Lynch, Kevin Loss Prevention Manager	7151 Oak Tree Place Fontana, CA 92336	9/12/2012	EEOC	Alleged retaliation.	Settled confidentially. No finding of violation.
Taylor, Phyllis Centralized Production Lead	15563 Eto Camino Road Victorville, CA 92394	10/3/2012	DFEH	Alleged discrimination based on race and retaliation	DFEH closed its case and issued a right to sue notice. The parties entered into a confidential pre-litigation settlement with no admission of liability.

Employment Matters

Name & Title	Address	Filed	Agency	Description	Summary
Gardley, Calvin L. Retail Store Associate	45 N. Berkeley Ave. Pasadena, CA 91107	6/22/2013	EEOC	Alleged discrimination based on race, color and retaliation.	Settled confidentially. No finding of liability.
Avina, Alfred Retail Store Key Holder	5576 N. Live Oak St. San Bernardino, CA 92407	7/23/2013	DFEH	Alleged discrimination, harassment and retaliation	On-going
Hambrick, Sharon Medical Assistant	721 N. Madison Ave., Los Angeles, CA 90029	9/12/2013	DFEH	Alleged wrongful termination and failure to accommodate; her medical condition	Settled confidentially. No finding of violation.
Jenkins, Prentiss Retail Store Associate	423 E. 7th Street Los Angeles, CA 90014	9/25/2013	DLSE	Retaliation	DLSE determined that Jenkins failed to meet his burden of proof.
Limon, Anadella Centralized Production Lead	29213 Palm View Lane Highland, CA 92346	10/23/2013	DFEH	Alleged harassment and retaliation	Confidential settlement. No finding of violation
Bagdoyan, Karen Retail Store Associate	1148 N. Hoover St., #3 Los Angeles, CA 90029	4/10/2014	EEOC	Alleged discrimination based on disability	On-going
Fairman, Ricky Clearance Center Manager	683 Mountain Ave. Pomona, CA 91767	3/3/2014	DFEH	Harassment, Retaliation	DFEH closed its case and issued a right to sue notice on 3/3/2014.
Bobbs, John Security Manager	2026 Buckingham Rd. Los Angeles, CA 90016	3/10/2014	EEOC	Alleged discrimination based on race and retaliation	Pre-litigation confidential settlement. No finding of violation.
Leathers, Kamilah Donation Associate	12811 S. Frailley Ave. Compton, CA 90221	4/25/2014	EEOC	Alleged discrimination - not clear	EEOC closed its case and issued a right to sue notice.
Burse, Dondrick Retail Store Associate	2505 W. 6th Street #602 Los Angeles, CA 90057	6/10/2014	EEOC	Alleged discrimination based on sex and race	On-going
Hicks, Eric Retail Store Associate	40600 Washington St. #5 Benuda Dunes, CA 92203	7/2/2014	EEOC	Discrimination based on race	On-going
Russell, Kevin M. Retail Store Associate	25071 Acorn Court Corona, CA 92883	10/25/2013	EEOC	Alleged retaliation and discrimination based on race and sex	On-going
Coons, John Medical Assistant	14335 Burbank Blvd. Van Nuys, CA 91401	7/17/2014	DFEH	Alleged retaliation and discrimination based on race and sex	On-going

Employment Matters

Name & Title	Address	Filed	Agency	Description	Summary
Waller, Laura Employment Services Specialist	5461 Yarmouth Ave., #7 Encino, CA 91316	9/29/2014	EEOC	Retaliation	On-going
Bao, Hung Stocker	376 Canyon Vista Dr. Los Angeles, CA 90065	9/26/2014	DFEH	Alleged failure to engage in the interactive process and discrimination	On-going

REQUESTED INFORMATION ON THE PROPOSER'S MEDICAL PLAN COVERAGE

Proposer: Goodwill Southern California

Name of Proposer's Health Plan: Kaiser Permanente (4 plans available) Date: 10-20-14

(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	\$ * \$ * \$ * \$ *	SEE ATTACHED DETAIL FOR 4 PLANS.
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	\$ \$ \$ \$	Kaiser Minimum Value HMO Kaiser Deductible HMO Kaiser HMO Kaiser POS
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)

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 60 days of employment.
- is defined as an employee who is employed more than 30 hours per week.

OTHER BENEFITS:

- A. NUMBER OF PAID SICK DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 6 DAYS.
- B. NUMBER OF PAID SICK DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 6 DAYS.
- C. NUMBER OF PAID VACATION DAYS EARNED IN THE FIRST YEAR OF EMPLOYMENT IS 5 DAYS.
- D. NUMBER OF PAID VACATION DAYS EARNED IN THE SECOND YEAR OF EMPLOYMENT IS 5 DAYS.
- E. NUMBER OF PAID HOLIDAYS PER YEAR IS 10 DAYS.

Employee ID#

**GOODWILL OF SOUTHERN CALIFORNIA
BENEFIT ELECTION FORM**

PERSONAL INFORMATION				EMPLOYMENT REASON	
Name:				Date of Hire:	Effective Date:
Address:				<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Open Enrollment <input type="checkbox"/> Qualifying Event <input type="checkbox"/> Promotion <input type="checkbox"/> COBRA Qualifying Event Code:	
City:	State:	Zip Code:		Location Name:	
Phone Number:	Birth Date:	Gender:	Marital Status:		

Deductions listed are per pay period (Semi-Monthly Twice Per Month)

2. CORE BENEFIT OPTIONS

KAISER PERMANENTE MEDICAL

Semi-Monthly Contributions:	Employee	EE + Spouse	EE + Child(ren)	EE + Family
Kaiser Permanent Minimum Value HMO	<input type="checkbox"/> \$ 88.37	<input type="checkbox"/> \$ 141.49	<input type="checkbox"/> \$ 193.84	<input type="checkbox"/> \$ 204.64
Kaiser Permanent Deductible HMO	<input type="checkbox"/> \$ 67.01	<input type="checkbox"/> \$ 209.29	<input type="checkbox"/> \$ 154.29	<input type="checkbox"/> \$ 353.89
Kaiser Permanent HMO	<input type="checkbox"/> \$ 78.06	<input type="checkbox"/> \$ 320.66	<input type="checkbox"/> \$ 276.21	<input type="checkbox"/> \$ 418.04
Kaiser Permanent POS	<input type="checkbox"/> \$ 354.94	<input type="checkbox"/> \$ 961.27	<input type="checkbox"/> \$ 723.64	<input type="checkbox"/> \$ 1,259.77

I DECLINE MEDICAL COVERAGE (Initial) No Changes / Same Elections CANCEL EE Only

CANCEL Dependents - Must Complete Cancellation Form

DELTA DENTAL

Semi-Monthly Contributions:	Employee	EE + 1	EE + Family
Delta Dental HMO	<input type="checkbox"/> \$ 1.83	<input type="checkbox"/> \$ 7.72	<input type="checkbox"/> \$ 14.14
Delta Dental PPO	<input type="checkbox"/> \$ 8.20	<input type="checkbox"/> \$ 34.12	<input type="checkbox"/> \$ 54.29

I DECLINE DENTAL COVERAGE (Initial) No Changes / Same Elections CANCEL EE Only

CANCEL Dependents - Must Complete Cancellation Form

VSP VISION

Semi-Monthly Contributions:	Employee	EE + Spouse	EE + Child(ren)	EE + Family
VSP PPO Plan	<input type="checkbox"/> \$ 3.54	<input type="checkbox"/> \$ 5.76	<input type="checkbox"/> \$ 5.89	<input type="checkbox"/> \$ 9.48

I DECLINE VISION COVERAGE (Initial) CANCEL EE Only

CANCEL Dependents - Must Complete Cancellation Form

PRE-PAID LEGAL

Pre-Paid Legal (Enrollment Form Required) \$ _____ No Changes / Same Elections CANCEL

FLEXIBLE SPENDING ACCOUNTS (FSA)

Medical FSA (X 24 pay periods)	<input type="checkbox"/> Annual Election \$ _____	<input type="checkbox"/> Per Pay Period Election \$ _____ * New Election Required Yearly
Dependent Care FSA (X 24 pay periods)	<input type="checkbox"/> Annual Election \$ _____	<input type="checkbox"/> Per Pay Period Election \$ _____ * New Election Required Yearly

UNUM VOLUNTARY LIFE INSURANCE

<input type="checkbox"/> Employee	\$ _____ coverage	date of birth & age _____	<input type="checkbox"/> No Changes <input type="checkbox"/> CANCEL * Enrollment Form Required for new elections / changes
<input type="checkbox"/> Spouse	\$ _____ coverage	date of birth & age _____	<input type="checkbox"/> No Changes <input type="checkbox"/> CANCEL * Enrollment Form Required for new elections / changes
<input type="checkbox"/> Child(ren) up to age 26	\$ _____ coverage	date of birth & age _____	<input type="checkbox"/> No Changes <input type="checkbox"/> CANCEL (Specify Name) * Enrollment Form Required for new elections / changes

3. EMPLOYEE AND DEPENDENTS INFORMATION

List all eligible family members to be covered under group-term life insurance. Eligible dependents include your legal spouse, domestic partner, dependent children up to age 26, or disabled children.

Last Name	First Name	M.I.	Gender	Age	Date of Birth	Social Security #	Disabled Y/N	Type of Coverage	Select Primary Care Doctor Primary Doctor Office NCM 888
EMPLOYEE								Medical	
								Dental	
								Vision	

3. EMPLOYEE AND DEPENDENT(S) INFORMATION

Last	First	MI	Gender	Age	Date of Birth	Social Security #	Enrolled Y/N	Type of Coverage	John Henry CareHealth Primary Health Order NUMBER																																								
<p>GROUP LIFE ADDO Employee Only</p> <p>ELIMIN The benefit amount for Basic Life Insurance and Basic AD&D is \$100,000 paid by CareWell</p> <p>MINI CLAIMS BENEFIT ON BASIC LIFE ADDO INSURANCE (Attach claim to 1st additional form to be returned)</p> <table border="1"> <thead> <tr> <th>Employee's Primary Beneficiary (last)</th> <th>Relationship to Employee</th> <th>Social Security Number (Employee)</th> <th>Date of Birth</th> <th>% Total amount (100%)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Employee's Contingent Beneficiary (last)</th> <th>Relationship to Employee</th> <th>Social Security Number (Employee)</th> <th>Date of Birth</th> <th>% Total amount (100%)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><small>Primary and Contingent Beneficiaries: Unless you indicate a percentage, amounts are paid to primary surviving beneficiaries in equal shares. Proceeds are paid to contingent beneficiaries only in here there are no surviving primary beneficiaries. If you designate contingent beneficiaries and do not designate percentages, proceeds are paid to the surviving contingent beneficiaries in equal shares. (When otherwise provided, the share of a beneficiary who dies before the insured will be divided equally among the surviving beneficiaries in the respective category (primary or contingent.) Please do not select a beneficiary that is under the age of 18.</small></p> <p>Employee Signature: _____ DATE: _____</p> <p>REVOKE/REPEAL INFORMATION</p> <p>PAYROLL AUTHORIZATION</p> <p><small>I authorize my employer to debit from my salary or wages the necessary amounts for the coverage shown on this form. My signature verifies the accuracy of the information contained in this form. I authorize my employer to take the necessary action to debit my salary or wages if my salary or wages are not sufficient to cover my contributions. I have authorized my employer to take the necessary action to debit my salary or wages if my salary or wages are not sufficient to cover my contributions. I have authorized my employer to take the necessary action to debit my salary or wages if my salary or wages are not sufficient to cover my contributions.</small></p> <p><small>For any coverage that I have elected to purchase at a rate other than the rate shown on this form, I understand that I am responsible for the payment of the premium for such coverage and that my employer may be subject to certain existing policies. I also understand that my employer has no liability for the payment of my contributions for any coverage that I have elected to purchase at a rate other than the rate shown on this form.</small></p> <p>TERMS AND CONDITIONS</p> <p><small>You are assumed to have read the terms and conditions of the COBRA plan, which you are entitled to view in the plan booklet. If you need your dependent partner and/or your personal child health, you acknowledge that you have read and understand the terms and conditions of the plan. You acknowledge that you understand your rights and obligations under the plan and that you agree to the terms and conditions of the plan. You acknowledge that you understand the terms and conditions of the plan and that you agree to the terms and conditions of the plan. You acknowledge that you understand the terms and conditions of the plan and that you agree to the terms and conditions of the plan.</small></p>										Employee's Primary Beneficiary (last)	Relationship to Employee	Social Security Number (Employee)	Date of Birth	% Total amount (100%)																Employee's Contingent Beneficiary (last)	Relationship to Employee	Social Security Number (Employee)	Date of Birth	% Total amount (100%)															
Employee's Primary Beneficiary (last)	Relationship to Employee	Social Security Number (Employee)	Date of Birth	% Total amount (100%)																																													
Employee's Contingent Beneficiary (last)	Relationship to Employee	Social Security Number (Employee)	Date of Birth	% Total amount (100%)																																													

Employee Signature: _____ DATE: _____

KAISER FOUNDATION HEALTH PLAN, INC. ARBITRATION AGREEMENT*

I understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure or the ERISA claims procedure regulation, and any other claims that cannot be subject to binding arbitration under governing law) any dispute between myself, my heirs, relatives, or other associated parties on the one hand and Kaiser Foundation Health Plan, Inc. (KFHP), any contracted health care providers, administrators, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in KFHP, including any claim for medical or hospital malpractice (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the Evidence of Coverage.

Signature Required for Kaiser Permanente Plan: _____ DATE: _____

Employee Name: _____ Social Security Number: _____

* Disputes arising from fully-insured Kaiser Permanente Insurance Company (KPIC) coverage are not subject to binding arbitration; the Preferred Provider Organization (PPO) and the Out of Network portion of the Point of Service (POS) plans; 2) Preferred Provider Organization (PPO) plans; 3) Out of Area Indemnity (OGA) plans; and 4) KPIC Dental plans.

Disclosure Form

102935 GODDWILL SOUTHERN CALIFORNIA

**Principal benefits for
Kaiser Permanente HSA-Qualified Deductible HMO Plan**

(1/1/15-12/31/15)

The Services described below are covered only if all of the following conditions are satisfied:

- The Services are Medically Necessary
- The Services are provided, prescribed, authorized, or directed by a Plan Physician and you receive the Services from Plan Providers inside our Southern California Region Service Area (your Home Region), except where specifically noted to the contrary in the Evidence of Coverage (EOC) for authorized referrals, visiting Member care, hospice care, Emergency Services, Post-Stabilization Care, Out-of-Area Urgent Care, and emergency ambulance Services

"Kaiser Permanente HSA-Qualified Deductible HMO Plan" is a health benefit plan that meets the requirements of Section 223(c)(2) of the Internal Revenue Code. This health benefit plan is a High Deductible Health Plan. The health care coverage described in the EOC is designed to be compatible for use with a Health Savings Account (HSA) under federal tax law.

Out-of-Pocket Maximum

The Accumulation Period for the plan is 1/1/15 through 12/31/15 (calendar year).

You will not pay any more Cost Share during the calendar year if the Copayments and Coinsurance you pay, plus all your payments toward the Plan Deductible, add up to one of the following amounts:

For self-only enrollment (a Family of one Member)	\$6,250 per calendar year
For an entire Family of two or more Members	\$12,500 per calendar year

Plan Deductible

For Services subject to the Plan Deductible, you must pay Charges for Services you receive in the calendar year until you reach one of the following Plan Deductible amounts:

For self-only enrollment (a Family of one Member)	\$4,500 per calendar year
For an entire Family of two or more Members	\$9,000 per calendar year

Note: The Plan Deductible amount is subject to increase if the U.S. Department of the Treasury changes the minimum deductible required in High Deductible Health Plans.

Lifetime Maximum

None

Professional Services (Plan Provider office visits)

You Pay

Most Primary Care Visits for evaluations and treatment	\$50 per visit after Plan Deductible
Most Specialty Care Visits for consultations, evaluations, and treatment	\$50 per visit after Plan Deductible
Routine physical maintenance exams, including well-woman exams	No charge (Plan Deductible doesn't apply)
Well-child preventive exams (through age 23 months)	No charge (Plan Deductible doesn't apply)
Family planning counseling and consultations	No charge (Plan Deductible doesn't apply)
Scheduled prenatal care exams	No charge (Plan Deductible doesn't apply)
Routine eye exams with a Plan Optometrist for Members age 19 and over	No charge after Plan Deductible
Routine eye exams with a Plan Optometrist for Members under age 19	No charge after Plan Deductible
Hearing exams	No charge (Plan Deductible doesn't apply)
Urgent care consultations, exams, and treatment	\$50 per visit after Plan Deductible
Most physical, occupational, and speech therapy	\$50 per visit after Plan Deductible

Outpatient Services

You Pay

Outpatient surgery and certain other outpatient procedures	40% Coinsurance after Plan Deductible
Allergy injections (including allergy serum)	\$15 per visit after Plan Deductible
Most immunizations (including the vaccine)	No charge (Plan Deductible doesn't apply)
Most X-rays and laboratory tests	40% Coinsurance after Plan Deductible
Preventive X-rays, screenings, and laboratory tests as described in the EOC	No charge (Plan Deductible doesn't apply)
MRI, most CT, and PET scans	\$150 per procedure after Plan Deductible
Covered individual health education counseling	No charge (Plan Deductible doesn't apply)
Covered health education programs	No charge (Plan Deductible doesn't apply)

Hospitalization Services

You Pay

Room and board, surgery, anesthesia, X-rays, laboratory tests, and drugs	40% Coinsurance after Plan Deductible
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Emergency Health Coverage

You Pay

Emergency Department visits	\$250 per visit after Plan Deductible
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Note: After you meet the Plan Deductible, this Cost Share does not apply if admitted directly to the hospital as an inpatient for covered Services (see "Hospitalization Services" for inpatient Cost Share).

Ambulance Services

You Pay

Ambulance Services	40% Coinsurance after Plan Deductible
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(continues)

Disclosure Form

(continued)

Prescription Drug Coverage	You Pay
Covered outpatient items in accord with our drug formulary guidelines:	
Most generic items at a Plan Pharmacy	\$15 for up to a 30-day supply after Plan Deductible
Most generic refills through our mail-order service	\$30 for up to a 100-day supply after Plan Deductible
Most brand-name items at a Plan Pharmacy	\$35 for up to a 30-day supply after Plan Deductible
Most brand-name refills through our mail-order service	\$70 for up to a 100-day supply after Plan Deductible
Durable Medical Equipment (DME)	You Pay
DME items that are essential health benefits in accord with our DME formulary guidelines	40% Coinsurance after Plan Deductible
Mental Health Services	You Pay
Inpatient psychiatric hospitalization	40% Coinsurance after Plan Deductible
Individual outpatient mental health evaluation and treatment	\$50 per visit after Plan Deductible
Group outpatient mental health treatment	\$25 per visit after Plan Deductible
Chemical Dependency Services	You Pay
Inpatient detoxification	40% Coinsurance after Plan Deductible
Individual outpatient chemical dependency evaluation and treatment	\$50 per visit after Plan Deductible
Group outpatient chemical dependency treatment	\$5 per visit after Plan Deductible
Home Health Services	You Pay
Home health care (up to 100 visits per calendar year)	No charge after Plan Deductible
Other	You Pay
Skilled nursing facility care (up to 100 days per benefit period)	40% Coinsurance after Plan Deductible
Ostomy and urological supplies	No charge after Plan Deductible
Prosthetic and orthotic devices that are essential health benefits	No charge after Plan Deductible
Hospice care	No charge after Plan Deductible

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Share, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Share amounts. For a complete explanation, please refer to the EOC. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

Disclosure Form

102936 GOODWILL SOUTHERN CALIFORNIA

Principal benefits for Kaiser Permanente Deductible HMO Plan

(1/1/15-12/31/15)

The Services described below are covered only if all of the following conditions are satisfied:

- The Services are Medically Necessary
The Services are provided, prescribed, authorized, or directed by a Plan Physician and you receive the Services from Plan Providers inside our Southern California Region Service Area (your Home Region), except where specifically noted to the contrary in the Evidence of Coverage (EOC) for authorized referrals, hospice care, Emergency Services, Post-Stabilization Care, Out-of-Area Urgent Care, and emergency ambulance Services.

Out-of-Pocket Maximum

The Accumulation Period for this plan is 1/1/15 through 12/31/15 (calendar year).

For Services subject to the maximum, you will not pay any more Cost Share during the calendar year if the Copayments and Coinsurance you pay for those Services, plus all your payments toward the Plan Deductible, add up to one of the following amounts:

Table with 2 columns: Enrollment type and Amount. Rows include self-only enrollment, one member, and entire family.

Plan Deductible

For Services subject to the Plan Deductible, you must pay Charges for Services you receive in the calendar year until you reach one of the following Plan Deductible amounts:

Table with 2 columns: Enrollment type and Amount. Rows include self-only enrollment, one member, and entire family.

Lifetime Maximum

None

Professional Services (Plan Provider office visits)

You Pay

Table listing various professional services and their associated costs, such as primary care visits, specialty care visits, and routine exams.

Outpatient Services

You Pay

Table listing outpatient services like surgery, allergy injections, immunizations, X-rays, and MRI scans with their respective costs.

Hospitalization Services

You Pay

Table listing hospitalization services like room and board, surgery, and anesthesia.

Emergency Health Coverage

You Pay

Table listing emergency health coverage services like emergency department visits.

Ambulance Services

You Pay

Table listing ambulance services with a cost of \$150 per trip.

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Disclosure Form	
<i>(continued)</i>	
Prescription Drug Coverage	
You Pay	
Covered outpatient items in accord with our drug formulary guidelines:	
Most generic items at a Plan Pharmacy	\$10 for up to a 30-day supply (Plan Deductible doesn't apply)
Most generic refills through our mail-order service	\$20 for up to a 100-day supply (Plan Deductible doesn't apply)
Most brand-name items at a Plan Pharmacy	\$30 for up to a 30-day supply (Plan Deductible doesn't apply)
Most brand-name refills through our mail-order service	\$60 for up to a 100-day supply (Plan Deductible doesn't apply)
Durable Medical Equipment (DME)	
You Pay	
DME items that are essential health benefits in accord with our DME formulary guidelines	20% Coinsurance (Plan Deductible doesn't apply)
DME items that are not essential health benefits in accord with our DME formulary guidelines	20% Coinsurance (Plan Deductible doesn't apply)
Mental Health Services	
You Pay	
Inpatient psychiatric hospitalization	20% Coinsurance after Plan Deductible
Individual outpatient mental health evaluation and treatment	\$20 per visit (Plan Deductible doesn't apply)
Group outpatient mental health treatment	\$10 per visit (Plan Deductible doesn't apply)
Chemical Dependency Services	
You Pay	
Inpatient detoxification	20% Coinsurance after Plan Deductible
Individual outpatient chemical dependency evaluation and treatment	\$20 per visit (Plan Deductible doesn't apply)
Group outpatient chemical dependency treatment	\$5 per visit (Plan Deductible doesn't apply)
Home Health Services	
You Pay	
Home health care (up to 100 visits per calendar year)	No charge (Plan Deductible doesn't apply)
Other	
You Pay	
Skilled nursing facility care (up to 100 days per benefit period)	20% Coinsurance (Plan Deductible doesn't apply)
Ostomy and urological supplies	No charge (Plan Deductible doesn't apply)
Prosthetic and orthotic devices that are essential health benefits	No charge (Plan Deductible doesn't apply)
Prosthetic and orthotic devices that are not essential health benefits	No charge (Plan Deductible doesn't apply)
All Services related to covered infertility treatment	50% Coinsurance (Plan Deductible doesn't apply)
Hospice care	No charge (Plan Deductible doesn't apply)

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Share, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Share amounts. For a complete explanation, please refer to the EOC. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

Disclosure Form

102936 GOODWILL SOUTHERN CALIFORNIA

**Principal benefits for
Kaiser Permanente Traditional Plan**

(1/1/15—12/31/15)

The Services described below are covered only if all of the following conditions are satisfied:

- The Services are Medically Necessary
- The Services are provided, prescribed, authorized, or directed by a Plan Physician and you receive the Services from Plan Providers inside our Southern California Region Service Area (your Home Region), except where specifically noted to the contrary in the Evidence of Coverage (EOC) for authorized referrals, hospice care, Emergency Services, Post-Stabilization Care, Out-of-Area Urgent Care, and emergency ambulance Services

Health Plan believes this coverage is a "grandfathered health plan" under the Patient Protection and Affordable Care Act. If you have questions about grandfathered health plans, please call our Member Service Contact Center.

Out-of-Pocket Maximum

The Accumulation Period for this plan is 1/1/15 through 12/31/15 (calendar year).

For Services subject to the maximum, you will not pay any more Cost Share during the calendar year if the Copayments and Coinsurance you pay for those Services add up to one of the following amounts:

For self-only enrollment (a Family of one Member)	\$1,500 per calendar year
For any one Member in a Family of two or more Members	\$1,500 per calendar year
For an entire Family of two or more Members	\$3,000 per calendar year

Plan Deductible

None

Lifetime Maximum

None

Professional Services (Plan Provider office visits)

You Pay

Most Primary Care Visits for evaluations and treatment	\$20 per visit
Most Specialty Care Visits for consultations, evaluations, and treatment	\$30 per visit
Routine physical maintenance exams, including well-woman exams	No charge
Well-child preventive exams (through age 23 months)	No charge
Family planning counseling and consultations	No charge
Scheduled prenatal care exams	No charge
Routine eye exams with a Plan Optometrist for Members age 19 and over	No charge
Routine eye exams with a Plan Optometrist for Members under age 19	No charge
Hearing exams	No charge
Urgent care consultations, exams, and treatment	\$20 per visit
Most physical, occupational, and speech therapy	\$20 per visit

Outpatient Services

You Pay

Outpatient surgery and certain other outpatient procedures	\$100 per procedure
Allergy injections (including allergy serum)	\$5 per visit
Most immunizations (including the vaccine)	No charge
Most X-rays and laboratory tests	\$10 per encounter
Preventive X-rays, screenings, and laboratory tests as described in the EOC	No charge
MRI, most CT, and PET scans	\$50 per procedure
Covered individual health education counseling	No charge
Covered health education programs	No charge

Hospitalization Services

You Pay

Room and board, surgery, anesthesia, X-rays, laboratory tests, and drugs	\$250 per admission
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Emergency Health Coverage

You Pay

Emergency Department visits	\$100 per visit
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Note: This Cost Share does not apply if admitted directly to the hospital as an inpatient for covered Services (see "Hospitalization Services" for inpatient Cost Share).

Ambulance Services

You Pay

Ambulance Services	\$100 per trip
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Prescription Drug Coverage

You Pay

Covered outpatient items in accord with our drug formulary guidelines:	
Most generic items at a Plan Pharmacy	\$10 for up to a 30-day supply
Most generic refills through our mail-order service	\$20 for up to a 100-day supply
Most brand-name items at a Plan Pharmacy	\$30 for up to a 30-day supply
Most brand-name refills through our mail-order service	\$60 for up to a 100-day supply

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Disclosure Form

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Durable Medical Equipment (DME)	You Pay
DME items that are essential health benefits in accord with our DME formulary guidelines	20% Coinsurance
DME items that are not essential health benefits in accord with our DME formulary guidelines	20% Coinsurance
Mental Health Services	You Pay
Inpatient psychiatric hospitalization	\$250 per admission
Individual outpatient mental health evaluation and treatment	\$20 per visit
Group outpatient mental health treatment	\$10 per visit
Chemical Dependency Services	You Pay
Inpatient detoxification	\$250 per admission
Individual outpatient chemical dependency evaluation and treatment	\$20 per visit
Group outpatient chemical dependency treatment	\$5 per visit
Home Health Services	You Pay
Home health care (up to 100 visits per calendar year)	No charge
Other	You Pay
Skilled nursing facility care (up to 100 days per benefit period)	No charge
Ostomy and urological supplies	No charge
Prosthetic and orthotic devices that are essential health benefits	No charge
Prosthetic and orthotic devices that are not essential health benefits	No charge
All Services related to covered infertility treatment	50% Coinsurance
Hospice care	No charge

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Share, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Share amounts. For a complete explanation, please refer to the EOC. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

Disclosure Form

102936 GOODWILL SOUTHERN CALIFORNIA

Principal benefits for Kaiser Permanente POS Plan for Large Group

(1/1/15--12/31/15)

The Services described below are covered only if all of the following conditions are satisfied:

- The Services are Medically Necessary
The Services are provided, prescribed, authorized, or directed by a Plan Physician and you receive the Services from Plan Providers inside our Southern California Region Service Area (your Home Region), except where specifically noted to the contrary in the Evidence of Coverage (EOC) for authorized referrals, hospice care, Emergency Services, Post-Stabilization Care, Out-of-Area Urgent Care, and emergency ambulance Services.

Out-of-Pocket Maximum

The Accumulation Period for this plan is 1/1/15 through 12/31/15 (calendar year).

For Services subject to the maximum, you will not pay any more Cost Share during the calendar year if the Copayments and Coinsurance you pay for those Services add up to one of the following amounts:

Table with 2 columns: Description of enrollment type and corresponding annual maximum amount (e.g., \$1,500 per calendar year).

Plan Deductible None

Lifetime Maximum None

Professional Services (Plan Provider office visits)

You Pay

Table listing various professional services (e.g., Primary Care Visits, Specialty Care Visits, physical exams) and their respective cost shares (e.g., \$25 per visit, No charge).

Outpatient Services

You Pay

Table listing outpatient services (e.g., surgery, injections, X-rays, laboratory tests) and their cost shares (e.g., \$100 per procedure, No charge).

Hospitalization Services

You Pay

Room and board, surgery, anesthesia, X-rays, laboratory tests, and drugs \$200 per admission

Emergency Health Coverage

You Pay

Emergency Department visits \$100 per visit
Note: This Cost Share does not apply if admitted directly to the hospital as an inpatient for covered Services (see "Hospitalization Services" for inpatient Cost Share).

Ambulance Services

You Pay

Ambulance Services \$150 per trip

Prescription Drug Coverage

You Pay

Covered outpatient items in accord with our drug formulary guidelines:

Table listing prescription drug categories (e.g., generic items, brand-name items) and their cost shares based on supply type (e.g., \$10 for up to a 30-day supply).

Durable Medical Equipment (DME)

You Pay

DME items that are essential health benefits in accord with our DME formulary guidelines 20% Coinsurance

(continues)

Disclosure Form

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(continued)

DME items that are not essential health benefits in accord with our DME formulary guidelines

DME items that are not essential health benefits in accord with our DME formulary guidelines	20% Coinsurance
Mental Health Services	You Pay
Inpatient psychiatric hospitalization	\$200 per admission
Individual outpatient mental health evaluation and treatment	\$25 per visit
Group outpatient mental health treatment	\$12 per visit
Chemical Dependency Services	You Pay
Inpatient detoxification	\$200 per admission
Individual outpatient chemical dependency evaluation and treatment	\$25 per visit
Group outpatient chemical dependency treatment	\$5 per visit
Home Health Services	You Pay
Home health care (up to 100 visits per calendar year)	No charge
Other	You Pay
Skilled nursing facility care (up to 100 days per benefit period)	\$200 per admission
Ostomy and urological supplies	No charge
Prosthetic and orthotic devices that are essential health benefits	No charge
Prosthetic and orthotic devices that are not essential health benefits	No charge
Hospice care	No charge

This is a summary of the most frequently asked-about benefits. This chart does not explain benefits, Cost Share, out-of-pocket maximums, exclusions, or limitations, nor does it list all benefits and Cost Share amounts. For a complete explanation, please refer to the EOC. Please note that we provide all benefits required by law (for example, diabetes testing supplies).

Mandatory Minimum Annual Required Hours of Janitorial Services for ALL Locations: 26,013 hrs/yr*, plus 6,000 hrs/yr for As-Needed Janitorial Services

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.

POSITION/TITLE *	HOURS PER DAY							HOURS PER WEEK	ANNUAL HOURS (52 X Hrs per Week)	HOURLY WAGE RATE **	ANNUAL COST		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat						
(LIST EACH EMPL SEPARATELY)													
Employee No. 1****		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 2		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 3		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 4		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 5		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 6		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 7		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 8		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 9		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 10		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 11		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 12		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 13		8	8	8	8	8		40	2080	9.57	\$ 19,905.60		
Employee No. 14 (periodic work)		8	8	8	8	8		40	2080	12.00	\$ 24,960.00		
Employee No. 15 (periodic work)		8	8	8	8	8		40	2080	12.00	\$ 24,960.00		
Employee No. 16 (Project Mgr)		8	8	8	8	8		40	2080	18.00	\$ 37,440.00		
As-Needed Janitorial Services									6000	10.00	\$ 60,000.00		
Total Annual Salaries										\$	406,132.80		
											(1) Vacations, Sick Leave, Holiday	3.90%	\$ 15,839.18
											(2) Health Insurance***	9.00%	\$ 36,551.95
											(3) Payroll Taxes & Workers' Compensation	24.75%	\$ 100,517.87
											(4) Welfare and Pension	0.00%	\$ -
											Total Annual Employee Benefits (1+2+3+4)		\$ 152,909.00
											(5) Equipment Costs	6.39%	\$ 25,956.10
											(6) Service and Supply Costs	6.20%	\$ 25,198.51
											(7) General and Administrative Costs	9.80%	\$ 39,801.01
											(8) Profit	5.20%	\$ 20,994.58
											Total Annual Other Costs (5+6+7+8)		\$ 111,950.21
											TOTAL ANNUAL PRICE		\$ 670,992.00

* 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 number of employees are estimate and it is Contractor discretion to provide ample number of employees to meet the requirements of this Contract including the Mandatory Minimal Annual Required Hours for all locations and As-Needed Hours.

The above information was compiled 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.

**WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS
JANITORIAL SERVICES (2014-PA034)**

INSTRUCTIONS	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.	
<p>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 1, 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.</p> <p>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.</p> <p>ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT. IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.</p>	<p>QUESTION</p> <p>4. TRACKING HOURS WORKED</p> <p>1.1. How does the Proposer track employee hours actually worked?</p> <p>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?</p> <p>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?</p>	<p>1.1 Electronic time and attendance system. Employees punch in/out via time clocks or desk top computers.</p> <p>1.2 For the County project (2014-PA034), employees will report to work at assigned County work sites.</p> <p>1.3 Employees working at more than one site: shift starts at their first designated duty station.</p>

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
<p>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?</p>	<p>2. Employees will have sign-in sheets at designated duty station(s), and will also call-in to supervisor, reporting their arrival.</p>
<p>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 (Create blank out any personal information).</p>	<p>3.1. Time sheets 3.2. Time sheets 3.3. Maintained daily and approved bi-weekly. 3.4. Employees maintain personal time sheets. 3.5. Records are checked by direct supervisor, department administrator, payroll clerical staff, payroll supervisor and accounting department, as well as periodically by external auditors. 3.6. Records are maintained in Payroll department. 3.7. Yes, used as source document(s) to create payroll. 3.8. Attached samples.</p>

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
<p>4. OTHER RECORDS USED TO CREATE PAYROLL (IF ANY)</p> <p>4.1. If records of actual time worked are not used to create payroll, what is the source document that is used?</p> <p>4.2. Who prepares and who checks the source document?</p> <p>4.3. Does the employee sign it?</p> <p>4.4. Who approves the source document, and what do they compare it with prior to approving it?</p>	<p>4.1 N/A</p> <p>4.2 N/A</p> <p>4.3 Yes, employee is required to sign time sheet</p> <p>4.4 Supervisor approves time sheets, and compares to notes of call-in/call-out by employee as well as spot checks of sign-in sheets at work sites.</p>
<p>5. BREAKS</p> <p>5.1. How does the Proposer know that employees take mandated breaks and meal breaks (periods)?</p> <p>5.2. Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred?</p> <p>5.3. If so, who prepares, reviews, and approves such documentation?</p>	<p>5.1 Breaks are specifically scheduled; lunch/meal periods require punching/signing in/out.</p> <p>5.2 Yes, time sheets</p> <p>5.3 Supervisor</p>

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACES ARE NEEDED.
<p>6. HOW PAYROLL IS PREPARED Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid.</p> <p>6.1. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)?</p> <p>6.2. If by check, do they receive a single check for straight-time and overtime or are separate payments made?</p> <p>6.3. What information is provided on the check (e.g., deductions for taxes, etc.)?</p> <p>6.4. 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).</p>	<p>6.1 Time sheets are submitted to the Payroll department. Paycheck is prepared according to hours worked, and other paid time (i.e., holidays, vacation) based on rate in HRIS (HR Information System)</p> <p>6.2 Automated check through ADP System.</p> <p>6.3 All compensation is included in a single check.</p> <p>6.4 Check includes detail of regular hours, overtime, double-time, holiday, etc., and hourly rate for each category. Deductions are itemized: Payroll taxes, FICA, Medicare, SOI, medical plan contributions, etc.</p> <p>6.5 Attached sample Earnings Statement</p>

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
<p>7. MANUAL PAYROLL SYSTEM</p> <p>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.</p> <p>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?</p>	<p>7. N/A</p>
<p>8. AUTOMATED PAYROLL SYSTEM</p> <p>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.</p> <p>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?</p> <p>8.3. Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?</p>	<p>8.1 Described in Sections 5 and 6 above</p> <p>8.2 The System is capable of paying up to 3 different wage rates for every employee.</p> <p>8.3 Embedded</p>

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
<p>9. TRAVEL TIME</p> <p>9.1. How is travel time during an employee's shift paid?</p> <p>9.2. At what rate is such travel time paid if the employee has multiple wage rates?</p> <p>9.3. Discuss how the Proposer calculates the day's wages for each situation described in the following two examples:</p> <p>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.</p> <p>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.</p>	<p>9.1 If an employee is required to travel to another worksite (outside of the home base) s/he is paid travel time at the regular wage rate. The travel rate will be based on the applicable wage for the job assignment.</p> <p>9.2</p> <p>9.3.a 3 hours @ CLW rate 1 hour @ non-CLW rate 4 hours @ CLW rate</p> <p>9.3.b 3 hours @ CLW rate 1 hour @ CLW rate 4 hours @ CLW rate</p>
<p>10. OVERTIME</p> <p>10.1. How does the Proposer calculate overtime wages?</p> <p>10.2. What if the employee has multiple wage rates?</p>	<p>10.1 Any hours after 8 hours per day, or 12 hours (double-time) per day.</p> <p>10.2 Sum of wages per pay period/Sum of hours worked = Average hourly rate x 1.5</p>
<p>Print Name: Louise Oliver, Director</p> <p>Signature: <i>Louise Oliver</i></p>	<p>Company: <i>Godswill Southern California</i></p> <p>Date: <i>10-22-14</i></p>

Dept. allocations attached if missing.

GOODWILL
Southern California
EMPLOYEE TIME SHEET

DEPARTMENT NO. 5885
DEPARTMENT NAME Austrial
FOR THE PAY PERIOD BEGINNING SATURDAY 10-4-14 AND ENDING 10-17-14

EMPLOYEE NAME Joy
EMPLOYEE NO. [REDACTED]

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	REG	OT	OT	HOL	SICK	VAC	OTHER	REMARKS
SAT															
SUN															
MON	10-6	8:00	12:30	12:30	4:30			8							
TUE	10-7	8:00	12:00	12:30	4:30			8							
WED	10-8	8:00	12:00	12:30	4:30			8							
THU	10-9	8:00	12:00	12:30	4:30			8							
FRI	10-10	8:30	12:00	12:30	5:00			8							
TOTALS WEEK 1															
								40							
SAT															
SUN															
MON	10-13	8:00	12:00	12:30	4:30			8							
TUE	10-14	8:00	12:00	12:30	4:30			8							
WED	10-15	8:00	12:00	12:30	4:30			8							
THU	10-16	8:00	12:00	12:30	4:30			8							
FRI	10-17	8:30	12:00	12:30	5:00			8							
TOTALS WEEK 2															
								40							
								80							

I certify the hours recorded herein are correct and true and that I am the payment therefor

Supervisor
Date
Print Name

Employee Signature
Date
Print Name

10-17-14
Date

[REDACTED]
Supervisor Signature
Date

10-17-14
Date

[REDACTED]
Employee Signature
Date

Date: 10/15/14

Hours Worked Simplified Report

Page: 1 of 1

Time: 5:12:24 PM

Goodwill Industries of So Cal

Run from: 08/23/14 to 09/05/14

Employee ID: [REDACTED]

Emp Id: 37545

Name: [REDACTED]

Day	Date	IN	OUT	IN	OUT	Lunch	Break	Reg Hrs	Ovt Hrs	Dbl Hrs	Dollars	Error Description
Sat	09/23/14	04:10a	09:00a	05:30a	12:53p	30	0	8.00	0.22			
Mon	09/28/14	01:20p			05:48p	0	0	4.42				
Tue	09/29/14	02:51a	08:00a	08:30a	02:02p	30	0	8.00	2.68			
Wed	09/27/14	04:32a	09:00a	09:30a	04:02p	30	0	8.00	3.50			
Thu	09/28/14	04:06a	09:00a	09:30a	04:02p	30	0	8.00	3.43			
Fri	09/29/14	04:04a	09:00a	09:30a	03:17p	30	0	3.53	7.19			
Mon	09/01/14					0	0	8.00				H - Pay Record
Tue	09/02/14	05:53a	11:00a	11:39a	03:27p	30	0	6.00	1.07			
Wed	09/03/14	05:15a			10:18a	0	0	5.02				
Thu	09/04/14	02:58a	08:00a	08:30a	02:20p	30	0	8.00	2.90			
Fri	09/05/14	05:01a	10:00a	10:30a	02:47p	30	0	8.00	1.27			
								77.02	22.260	00		
Employee ID:								77.02	22.26	0.00		
Report Totals:								77.02	22.260	00		

029114 338242 5223 000410207 1
011-0010

GOODWILL RETAIL SERVICES
3RD FLR BO (323) 223-1211
342 N. SAN FERNANDO ROAD
LOS ANGELES, CA 90031-1762

Yearly (Meal Status) Married
Exempt/Allowances:
Federal 3
CA 3

Social Security Number: XXX-XX-XXXX

Earnings	rate	hours	time period	year to date
Regular	11.0000	78.90		878.90
Overtime	18.5000	.38		84.43
Overtime	19.2350	.63		11.49
Bonus Retail				141.00
Doz/oto Time				110.84
Holiday				538.00
Lunch				75.00
Retro Pay				428.62
GRAND TOTAL				17,970.78

Deductions	Statutory		
Federal Income Tax	-25.17		260.79
Social Security Tax	-64.62		1,099.15
Medicare Tax	-14.97		257.08
CA SUI/SDI Tax	-10.32		178.72
CA State Income Tax			28.29
Other			
Dental Hire	-1.63*		34.77
Vision/Scope	-3.36*		63.84
Mta Bus Pass			144.00
GRAND TOTAL			
Checking 1	-917.89		15,904.16
GRAND TOTAL			

* Excluded from federal taxable wages

Earnings Statement



Period Beginning: 09/20/2014
Period Ending: 10/03/2014
Pay Date: 10/16/2014

00000000207

Your federal taxable wages this period are \$1,032.47

Other Benefits and Information	this period	total to date
Gen 409B Contr		340.78
Anniversary		32.00
Safety Day		58.00
Safety Grp Code		0009242
Sick Hr Balance		118.59
Vac Hrs Balance		198.99

GOODWILL RETAIL SERVICES
3RD FLR BO (323) 223-1211
342 N. SAN FERNANDO ROAD
LOS ANGELES, CA 90031-1762

Advice number: 00000410207
Pay date: 10/10/2014

Deposited to the account of [redacted] account number [redacted] transit ABA [redacted] amount \$917.89

THIS IS NOT A CHECK

NON-NEGOTIABLE



Bid Guaranty

Attached in Binder 1 of 4 is a Cashier's Check in the amount of \$75,000, which exceeds the requirement for 10% of our total proposed annual price.



Additional Information

There is no additional information we wish to present.

Thank you for your consideration.

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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. Roger Knight of Fleet Management								
Phone Number: (626) 794-7732								
E-mail: rknight@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								
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				
As-Needed							
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows					X		
Wash walls					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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. David Blessing of Fleet Management								
Phone Number: (626) 814-1321								
E-mail: dblessin@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						
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						X
Spot wash walls and doors							
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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. Jeff Hensley of Fleet Management								
Phone Number: (310) 417-5184								
E-mail: jhensley@dpw.lacounty.gov								
Office Hours: Monday to Friday 6:00am to 4:30pm,								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service between: Mon-Thur 6:00am to 4:30pm								
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						

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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Fleet Management Group								
Public Works Site Contract Manager: Mr. Daniel Aka of Road Maint. District 4		Square Footage	Shop Office & Restroom	440	Lunch Area inside repair shop	360	Restroom, Showers, and Lockers	456
Phone Number: (562) 869-1176								
E-mail: daka@dpw.lacounty.gov		Equipment & Body Shop Office and Restroom	1,081	2,337	Total Square Footage			
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm					Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls			
Required Service Hours, Days, and Staffing		Empty waste containers and ashtrays						
Days of Service: Monday through Friday		Clean debris from sand jars						
Hour of Service Between: 7:00am to 3:00pm		Sweep uncarpeted floors						
Minimum Required Hours Per Day*: 2 hrs/day		Clean and disinfect all sinks and drinking fountains and disinfect						
Minimum Required Number of Staff*: 2 (each staff - 1 hr/day)		Spot mop uncarpeted floors						

	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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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								
	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 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 Crescenta, CA 91214		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed		
Public Works Division: Flood Maintenance										
Public Works Site Contract Manager: Mr. Vic Vanderwielen of Flood Maintenance		Square Footage	132	121	191	49	49	325	170	905
Phone Number: (818) 248-3842										
E-mail: VVANDER@dpw.lacounty.gov		Required Service Hours, Days, and Staffing								
Office Hours: Monday through Thursday, 6:00 a.m. to 4:30 p.m.		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										
Superintendent Office										
Foreman Room No. 1										
Foreman Room No. 2										
Restroom No. 1										
Restroom No. 2										
Reception Office										
Break Room										
Total Square Footage										
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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Mr. Paul Melillo of Flood Maintenance								
Phone Number: (661) 255-0672								
E-mail: pmelillo@dpw.lacounty.gov								
Office Hours: Mon to Fri: 6:00 am to 4:30 pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday and Thursday								
Hour of Service from: 12:30 pm - 2:30 pm								
Minimum Required Hours Per Day*: 4 hrs/day								
Minimum Required Number of Staff*: 2 (each staff - 2hrs/day)								
	Description of Service Areas	Square Footage						
	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
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							
Clean all conference rooms after each meeting. Dust furniture.	X						
Arrange furniture in an orderly manner							X
Dust all office desks and equipment			X				
Sweep and mop tile and concrete floors. Buff, as needed.							
Restrooms	X						
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							
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				
Wipe down tables & chairs	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 sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary	X						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
		X	X				
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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Maria Diaz-Castillo of Flood Maintenance								
Phone Number: (626) 445-7630								
E-mail: mdiaz@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						
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							
Remove washable graffiti facility		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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Maria Diaz-Castillo of Flood Maintenance								
Phone Number: (626) 445-7630								
E-mail: mdiaz@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	602						
	Two Bathrooms	193						
	Kitchen area	336						
	Hallway	307						
	Driller's Office	216						
	New Bathroom #1	84						
	New Bathroom #2	60						
	Training Room	900						
	Total Square Footage	2,698						

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							

	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	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 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				

	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	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 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		

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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Flood Maintenance								
Public Works Site Contract Manager: Maria Diaz-Castillo of Flood Maintenance								
Phone Number: (626) 445-7630								
E-mail: mdiaz@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								
	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								
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		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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed		
Public Works Division: Flood Maintenance										
Public Works Site Contract Manager: Mr. Robert Gresham of Flood Maintenance										
Phone Number: (562) 861-0316										
E-mail: rgresham@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								
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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	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					
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 facings, and on corridor walls	X						
Restrooms							
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									
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed		
	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								
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		Each Business Day	Bi-Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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						
	Building 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						

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 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 for: JANITORIAL SERVICES FOR HANSEN YARD
10179 Glenoaks Blvd., Sun Valley, CA 91352**

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

Public Works Division: FLOOD MAINTENANCE DIVISION

Public Works Site Contract Manager: Dana Zindroski

Phone Number: 818-896-0594

E-mail: dzindros@dpw.lacounty.gov

Office Hours: Monday through Friday 6:30 am to 5:00 pm

Required Service Hours, Days, and Staffing

Days of Service: Monday Through Friday

Hours of Service Between: 7:00 am - 2:00 pm

Minimum Required Hours Per Day*: 5 hours

Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage	Frequency					
		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Building 1, Main Office, Kitchen, Entry way, and 2 Restrooms	1,978						
Building 3, Tool Room Office	120						
Building 4, Conference Room upstairs and 1 Restroom at ground level	1,082						
Building 5, Back office, 1 Restroom	1,612						
Building 6, Crew Room and 2 Restrooms	800						
Total Square Footage	5,592						

Office, Crew Rm, Conf Rm & Kitchenette

Description of Service Areas	Square Footage	Frequency					
		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually
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					
Spot wash walls							X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas, including corners and under furniture	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 and exterior side of all windows				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							
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X		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. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors.	X						
Restrooms							
Empty waste containers	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	N/A						
Stock restrooms with supplies	X						
Clean and mop all showers	N/A						

	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	X						
Clean all glass entrance doors	X						
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						
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						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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						
Wipe down lunch table & chairs/benches	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							
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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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						
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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Survey Office								
Public Works Site Contract Manager: Mr. Richard McCartle of Survey								
Phone Number: (562) 869-2217								
E-mail: rmccartl@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						

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							
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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Survey/MPM								
Public Works Site Contract Manager: Mr. James Roepel of Survey/MPM								
Phone Number: (818) 994-9931								
E-mail: jroepel@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						
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	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						

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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. Renee Duckett of Operational Services								
Phone Number: (626) 458-1828								
E-mail: rduckett@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. 4a	850						
	Building No. 4b	800						
	Building No. 5	1880						
	Building No. 8	7175						
	Building No. 9	1800						
	Total Square Footage	31,930						

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	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							
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							
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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: Renee Duckett of Operational Services								
Phone Number: (626) 458-1828								
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						
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							
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 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 OSD (MD5) 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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services							
Public Works Site Contract Manager: Arden Hughes of OSD							
Phone Number: (661) 265-7134							
E-mail: ahughes@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							
	Square Footage						
Restroom No.2 (Men)	55						
Offices, Hallways, Lobby	745						
Total Square Footage	800						
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		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 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						

	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	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						
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						X	
Wash windows				X			
Wash walls			X				

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).

Address: 2811 Woodlyn Drive, Pasadena, Ca. 91107		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. Cal Ito of Operational Services								
Phone Number: (626) 798-9154								
cito@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: Tuesday Only								
Hour of Service from: 1:00 PM to 4:00pm								
Minimum Required Hours Per Day*: 3hrs/day								
Minimum Required Number of Staff*: 1								
	Description of Service Areas	Square Footage						
	Building No.1 Office	1458						
	Building No. 2 Trailer	960						
	Building No.							
	Building No.							
	Building No.							
	Building No.							
	Total Square Footage	2,418						
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		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	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	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!			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 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: 14514 Central Ave. Baldwin Park, Ca. 91706		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: Mr. Dennis Gutierrez of OSD								
Phone Number: (626) 813-9102								
dgutierrez@dpw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 4 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday and Thursday Only								
Hour of Service from: 7:30 AM to 9:30 AM								
Minimum Required Hours Per Day*: 2hrs/day								
Minimum Required Number of Staff*: 1								
	Description of Service Areas	Square Footage						
	Building No.1 Office	638						
	Building No. 2 Crew Quarters	231						
	Building No.							
	Building No.							
	Building No.							
	Building No.							
	Total Square Footage	869						
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	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	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	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!			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 for: Upper Central Yard
 2275 Alcazar St., Los Angeles, CA 90033
 (Trailer for Engineering Unit Bldg 2A)**

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services Division								
Public Works Site Contract Manager: Renee Duckett of Operational Services								
Phone Number: (626) 458-1762 x1828								
E-mail: rduckett@dpw.lacounty.gov								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hours of Service Between: 2:00PM - 3:00PM								
Minimum Required Hours Per Day*: 1								
Minimum Required Number of Staff*: 1								
	Description of Service Areas	Square Footage						
	Office, kitchen, and one restroom	0						
	Crew room and restroom	0						
	Total Square Footage	960						

Office		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 all sinks and drinking fountains		n/a						
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 desks, computers, chairs, tables and cabinets			x					

	n/a	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop non-carpeted areas	n/a		X					
Spot wash walls								
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 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	n/a							
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.	n/a						
Restrooms							
Empty waste containers and replace liners	n/a						
Clean and refill dispensers, including sanitary napkins and hand washing	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						
Polish all chrome fixtures	n/a						
Clean Showers	n/a						
Stock restrooms with supplies	n/a						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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 Waste 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						
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						
Holding Tanks							
Sweep and wet mop all steps							
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	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		x					
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						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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	n/a						
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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Office Hours: Monday to Friday, 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service: 1:00pm to 5:00pm								
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						
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							
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 sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary	X				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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Office Hours: Monday to Thursday, 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
Hour of Service: 1:00pm to 3:00pm								
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						

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							
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					

Scope of Services- Janitorial Services for RD 116/416

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Office Hours: Tuesday to Friday, 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through 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						
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						X
Remove washable graffiti							
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 RD 417

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Office Hours: Monday to Thursday, 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
Hour of Service Between: 7:00am to 2:00pm								
Minimum Required Hours Per Day*: 1.5 hrs/day								
Minimum Required Number of Staff*: 1								
	Square Footage							
Restroom No.1	81							
Restroom No.2	130							
Office Building	389							
Crew/Locker room Building	652							
Total Square Footage	1,252							
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 RD 514

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Office Hours: Monday to Thursday 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
Hour of Service Between: 7:00am to 2:00pm								
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								
	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

	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							
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 sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary	X				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 RD 519

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Office Hours: Tuesday to Friday, 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through 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						
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					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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
	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 RD 518

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance								
Phone Number: (626) 337-1277								
E-mail: garanki@dpw.lacounty.gov								
Office Hours: Monday to Thursday 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
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						

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							
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	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - MD3							
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance							
Phone Number: (310) 348-6448, Extension 235							
E-mail: jdonald@dpw.lacounty.gov							
Office Hours: Monday to Friday 6:00am to 4:30pm							
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	2,200						
Building No. 2 - Tree Crew Offices / Conference Room / Restroom	1,100						
Building No. 3 - Office / Storage Room	400						
Total Square Footage	3,700						

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, computers, chairs, tables and cabinets		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 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 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				

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	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	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 RD 233/333/433 - 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed	
Public Works Division: Road Maintenance - RD 233									
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance									
Phone Number: (310) 348-6448, Extension 235									
E-mail: jdonald@dpw.lacounty.gov									
Office Hours: Monday to Friday 6:00am to 4:30pm									
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	1,350								
Total Square Footage	2,050								
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, 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 free of dust and dirt	X								
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	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		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						
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 RD 339/539 - Agoura Yard

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 339								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance								
Phone Number: (310) 348-6448, Extension 235								
E-mail: jdonald@dpw.lacounty.gov								
Office Hours: Monday to Thursday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
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 / Restrooms	1,250						
	Total Square Footage	1,250						
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, computers, chairs, tables and cabinets			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 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 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 .					X		
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 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
			X				
Vacuum upholstered furniture						X	
Shampoo or steam clean carpeting				X			
Wash windows							
Wash walls			X				

Scope of Services- Janitorial Services for RD 232A - Lawndale Yard

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 232A								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance								
Phone Number: (310) 348-6448, Extension 235								
E-mail: jdonald@dpw.lacounty.gov								
Office Hours: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through 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						
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, 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 free of dust and dirt		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				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						X
Remove washable graffiti							
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		X	
Wash windows							
Wash walls			X				

Scope of Services- Janitorial Services for RD 232 - Lomita Yard

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 232								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance								
Phone Number: (310) 348-6448, Extension 235								
E-mail: jdonald@dpw.lacounty.gov								
Office Hours: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through 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 / Conference Room / Restroom	1,440						
	Total Square Footage	2,065						
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, 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 free of dust and dirt	X								
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	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
			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting				X			
Wash windows						X	
Wash walls			X				

Scope of Services- Janitorial Services for RD 336 - Malibu Yard

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance - RD 336								
Public Works Site Contract Manager: Mr. Jeffrey Donaldson of Road Maintenance								
Phone Number: (310) 348-6448, Extension 235								
E-mail: jdonald@dpw.lacounty.gov								
Office Hours: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through 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 / Restroom	765						
	Building No. 2 - RD 336 Crew Room / Restroom	900						
	Total Square Footage	1,665						
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, 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 free of dust and dirt		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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: daka@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						
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 (Old Permit office)		968						
Total Square Footage		8,423						
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							
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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: daka@dpw.lacounty.gov								
Office Hours: Monday to Friday 7:00am to 3:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through 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						
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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: daka@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 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						
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					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			

	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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: daka@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: 7:00 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						
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					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						
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 Main Office (MD5)

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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 Friday 6:30am to 5:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hours of Service from: 5:00pm to 11:00pm								
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, 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	

	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 sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary	X				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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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 Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hours of Service Between: 5:00pm to 11:00pm								
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						

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							
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
			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 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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through Friday								
Hours of Service Between: 4:30 pm to 10:30pm								
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						
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: 17931 Sierra Highway Canyon Country, CA 91351		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through Friday								
Hours of Service Between: 4:30pm to 10:30pm								
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								
	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				

	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							
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns			X		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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
Hours of Service Between: 4:30pm to 10:30pm								
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								
	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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Thursday								
Hours of Service Between: 4:30pm to 10:30pm								
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

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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through Friday								
Hours of Service Between: 4:30pm to 10:30pm								
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

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 for: The House Office ,14747 E. Ramona Blvd.,
Baldwin Park, CA 91706

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

Public Works Division: Road Maintenance

Public Works Site Contract Manager: Mr. Gus Aranki of Road Maintenance

Phone Number: (626) 337-1277

E-mail: garanki@dpw.lacounty.gov

Required Service Hours, Days, and Staffing

Days of Service: one day per week

Hours of Service Between: 2:00pm to 4:00pm

Minimum Required Hours Per Day*: 2 hr/day

Minimum Required Number of Staff*: 1

Description of Service Areas	Square Footage	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Office, kitchen, and one restroom	1,800							
Crew room and restroom	0							
Total Square Footage	1,800							

Office, Crew room, & Kitchenette

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			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		X					
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		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					
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	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					
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	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 Waste 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						
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	N/A								
Clean and wipe out all exterior ash trays with damp cloth	N/A								

	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 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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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						
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephones 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 MD4- Permit Office

*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		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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: daka@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						
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 Construction House

Address: 38126 N. Sierra Hwy, Palmdale, CA 93550 (Construction House)		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Construction Division								
Public Works Site Contract Manager: Fahim Rahimi of Construction Division								
Phone Number: (626) 458-3112								
E-mail: frahimi@dpw.lacounty.gov								
Office Hours: Monday to Friday 7:00am to 3:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Weekly								
Hours of Service Between: 4:00pm to 10:00pm								
Minimum Required Hours Per Day*: 2 hrs per WEEK								
Minimum Required Number of Staff*: 1								
	Description of Service Areas	Square Footage						
	Office, kitchen, and one restroom	1,000						
	Crew room and restroom	0						
	Total Square Footage	1,000						

Office, Crew room, & Kitchenette

Empty waste containers and ashtrays		X						
Clean debris from sand jars								
Sweep uncarpeted floors								
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors		X						
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets				X				
Damp mop non-carpeted areas								
Spot wash walls								

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones							
Vacuum carpeted areas ensuring that corners and areas under furniture		X					
Dust baseboards and window sills							
Spot clean partitions							
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							
Damp wipe clock facings							
Damp wipe door knobs, kick plates and threshold plates							
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean doors, door jams and walls to remove fingerprints and smudges							
Polish desk tops and tables							
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							
Clean hand prints from all office and corridor walls and columns							
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							
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							
Clean all office glass partitions and office doors							
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges							
Vacuum upholstered furniture							
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates							
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							
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							
Spot wash walls, partitions and doors							
Replace plastic liners in waste containers		X					
Remove mineral deposits around faucets							
Remove stains in toilet bowls and urinals		X					
Clean wall area behind basins and toilet bowls							
Clean toilet bases		X					
Wash kick plates and push plates on doors							
Clean basin and floor drains							
Wash partition stalls .							
Clean exterior surfaces of accessible traps and pipes							
Clean all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures							
Clean Showers							
Stock restrooms with supplies		X					
Clean and mop all showers							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary							
Spot clean partitions glass							
Clean all glass entrance doors							
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners							
Wash table tops and serving areas							
Dust chairs							
Sweep uncarpeted floors in eating areas							
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs							
Damp mop uncarpeted floors							
Spot wash walls and doors							
Clean inside and outside of all refrigerators							
Clean inside and outside of all microwaves							
Elevators							
Clean tracks							
Sweep uncarpeted floors							
Spot wash walls and doors							
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							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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							
Remove washable graffiti							
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							
Clean exterior window ledges							
Clean sidewalks, remove gum and stains from sidewalks around outside of building							
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							
Spot wash walls, as necessary							
Clean outside sand jars							
Clean and wipe out all exterior ash trays with damp cloth							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							
Empty waste containers; remove debris							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Dust shelves							
Materials shall be arranged/stored in an orderly manner							
Balconies and Ledges							
Clean floor areas and ledges							
Wipe railings							
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							
Dust or Vacuum ceiling vents							
Wash partition glass							
Strip resilient tile, apply floor finish and buff							
Dust/clean venetian blinds							
Vacuum draperies							
Dust high ledges and moldings							
Vacuum upholstered furniture							
Shampoo or steam clean carpeting							
Wash windows							
Wash walls							

Exhibit I CON-4

Scope of Services- Janitorial Services for Saticoy Yard Construction Office

Address: Saticoy Yard, 13436 Saticoy Street, North Hollywood 91605		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Construction Division								
Public Works Site Contract Manager: Fahim Rahimi of Construction Division								
Phone Number: (626) 458-3112								
E-mail: frahimi@dpw.lacounty.gov								
Required Service Hours, Days, and Staffing								
Days of Service: WEEKLY								
Hours of Service Between: 7:00 A.M. TO 9:00 A.M.								
Minimum Required Hours Per Day*: 1 HR PER WEEK								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Office, kitchen, and one restroom	300							
Crew room and restroom	0							
Total Square Footage	300							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays			X					
Clean debris from sand jars								
Sweep uncarpeted floors			X					
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors			X					
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets				X				
Damp mop non-carpeted areas								
Spot wash walls								

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones							
Vacuum carpeted areas ensuring that corners and areas under furniture							
Dust baseboards and window sills							
Spot clean partitions							
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							
Damp wipe clock facings							
Damp wipe door knobs, kick plates and threshold plates							
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean doors, door jams and walls to remove fingerprints and smudges							
Polish desk tops and tables							
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							
Clean hand prints from all office and corridor walls and columns							
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							
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							
Clean all office glass partitions and office doors							
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges							
Vacuum upholstered furniture							
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates							
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							
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							
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							
Clean basin and floor drains							
Wash partition stalls .							
Clean exterior surfaces of accessible traps and pipes							
Clean all restroom fixtures, mirrors and floors.							
Polish all chrome fixtures							
Clean Showers							
Stock restrooms with supplies		X					
Clean and mop all showers							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary							
Spot clean partitions glass							
Clean all glass entrance doors							
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners							
Wash table tops and serving areas							
Dust chairs							
Sweep uncarpeted floors in eating areas							
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs							
Damp mop uncarpeted floors							
Spot wash walls and doors							
Clean inside and outside of all refrigerators							
Clean inside and outside of all microwaves							
Elevators							
Clean tracks							
Sweep uncarpeted floors							
Spot wash walls and doors							
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							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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							
Remove washable graffiti							
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				X			
Clean all exterior screens							
Clean air diffuser grills and ceiling area around diffusers							
Clean exterior window ledges							
Clean sidewalks, remove gum and stains from sidewalks around outside of building							
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary							
sweep up and pick up loose trash from around buildings and the yard							
Spot wash walls, as necessary							
Clean outside sand jars							
Clean and wipe out all exterior ash trays with damp cloth							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							
Empty waste containers; remove debris							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Dust shelves							
Materials shall be arranged/stored in an orderly manner							
Balconies and Ledges							
Clean floor areas and ledges							
Wipe railings							
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							
Dust or Vacuum ceiling vents							
Wash partition glass							
Strip resilient tile, apply floor finish and buff							
Dust/clean venetian blinds							
Vacuum draperies							
Dust high ledges and moldings							
Vacuum upholstered furniture							
Shampoo or steam clean carpeting							
Wash windows							
Wash walls							

Scope of Services- Janitorial Services for Acton Metrolink Station

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

Address: 730 W. Sierra Hwy, Acton CA 93550		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Programs Development								
Public Works Site Contract Manager: Mr. Jesus Camarena of PDD								
Phone Number: (626) 458-3965								
E-mail: jcamarena@dpw.lacounty.gov								
Office Hours: M-Th 6:15 a.m. to 5:00 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday and Thursday								
Hour of Service Between: 9:30 am to 11:30 am								
Minimum Required Hours Per Day*: 2 hr/day (Twice a Week Only)								
Minimum Required Number of Staff*: 1 (each staff - 1 hr/day)								
	Description of Service Areas	Square Footage						
	Metrolink Station	15,500						
	Total Square Footage	15,500						

Security Guard Office

Empty waste containers		2X						
Clean debris from sand jars	N/A							
Sweep uncarpeted floors		2X						
Clean all sinks and drinking fountains	N/A							
Spot mop uncarpeted floors		2X						
Wash/clean door glass and frames		2X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		2X						
Damp mop non-carpeted areas		2X						
Spot wash walls		2X						
Dust telephones		2X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		2X					
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		2X					
Replace plastic liners in waste containers		2X					
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges		2X					
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	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					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	N/A						

	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		2X					
Sweep and mop tile and concrete floors. Buff, as needed.		X					
Restroom							
Empty waste containers and replace liners		2X					
Clean and refill dispensers, including sanitary napkins and hand washing soap		2X					
Clean sinks, sink fixtures and mirrors		2X					
Disinfect sinks, toilets, toilet seats and urinals		2X					
Wet mop floors with disinfectant detergent		2X					
Spot wash walls, partitions and doors		2X					
Replace plastic liners in waste containers		2X					
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals		2X					
Clean wall area behind basins and toilet bowls		2X					
Clean toilet bases		2X					
Wash kick plates and push plates on doors		2X					
Clean basin and floor drains		2X					
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.		2X					
Polish all chrome fixtures		2X					
Clean Showers	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stock restrooms with supplies		2X					
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		2X					
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							
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		2X					
Remove washable graffiti							X
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					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	N/A						
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A				X		
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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!		2X					
Dust or Vacuum ceiling vents				X			
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- Public Works Child Care Center

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

Address: 406 South Second Street, Alhambra, California 91801		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Administrative Services Division								
Public Works Site Contract Manager: Mr. Jesus Castillo								
Phone Number: (626) 458-4055								
E-mail: jacastill@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 7:30 a.m. to 5 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday and Thursday								
Hour of Service from: 7:00 pm to 11:00 pm								
Minimum Required Hours Per Day*: 2 hr/day								
Minimum Required Number of Staff*: 1								
	Description of Service Areas	Square Footage						
	Superintendent 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						
	Conference Room	1100						
	Total Square Footage	2,137						
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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
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	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 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						

Bid Detail Information

Bid Number : PW-ASD # 937
Bid Title : Janitorial Services (2014-PA034)
Bid Type : Service
Department : Public Works
Commodity : JANITORIAL/CUSTODIAL SERVICES
Open Date : 9/26/2014
Closing Date : 10/22/2014 5:30 PM
Bid Amount : \$ 750,000
Bid Download : Not Available

Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for the contract for Janitorial Services (2014-PA034). This contract has been designed to have a potential maximum contract term of five years, consisting of an initial one-year term and four potential additional one year option renewals. The annual contract amount of this service is estimated to be \$750,000. 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.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/asd/contracts>.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFP document including, but not limited to:

1. Proposing entity must have at least five years of experience, within the last ten years, performing janitorial services for private or public institutions, servicing multiple locations per job.
2. Proposing entity's supervisor or Project Manager assigned to these services must have at least five years of experience supervising janitorial staff in contracts serving multiple locations.
3. 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.
4. The use of subcontractors is prohibited for these services. Please disregard all references to subcontractor in this RFP.

A Proposers' Conference will be held on Wednesday, October 8, 2014, at 9 a.m., at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room C. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference.

There are no mandatory walk-throughs for this solicitation; however, it is the Proposers' sole responsibility to do their due diligence and to contact each site Contract Manager to arrange a site visit and familiarize themselves with each site location and its requirements before submitting their proposal. Proposers must coordinate with each site Contract Manager prior to visiting the site. Arranging the date and time of the site visits will be at the site Contract Manager's sole discretion. Each site Contract Manager's name and contact information can be found in the Exhibit I(s), Scope of Services. All site visits should be carried out prior to the established proposal deadline. The proposal due date will not be extend to allow extra time to conduct the site visits. Proposers can start the site visits only after the Mandatory Proposers' Conference.

The deadline to submit proposals is Wednesday, October 22, 2014, at 5:30 p.m. Please direct your questions to Mr. Manoukian at the number listed on the previous page.

Contact Name : Edwin Manoukian
Contact Phone# : (626) 458-4057
Contact Email : emanoukian@dpw.lacounty.gov
Last Changed On : 9/26/2014 9:33:31 AM