

**SECTION C  
GENERAL TERMS & CONDITIONS**

**THE STATE OF TEXAS**

**BID # LC-R-0734-027-20439**

**COUNTY OF HARRIS**

**ORDINANCE # 05-1010**

**CONTRACT # C57244**

**I. PARTIES**

**A. Address**

**THIS AGREEMENT FOR CLEANING & JANITORIAL SERVICES FOR VARIOUS DEPARTMENTS** ("Agreement") is made on the Countersignature Date between the **CITY OF HOUSTON, TEXAS** ("City"), a municipal corporation and McLemore Building Maintenance, Inc. ("Contractor or Vendor"), a corporation doing business in Texas.

The initial addresses of the parties, which one party may change by giving written notice to the other party, are as follows:

**City**

City Purchasing Agent for Director  
of Various Departments  
City of Houston  
P.O. Box 1562  
Houston, Texas 77251

**Contractor**

McLemore Building Maintenance, Inc.  
110 Fargo  
Houston, TX 77006  
Phone: 713-528-7775  
Fax: 713-523-4341

The Parties agree as follows:

**B. Table of Contents**

This Agreement consists of the following sections:

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- A. DEFINITIONS
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- C. EQUAL EMPLOYMENT OPPORTUNITY
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- E. DRUG POLICY COMPLIANCE AGREEMENT
- F. CERTIFICATION OF NO SAFETY IMPACT POSITIONS
- G. DRUG POLICY COMPLIANCE DECLARATION
- H. FEES AND COSTS
- I. PERFORMANCE BOND

**C. Parts Incorporated**

The above described sections and exhibits are incorporated into this Agreement.

**D. Controlling Parts**

If a conflict among the sections or exhibits arises the Exhibits control over the Sections.

**E. Definitions**

Certain terms used in this Agreement are defined in Exhibit "A".

**A. Signatures**

The Parties have executed this Agreement in multiple copies, each of which is an original.

ATTEST/SEAL (if a corporation):

McLemore Building Maintenance, Inc.

WITNESS (if not a corporation):

By: *Stephanie McLemore*  
Name: Stephanie McLemore  
Title: CFO

By: *Curtis McLemore*  
Name: Curtis McLemore  
Title: CEO  
Federal Tax ID Number: 74-1804594

ATTEST/SEAL:

CITY OF HOUSTON, TEXAS

Signed by:

*[Signature]*  
City Secretary

*Bill White*  
Mayor *[Signature]*

APPROVED:

COUNTERSIGNED BY:

*[Signature]*  
City Purchasing Agent

*Annise D. Parker*  
*May Ann Ford*  
City Controller

DATE COUNTERSIGNED:

8/29/05

This Contract has been reviewed as to form by the undersigned legal assistant and has been found to meet established Legal Department criteria. The Legal Department has not reviewed the content of these documents.

7-26-05  
Date

*[Signature]*  
Legal Assistant

**A. Signatures**

The Parties have executed this Agreement in multiple copies, each of which is an original.

ATTEST/SEAL (if a corporation):

McLemore Building Maintenance, Inc.

WITNESS (if not a corporation):

By: *Stephanie McLemore*  
Name: Stephanie McLemore  
Title: CFO

By: *Curtis McLemore*  
Name: Curtis McLemore  
Title: CEO  
Federal Tax ID Number: 74-1804594

ATTEST/SEAL:

*Chris Russell*  
City Secretary

CITY OF HOUSTON, TEXAS

Signed by:

*Bill White*  
Mayor *Sammy Goldsmith*

APPROVED:

*Calvin D. White*  
City Purchasing Agent

COUNTERSIGNED BY:

*Annise D. Parker*  
*May Ann Ford*  
City Controller

DATE COUNTERSIGNED:

8/29/05

This Contract has been reviewed as to form by the undersigned legal assistant and has been found to meet established Legal Department criteria. The Legal Department has not reviewed the content of these documents.

7-26-05  
Date

*Paul Richards*  
Legal Assistant

## II. DUTIES OF CONTRACTOR

### A. Scope of Services

In consideration of the payments specified in this Agreement, Contractor shall provide all labor, material, and supervision necessary to perform the services described in Exhibit "B."

### B. RELEASE

CONTRACTOR AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE CITY) FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

### C. INDEMNIFICATION

CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY "THE CITY") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEY'S FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY:

- (1) CONTRACTOR'S AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN NUMBERED

PARAGRAPHS 1-3, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS;

- (2) THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND
- (3) THE CITY'S AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.

CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE CITY HARMLESS DURING THE TERM OF THIS CONTRACT AND FOR FOUR YEARS AFTER THE CONTRACT TERMINATES. CONTRACTOR'S INDEMNIFICATION IS LIMITED TO \$500,000.00 PER OCCURRENCE. CONTRACTOR SHALL NOT INDEMNIFY THE CITY FOR THE CITY'S SOLE NEGLIGENCE.

**D. INDEMNIFICATION PROCEDURES**

- (1) Notice of Claims. If the City or Contractor receives notice of any claim or circumstances which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 10 days. The notice must include the following:
  - (a) a description of the indemnification event in reasonable detail,
  - (b) the basis on which indemnification may be due, and the anticipated amount of the indemnified loss.

This notice does not stop or prevent the City from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If the City does not provide this notice within the 10 day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

- (2) Defense of Claims

- (a) Assumption of Defense. Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to the City. Contractor shall then control the defense and any negotiations to settle the claim. Within 10 days after receiving written notice of the indemnification request, Contractor must advise the City as to whether or not it will defend the claim. If Contractor does not assume the defense, the City shall assume and control the defense, and all defense expenses constitute an indemnification loss.
- (b) Continued Participation. If Contractor elects to defend the claim, the City may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Contractor may settle the claim without the consent or agreement of the City, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the City to comply with restrictions or limitations that adversely affect the City, (ii) would require the City to pay amounts that Contractor does not fund in full, (iii) would not result in the City's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

#### **E. Insurance**

Contractor shall maintain in effect certain insurance coverage and shall furnish certificates of insurance, in duplicate form, before beginning its performance under this Agreement. All policies except Professional Liability and Workers' Compensation must name the City as an additional insured. The issuer of any policy (1) shall have a Certificate of Authority to transact insurance business in Texas or (2) shall be an eligible non-admitted insurer in the State of Texas and have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition Best's Key Rating Guide. Contractor shall maintain the following insurance coverages in the following amounts:

- (1) Commercial General Liability insurance including Contractual Liability insurance:

\$500,000 per occurrence; \$1,000,000 aggregate

- (2) Workers' Compensation including Broad Form All States endorsement:

Statutory amount

- (3) Automobile Liability insurance

\$1,000,000 combined single limit per occurrence

Defense costs are excluded from the face amount of the policy.

Aggregate Limits are per 12-month policy period unless otherwise indicated.

- (4) Employer's Liability

Bodily injury by accident \$100,000 (each accident)

Bodily injury by disease \$100,000 (policy limit)

Bodily injury by disease \$100,000 (each employee)

All insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the City, and that it shall give 30 days written notice to the City before they may be canceled, materially changed, or non-renewed. Within the 30 day period, Contractor shall provide other suitable policies in lieu of those about to be canceled, materially changed, or non-renewed so as to maintain in effect the required coverage. If Contractor does not comply with this requirement, the Director, at his or sole discretion, may:

- (1) immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or
- (2) purchase the required insurance with City funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.

**F. Warranties**

Contractor represents and warrants that it shall perform all work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under this Agreement.

With respect to any parts and goods furnished by it, Contractor warrants:

- (1) that all items are free of defects in title, material, and workmanship,
- (2) that each item meets or exceeds the manufacturer's specifications and requirements for the equipment, structure, or other improvement in which the item is installed,
- (3) that each replacement item is new in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and
- (4) that no item or its use infringes any patent, copyright, or proprietary right.

**G. Licenses and Permits**

Contractor shall obtain and pay for all licenses, permits, and certificates required by any statute, ordinance, rule, or regulation.

**H. Compliance with Equal Opportunity Ordinance**

Contractor shall comply with the City's Equal Employment Opportunity Ordinance as set out in Exhibit "C."

**I. MWBE Compliance**

Contractor shall comply with the City's Minority and Women Business Enterprise ("MWBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply agreements in at least 11% of the value of this Agreement to MWBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Affirmative Action Division and will comply with them.

Contractor shall require written subcontracts with all MWBE subcontractors and shall submit all disputes with MWBEs to binding arbitration in Houston, Texas if directed to do so by the Affirmative Action Division Director. MWBE subcontracts must contain the terms set out in Exhibit "D." If Contractor is an individual person (as distinguished from a corporation, partnership, or other legal entity), and the amount of the subcontract is \$50,000 or less, the subcontract must also be signed by the attorneys of the respective parties.

**J. Drug Abuse Detection and Deterrence**

(1) It is the policy of the City to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by contractors while on City

Premises is prohibited. Contractor shall comply with all the requirements and procedures set forth in the Mayor's Drug Abuse Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), which is incorporated into this Agreement and is on file in the City Secretary's Office.

(2) Before the City signs this Agreement, Contractor shall file with the Contract Compliance Officer for Drug Testing ("CCODT"):

- (a) a copy of its drug-free workplace policy,
- (b) the Drug Policy Compliance Agreement substantially in the form set forth in Exhibit "D," together with a written designation of all safety impact positions and,
- (c) if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the form set forth in Exhibit "E."

If Contractor files a written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every 6 months during the performance of this Agreement or on completion of this Agreement if performance is less than 6 months, a Drug Policy Compliance Declaration in a form substantially similar to Exhibit "F." Contractor shall submit the Drug Policy Compliance Declaration to the CCODT within 30 days of the expiration of each 6-month period of performance and within 30 days of completion of this Agreement. The first 6-month period begins to run on the date the City issues its Notice to Proceed or if no Notice to Proceed is issued, on the first day Contractor begins work under this Agreement.

(3) Contractor also shall file updated designations of safety impact positions with the CCODT if additional safety impact positions are added to Contractor's employee work force.

(4) Contractor shall require that its subcontractors comply with the Executive Order, and Contractor shall secure and maintain the required documents for City inspection.

#### **K. Environmental Laws**

Contractor shall comply with all rules, regulations, statutes, or orders of the Environmental Protection Agency ("EPA"), the Texas Commission on Environmental Quality ("TCEQ"), and any other governmental agency with the authority to promulgate environmental rules and regulations (Environmental Laws). Contractor shall

promptly reimburse the City for any fines or penalties levied against the City because of Contractor's failure to comply.

Contractor shall not possess, use, generate, release, discharge, store, dispose of, or transport any Hazardous Materials on, under, in, above, to, or from the site except in strict compliance with the Environmental Regulations. "Hazardous Materials" means any substances, materials, or wastes that are or become regulated as hazardous or toxic substances under any applicable federal, state, or local laws, regulations, ordinances, or orders. Contractor shall not deposit oil, gasoline, grease, lubricants or any ignitable or hazardous liquids, materials, or substances in the City's storm sewer system or sanitary sewer system or elsewhere on City Property in violation of the Environmental Laws.

**L. Performance Bond**

Contractor shall furnish and maintain throughout the initial term of the Agreement a performance bond in the amount of 100% of the amount of the contract for the initial term. Contractor shall renew this bond for each renewal year of this agreement in an amount equal to the contract amount for the applicable renewal term. The bond shall be conditioned upon Contractor's full and timely performance of this agreement and must be issued by a corporate surety authorized to write surety bonds in the State of Texas and be in the form set out in Exhibit "I."

**M. Contractor's Performance**

Contractor shall make citizen satisfaction a priority in providing services under this Agreement. Contractor shall train its employees to be customer service-oriented and to positively and politely interact with citizens when performing contract services. Contractor's employees shall be clean, courteous, efficient, and neat in appearance and committed to offering the highest quality of service to the public. If, in the Director's opinion, Contractor is not interacting in a positive and polite manner with citizens, he or she shall direct Contractor to take all remedial steps to conform to these standards.

**N. Payment of Employees and Subcontractors**

Contractor shall make timely payments in accordance with applicable state and federal law to all persons and entities supplying labor, materials or equipment for the performance of this Agreement including Contractor's employees.

Failure of Contractor to pay its employees as required by law shall constitute a default under this contract for which the Contractor and its surety shall be liable on Contractor's performance bond if Contractor fails to cure the default as provided under this Agreement.

Contractor shall defend and indemnify the City from any claims or liability arising out of Contractor's failure to pay its subcontractors as required by law. Contractor shall submit disputes relating to payment of M/WBE subcontractors to arbitration in the same manner as any other disputes under the M/WBE subcontract.

**III. DUTIES OF CITY**

**A. Payment Terms**

The City shall pay and Contractor shall accept fees at the unit prices provided in Exhibit H for all services rendered and the Deliverables furnished by Contractor. The fees must only be paid from Allocated Funds, as provided below.

Any quantities of services or Deliverables shown in any part of this contract or its exhibits are estimated only and are not any guarantee that the City will not purchase more or less of those services or Deliverables. The City will pay only for the services or Deliverables actually ordered and only at the unit prices set out.

**B. Taxes**

The City is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to the City must not contain assessments of any of these taxes. The Director will furnish the City's exemption certificate and federal tax identification number to Contractor if requested.

**C. Method of Payment**

The City shall pay Contractor on the basis of invoices submitted by Contractor and approved by the Director, showing the specific tasks completed in the preceding month and the corresponding prices. The City shall make payments to Contractor at its address for notices within 30 days of receipt of an approved invoice.

**D. Method of Payment - Disputed Payments**

If the City disputes any items in an invoice Contractor submits for any reason, including lack of supporting documentation, the Director shall temporarily delete the disputed item and pay the remainder of the invoice. The Director shall promptly notify Contractor of the dispute and request remedial action. After the dispute is settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

**E. Limit of Appropriation**

- (1) The City's duty to pay money to Contractor under this Agreement is limited in its entirety by the provisions of this Section.
  
- (2) In order to comply with Article II, Sections 19 and 19a of the City's Charter and Article XI, Section 5 of the Texas Constitution, the City has appropriated and allocated the sum of \$2,700,236.00 to pay money due under this Agreement (the "Original Allocation"). The executive and legislative officers of the City, in their discretion, may allocate supplemental funds for this Agreement, but they are not obligated to do so. Therefore, the parties have agreed to the following procedures and remedies:
  
- (3) The City makes a supplemental allocation by sending a notice signed by the Director and the City Controller to Contractor and where appropriated, approved by motion, or ordinance of City Council in substantially the following form:

"NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS"

TO: [Name of Contractor]

FROM: City of Houston, Texas (the "City")

DATE: [Date of notice]

SUBJECT: Supplemental allocation of funds for the purpose of the "[title of this Agreement]" between the City and (name of Contractor) countersigned by the City Controller on (Date of Countersignature) (the "Agreement").

I, (name of City Controller), City Controller of the City of Houston, certify that the supplemental sum of \$\_\_\_\_\_, upon the request of the below-signed Director, has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by the City Council of the City of Houston. This supplemental allocation has been charged to such appropriation.

The aggregate of all sums allocated for the purpose of such Agreement, including the Original Allocation, and all supplemental allocations (including this one), as of the date of this notice, is \$\_\_\_\_\_.

SIGNED:

(Signature of the City Controller)

City Controller of the City

REQUESTED:

(Signature of the Director)

Director

- (4) The Original Allocation plus all supplemental allocations are the Allocated Funds. The City shall never be obligated to pay any money under this Agreement in excess of the Allocated Funds. Contractor must assure itself that sufficient allocations have been made to pay for services it provides. If Allocated Funds are exhausted, Contractor's only remedy is suspension or termination of its performance under this Agreement and it has no other remedy in law or in equity against the City and no right to damages of any kind.

**F. Changes**

- (1) At any time during the Agreement Term, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may issue a Change Order to increase or decrease the scope of services or change plans and specifications, as he or she may find necessary to

accomplish the general purposes of this Agreement. Contractor shall furnish the services or deliverables in the Change Order in accordance with the requirements of this Agreement plus any special provisions, specifications, or special instructions issued to execute the extra work.

- (2) The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent will issue the Change Order in substantially the following form:

**CHANGE ORDER**

TO: [Name of Contractor]

FROM: City of Houston, Texas (the "City")

DATE: [Date of Notice]

SUBJECT: Change Order under the Agreement between the City and [Name of Contractor] countersigned by the City Controller on [Date of countersignature of the Agreement]

Subject to all terms and conditions of the Agreement, the City requests that Contractor provide the following:

[Here describe the additions to or changes to the equipment or services and the Change Order Charges applicable to each.]

Signed:

[Signature of City Purchasing Agent or Director upon written notice to the City Purchasing Agent]

- (3) The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may issue more than one Change Order, subject to the following limitations:
- (a) Council expressly authorizes the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent, to approve a Change Order of up to \$25,000. A Change Order of more than \$25,000 over the approved contract amount must be approved by the City Council.
  - (b) If a Change Order describes items that Contractor is otherwise required to provide under this Agreement, the City is not obligated to pay any additional money to Contractor.
  - (c) The Total of all Change Orders issued under this section may not increase the Original Agreement amount by more than 25%.

- (4) Whenever Contractor receives a Change Order, Contractor shall furnish all material, equipment, and personnel necessary to perform the work described in the Change Order. Contractor shall complete the work within the time prescribed. If no time for completion is prescribed, Contractor shall complete the work within a reasonable time. If the work described in any Change Order causes an unavoidable delay in any other work Contractor is required to perform under this Agreement, Contractor may request a time extension for the completion of the work. The City Purchasing Agent's or Director's decision regarding a time extension is final.
- (5) A product or service provided under a Change Order is subject to inspection, acceptance, or rejection in the same manner as the work described in the Original Agreement, and is subject to the terms and conditions of the Original Agreement as if it had originally been a part of the Agreement.
- (6) Change Orders are subject to the Allocated Funds provisions of this Agreement.

#### **IV. TERM AND TERMINATION**

**A. Contract Term**

This Agreement is effective on the Countersignature Date and expires one (1) year after the date specified in the Notice to Proceed unless sooner terminated according to the terms of this Agreement.

**B. Notice to Proceed**

Contractor shall begin performance under this Agreement on the date specified in a Notice to Proceed from the City Purchasing Agent.

**C. Renewals**

If sufficient funds are allocated, the City Purchasing Agent, at his or her sole discretion, may make a request to Contractor to renew this Agreement for up to four additional 1-year option periods, upon at least 30 days' written notice before expiration of the initial term, or first option period, as applicable. Any renewal, pursuant to this Section, shall be upon the same terms and conditions of the Agreement.

**D. Time Extensions**

If Department requests an extension of time to complete its performance, then the City Purchasing Agent may, in his or her sole discretion, extend the time so long as the extension does not exceed 90 days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

**E. Termination for Convenience by the City**

The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may terminate this Agreement at any time by giving 30 days written notice to Contractor. The City's right to terminate this Agreement for convenience is cumulative of all rights and remedies which exist now or in the future.

On receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and cancel all existing orders and subcontracts that are chargeable to this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice showing in detail the services performed under this Agreement up to the termination date. The City shall then pay the fees to Contractor for services actually performed, but not already paid for, in the same manner as prescribed in Section III unless the fees exceed the allocated funds remaining under this Agreement.

TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S ONLY REMEDIES FOR THE CITY'S TERMINATION FOR CONVENIENCE, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE CITY'S TERMINATION FOR CONVENIENCE.

**F. Termination for Cause by City**

If Contractor defaults under this Agreement, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may either terminate this Agreement or allow Contractor to cure the default as provided below. The City's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies which exist now or in the future. Default by Contractor occurs if:

- (1) Contractor fails to perform any of its duties under this Agreement;
- (2) Contractor becomes insolvent;
- (3) all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or
- (4) a receiver or trustee is appointed for Contractor.

If a default occurs, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may, but is not obligated to, deliver a written notice to Contractor describing the default and the termination date. The City Purchasing Agent or Director upon written authorization by the City Purchasing Agent, at his or her sole option, may extend the termination date to a later date. If the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent allows Contractor to cure the default and Contractor does so to the City Purchasing Agent's or Director's satisfaction before the termination date, then the termination is ineffective. If Contractor does not cure the default before the termination date, then the City Purchasing Agent or Director upon written notice to the City Purchasing Agent may terminate this Agreement on the termination date, at no further obligation of the City.

To effect final termination, the City Purchasing Agent or Director upon written notice to the City Purchasing Agent must notify Contractor in writing. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement, and promptly cancel all orders or subcontracts chargeable to this Agreement.

**G. Termination for Cause by Contractor**

Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Director describing the default and the proposed termination date.

The date must be at least 30 days after the Director receives notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If the City cures the default before the proposed termination date,

then the proposed termination is ineffective. If the City does not cure the default before the proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date.

**H. Removal of Contractor Owned Equipment and Materials**

Upon expiration, or termination of this Agreement, Contractor is permitted ten (10) days within which to remove contractor-owned material and equipment from the City's premises. The City shall make such material and equipment readily available to Contractor. The time period may be extended upon approval by the Director. The City reserves the right to deny any extension of time.

**V. MISCELLANEOUS**

**A. Independent Contractor**

Contractor shall perform its obligations under this Agreement as an independent contractor and not as an employee of the City.

**B. Force Majeure**

1. Timely performance by both parties is essential to this Agreement. However, neither party is liable for delays or other failures to perform its obligations under this Agreement to the extent the delay or failure is caused by Force Majeure. Force Majeure means fires, floods, explosions, and other acts of God, war, terrorist acts, riots, court orders, and the acts of superior governmental or military authority.
2. This relief is not applicable unless the affected party does the following:
  - (a) uses due diligence to remove the Force Majeure as quickly as possible; and
  - (b) provides the other party with prompt written notice of the cause and its anticipated effect.
3. The City may perform contract functions itself or contract them out during periods of Force Majeure. Such performance does not constitute a default or breach of this Agreement by the City.
4. If the Force Majeure continues for more than 30 days, the City Purchasing Agent or Director upon written authorization by the City Purchasing Agent may terminate this Agreement by

giving 30 days' written notice to Contractor. This termination is not a default or breach of this Agreement. CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AGREEMENT AT THE TIME OF THE TERMINATION.

**C. Severability**

If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

**D. Entire Agreement**

This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire agreement of the Parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind exist between the Parties regarding this Agreement.

**E. Written Amendment**

Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of the City (by authority of an ordinance duly adopted by the City Council) and Contractor. The Director is only authorized to perform the functions specifically delegated to him or her in this Agreement.

**F. Applicable Laws**

This Agreement is subject to the laws of the State of Texas, the City Charter and Ordinances, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

Venue for any litigation relating to this Agreement is Harris County, Texas.

**G. Notices**

All notices required or permitted by this Agreement must be in writing and are deemed delivered on the earlier of the date actually received or the third day following: (1) deposit in a United States Postal Service post office or receptacle; (2) with proper postage (certified mail, return receipt requested); and (3) addressed to the other

party at the address set out in the preamble of this Agreement or at such other address as the receiving party designates by proper notice to the sending party.

**H. Non-Waiver**

If either party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

**I. Inspections and Audits**

City representatives may perform, or have performed, (1) audits of Contractor's books and records, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least 3 years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

**J. Enforcement**

The City Attorney or his or her designee may enforce all legal rights and obligations under this Agreement without further authorization. Contractor shall provide to the City Attorney all documents and records that the City Attorney requests to assist in determining Contractor's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

**K. Ambiguities**

If any term of this Agreement is ambiguous, it shall not be construed for or against any party on the basis that the party did or did not write it.

**L. Survival**

Contractor shall remain obligated to the City under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including but not limited to, the indemnity provisions.

**M. Parties In Interest**

This Agreement does not bestow any rights upon any third party, but binds and benefits the City and Contractor only.

**N. Successors and Assigns**

This Agreement binds and benefits the Parties and their legal successors and permitted assigns; however, this provision does not alter the restrictions on assignment and disposal of assets set out in the following paragraph.

This Agreement does not create any personal liability on the part of any officer or agent of the City.

**O. Business Structure and Assignments**

Contractor shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the City Purchasing Agent's prior written consent. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under Section 9.406 (c) of the Texas Business & Commerce Code. In the case of such an assignment, Contractor shall immediately furnish the City with proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

Contractor shall not delegate any portion of its performance under this Agreement without the City Purchasing Agent's prior written consent.

**P. Remedies Cumulative**

Unless otherwise specified elsewhere in this Agreement, the rights and remedies contained in this Agreement are not exclusive, but are cumulative of all rights and remedies which exist now or in the future. Neither party may terminate its duties under this Agreement except in accordance with its provisions.

## **EXHIBIT "A"**

### **DEFINITIONS**

As used in this Agreement, the following terms have the meanings set out below:

"Agreement" means this contract between the Parties, including all exhibits, change orders, and any written amendments authorized by City Council and Contractor.

"City" is defined in the preamble of this Agreement and includes its successors and assigns.

"City Purchasing Agent" is defined as the person or duly authorized successor, authorized in writing to act for the City. The term includes, except as otherwise provided in this Contract, the authorized representative of the City Purchasing Agent acting within the limits of delegated authority.

"Contractor Administrator" means the representative of the respective department who is responsible for the administration for the Contract.

"Contract Award Notice" means the official notification substantiated by the Notice to Proceed issued by the City Purchasing Agent to the Contractor.

"Contract Charges" means charges that accrue during a given month as defined in Article III.

"Contract Term" is defined in Article IV.

"Contractor" is defined in the preamble of this Agreement and includes its successors and assigns.

"Countersignature Date" means the date this agreement is countersigned by the City Controller.

"Director" means the Directors of each of the Departments or the City Purchasing Agent for the City, or the person he or she designates.

"Effective Date" is defined as date contract as countersigned by the City Controller.

"Governing Body" means the Mayor and City Council of the City of Houston.

"Hazardous Materials" is defined in Article IIK (Environmental Laws).

"Notice to Proceed" means a written communication from the City Purchasing Agent to Contractor instructing Contractor to begin performance.

"Parties" mean all the entities set out in the Preamble who are bound by this Agreement.

# EXHIBIT "B"

## GENERAL SPECIFICATIONS (Applies to All Departments)

### 1.0 ADDITIONS & DELETIONS:

The City, by written notice from the City Purchasing Agent to the Contractor, at any time during the term of this contract, may add or delete like or similar equipment, supplies, locations and/or services to the list of equipment, supplies, locations, and/or services to be provided. Any such written notice shall take effect on the date stated in the notice from the City. Similar equipment, supplies, services, or locations added to the contract shall be in accordance with the contract specification/scope of services, and the charges or rates for items added shall be the same as specified in the fee schedule. In the event that the additional equipment, supplies, locations and/or services are not identical to the item(s) already under contract, the charges therefor will then be the Contractor's normal and customary charges or rates for the equipment, supplies, locations and/or services classified in the fee schedule.

### 2.0 ESTIMATED QUANTITIES NOT GUARANTEED

The estimated quantities specified herein are not a guarantee of actual quantities, as the City does not guarantee any particular quantity of janitorial services during the term of this contract. The quantities may vary depending upon the actual needs of the user Department. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, the City shall not be liable for any contractual agreements/obligations the Contractor enters into based on the City purchasing/requiring all the quantities specified herein.

### 3.0 WARRANTY OF SERVICES

a) *Definitions:* "Acceptance" as used in this clause, means the act of an authorized representative of the City by which the City assumes for itself, approval of specific services as partial or complete performance of the contract.

"Correction" as used in this clause, means the elimination of a defect.

- b) Notwithstanding inspection and acceptance by the City or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The City shall give written notice of any defect or nonconformance to the Contractor within a one-year period from the date of acceptance by the City. This notice shall state either (1) that the Contractor shall correct or re-perform any defective or non-conforming services at no additional cost to the City, or (2) that the City does not require correction or re-performance.
- c) If the Contractor is required to correct or re-perform, it shall be at no cost to the City, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the City may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the City thereby, or make an equitable adjustment in the contract price.
- d) If the City does not require correction or re-performance, the City shall make an equitable adjustment in the contract price.

4.0 **Minimum Wage**

Contractor shall pay all employees a minimum of \$6.15 per hour while working under this Contract. If, during the term of this agreement, there is legislation enacted regarding an increase or increases in the minimum wage law, Contractor may submit a request (s) for increase in the Contract Fees to the City Purchasing Agent for consideration, provided such request is accompanied by documentation as requested by the City Purchasing Agent verifying that only Contractor's employees' salaries\* were increased accordingly. The City Purchasing Agent shall consult with the Director before responding to the request.

\*subject to the minimum wage law but not already at the new minimum wage level.

## **SECTION B**

### **PART I**

#### **SPECIFICATIONS FOR FACILITIES MANAGED BY BUILDING SERVICES & PUBLIC WORKS DEPARTMENTS**

1.0 **GENERAL**

The Contractor(s) agrees to provide Cleaning & Janitorial Services for Building Services and Public Works and Engineering Departments as shown in Exhibit B1. Contractor shall provide all supervision, labor, materials, supplies, equipment and services, whether or not specifically mentioned in these documents for the cleaning and janitorial services. Contractor is responsible for on-site inspections of each facility and shall provide sufficient personnel required to accomplish stated tasks.

1.2 Workmanship, reliability and safety are of paramount importance in the operation of these facilities and shall be key areas of concentration by the Contractor. Anything falling short of these objectives falls short of the requirements of the Contract.

2.0 **LIGHTING AND LOCKUP**

The Contractor's personnel shall be responsible for turning lights on and off in areas where they are working. Upon arrival to each floor, the floor maid shall check each area and turn off lights in all unoccupied areas. Light will be left on only during the performance of work in a specific area. Doors are to be closed and locked after each suite is cleaned. The Contractor shall submit and utilize a procedure for resolving thefts, lost key coverage, etc. The Contractor is responsible for ensuring maximum-security integrity among its staff, and shall be responsible for setting the security alarm upon completion of each work shift.

3.0 **PHASE-IN / PHASE-OUT SERVICES**

3.1 "Phase-In" Services: It shall be encumbered upon the Contractor to coordinate, with the Facility Superintendent, the "phase-in" services at the start of this Contract. Within the first 30 days after receipt of the Notice to Proceed from the City Purchasing Agent or designee, the Contractor shall submit to the Facility Superintendent, in writing, the following:

- A. Performance schedules that define, implement and communicate in detail, how the Contractor Shall begin performing its duties. Schedules shall include a detailed description of the services to be provided, a proposed staffing level and a detailed list of all equipment and supplies to be used on-site in providing these services, for the review and approval of the Facility Superintendents.

- B. Plans for contract administration and communication between the Contractor and the Facility Superintendent.
- C. Procedures for quality control that the Contractor shall implement to ensure that it meets the requirements of these specifications. These procedures are subject to the Facility Superintendent's approval.
- D. Within one week of commencing performance, the Contractor is to schedule and begin a detailed cleaning of each facility to establish a baseline standard of cleanliness by which the contractor shall be judged throughout the term of this agreement.

3.2 Phase-Out” Services: The Contractor shall recognize that the services provided by this Contract are vital to the City’s overall effort; that the continuity of these services must be maintained at a consistently high level without interruption. Upon the expiration of this Contract, a successor may continue these services. If the successor requires phase-in training, the Contractor shall give its best efforts and cooperation in order to effect an orderly and efficient transition to a successor.

3.3 To this end, the Contractor shall provide phase-out services for up to 60 days prior to Contract expiration, at no extra charge to the City. The Contractor shall be solely responsible for providing the services called for by this Contract during any phase-in/phase-out period.

**4.0 KEY PERSONNEL AND ON-SITE STAFFING REQUIREMENTS**

4.1 The Contractor shall furnish adequate certification papers and documentation of the personnel qualifications for the On-Site Staff and shall obtain from each respective department designee, upon award of Contract, written approval prior to assigning these personnel to the facilities. Contractor may change personnel only with equally classified and qualified personnel, and written approval of each respective department designee. It shall be the responsibility of the Contractor to maintain fully licensed and qualified personnel on all shifts, in accordance with all applicable codes, ordinances, policies and practices governing and/or appurtenant to Janitorial industry standards.

4.2 The Contractor shall provide as part of its service for each facility, an on-site supervisor who speaks English. English shall be defined, per Webster's II New Riverside University Dictionary, as the West Germanic Language of England, the United States, and other countries that are or have been under English control or influence. Supervisors shall be capable of verbally communicating fluently in whatever language(s) the working staff speaks so that a complete level of understanding of work to be performed is achieved. Failure to provide such supervisors at all times shall be grounds for the City to terminate the Contract. The decision by the Director of each respective department concerning any disputes, which may arrive resulting from any lack of communication, shall be binding and considered final.

4.3 The contractor shall hold a safety meeting with its employees on a monthly basis. At this safety meeting, the Contractor shall discuss the correct and safe use of cleaning supplies and materials and the correct and safe methods for operation machinery and equipment. After this meeting, the contractor shall provide a written report to the City. Contractor shall be responsible for maintaining a notebook at each site with material Safety Data Sheets for all cleaning chemicals used. In addition, the Contractor will provide the City with a master Material Safety Data Sheet notebook to be on file at City Hall Annex 2<sup>nd</sup> floor with the contract file. All Material Safety Data Sheets are to be in place prior to initiation of contact. The chemical supplier shall train employees during the first month of the contract and quarterly thereafter. Contractor must be in full compliance with OSHA – Blood Borne Pathogen Rule.

Please see. Department of labor, Occupational Safety and Health Administration, 29 CFR Part 1910.0131 Occupational Exposure to Blood Borne Pathogens; Final Rule.

## **5.0 DAY PORTER LABOR SUPPORT**

- 5.1 The Contractor is required to provide a janitor(s) for each site listed. The janitor(s) shall be required to provide janitorial support activities during that facility's normal hours of operation with a minimum of one hour given off each day for lunch. These activities shall include, but are not limited to, the ongoing clean up of miscellaneous spills and debris and the ongoing cleaning and stocking of restrooms as necessary. All exterior trash receptacles shall be checked twice daily, and emptied as needed. All entrances, parking lots and adjacent grounds shall also be checked twice daily and all trash removed.
- 5.2 The daytime janitor(s) shall also complete tasks as assigned by the Facility Superintendent or its designee. These tasks may include any part or the entire task outlined in this contract or other task as assigned. The daytime janitor's requirements are above and beyond the requirements to be completed during the general cleaning performed after the normal hours of operations.
- 5.3 The daytime janitor also may be used to perform setups, takedowns, and cleanup activities for special functions and events. This shall require each worker to be able to move tables, chairs and other property. Janitors shall be able to lift up to 80 pounds. The daytime janitor(s) must be able to speak the English language.

## **6.0 ADDITIONAL PERSONNEL**

The Contractor may provide additional personnel for the work under this Contract, as it deems necessary and/or propose alternatives to initial staffing levels for consideration by the City. The merits of any and all alternatives proposed by Contractor shall be judged on the basis of how the alternative shall impact the operations at each respective department facilities. Any additional personnel shall be at the expense of the contractor unless requested by the City to perform additional tasks not covered in this contract. For Emergency clean-up the minimum charge will be for one-hour of additional labor rate (standard rate).

## **7.0 CONTRACTOR SECURITY CLEARANCE**

- 7.1 The Superintendent in charge of the facility shall have the authority to instruct the Contractor to remove undesirable personnel for just cause.
- 7.2 The decision by the Director shall be final in all cases involving removal of Contract personnel from performing the work herein specified.
- 7.3 All personnel shall be subject to a security background check as a condition of assignment to a facility for work under this Contract. The results of background checks on Contractor employees shall be submitted to each respective department's designated representative for approval prior to each individual's assignment to this facility. The Houston Police Department also has the option to perform their own background check.
- 7.4 Any and all costs associated with the background check shall be the responsibility of the Contractor.
- 7.5 It is understood and agreed to by the Contractor and the departments that if the Director/Designee refuses to approve any personnel assignments, or requests removal of any of the Contractor's personnel, the Director/Designee shall do so in writing, stating the reason(s) or cause(s) for not approving the employee's assignment and/or requesting removal of any personnel from the work.
- 7.6 Due to the very nature of work housed in these facilities, the Contractor and its employees shall be required to comply with any and all building security measures deemed necessary by the Director of each respective department, to ensure that the integrity of confidential and highly sensitive work is maintained and secured.

- 7.7 Each respective department shall provide the Contractor with the necessary information and instructions regarding any facility security restrictions.
- 7.8 Contractor is responsible for training its employees, both on-site staff and its off-site support personnel, in security matters pertaining to these facilities.
- 7.9 Repeated failure or refusal by Contractor and/or its employees to comply with facility security measures enacted by the City of Houston may be cause for termination of this Contract.

#### **8.0 LICENSES and PERMITS**

The Contractor shall obtain and pay for all licenses, permits and certificates required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction over the conduct of its operations hereunder.

#### **9.0 CODES, ORDINANCES AND REGULATIONS**

All work performed under this Contract shall be subject to applicable local, state and federal codes, laws, ordinances and regulations, and Contractor shall be responsible for ascertaining whether or not the work defined by these specifications is in compliance with same.

#### **10.0 CONTROL OF PREMISES**

- 10.1 Access to the areas within the City facilities by Contract employees shall be limited to those persons whose names are on file with Director/Designee of each respective department as being assigned to that site, or as Contractor's off-site support personnel who may be called upon to assist on-site staff in accomplishing work.
- 10.2 Contractor, and its employees, shall adhere at all times to security and identification measures established and implemented by the City and each respective department at these facilities.
- 10.3 Contractor shall keep a record of any and all keys distributed to its employees, and provide the Facility Superintendent with the same records.
- 10.4 Routine cleaning and janitorial maintenance services shall be performed and the Contractor shall have access into the buildings, throughout the twenty-four (24) hours in each day and on each of the seven (7) days of the week, including holidays.
- A. Although the Contractor shall have access to the building twenty-four (24) hours per day, routine cleaning and janitorial services shall be scheduled during normal office hours in the facility's Administrative Sections of certain facilities.
  - B. The Contractor shall confer with the Facility Superintendent to coordinate work schedules of cleaning and janitorial crews around times of anticipated high activity and occupancy level in various areas through the facility.
- 10.5 When necessary, cleaning and janitorial personnel shall work behind locked doors in areas requiring extra security measures, as designated by the Facility Superintendent and/or Director. All doors in these areas shall be closed and locked when cleaning is complete. All lights, when appropriate, shall be turned off in unoccupied areas immediately after completing cleaning and janitorial work.
- A. The contractor must obtain permission from the Facility Superintendent to clean certain secured areas, i.e. floors 25 and 26 at 1200 Travis - Crime, Photo and Latent Labs.
  - B. Custodial personnel shall not enter secure areas of the jail with personal items, which may be

- used as weapons, i.e. knives, screwdrivers, etc.
- C. Custodial personnel shall not interact with prisoners in any form or fashion.

**11.0 CONTRACTOR'S ON-SITE OFFICE/STORAGE**

- 11.1 City shall provide Contractor with on-site office space, workroom and storage:
- 11.2 Use of this space by the Contractor, for its use as an office and work area shall be for the term of the Contract period.
- 11.3 Use of any other space or areas on-site by Contractor shall be at the discretion of the Facility Superintendent.
- 11.4 The City shall not be responsible or liable for any lost, stolen or damaged equipment or supplies belonging to the Contractor which are stored on-site for the term of the Contract.
- 11.5 Contractor agrees, at the end of the Contract period or upon Contract termination, to return to the City all shop space, storage areas and work space in a condition equal to or better than it was when first provided to the Contractor for its use.

**12.0 UTILITIES**

- 12.1 City shall provide Contractor with utilities as required to perform the work specified herein, at existing outlets and connections at no cost to the Contractor.
- 12.2 Contractor shall be permitted use of the facilities sanitary and storm sewer systems, at no cost to him, in the performance of the work.
- 12.3 Solid waste pickup services shall be provided at no cost to Contractor for materials related to service performed at the facility. Larger items, such as old parts or crates and broken equipment the Contractor must dispose of off site at its expense.
- 12.4 Electrical power at existing receptacles and natural gas at existing distribution valves shall be provided at no cost to the Contractor.
- 12.5 Contractor shall arrange for, and be responsible for, all other services and costs unless otherwise agreed to by the Director of each department.

**13.0 UNIFORMS**

- 13.1 All Contractor employees, as well as any employees of the Contractor's subcontractors, shall wear a distinctive uniform and identification card bearing a recent color photograph of the employee. The Contractor shall provide such uniforms and identification cards.
- 13.2 All uniforms shall be the same and contain the name of the Contractor and the employee.
- 13.3 Uniforms worn by the Contractor's employees must be different, in both design and color, from those worn by City employees. Uniforms shall be subject to approval by the City of Houston prior to the start of the contract.

**14.0 REPAIR OF DAMAGE TO CITY PROPERTY**

- 14.1 The Contractor is responsible for and bears the cost of all damage to City property caused by the Contractor, its employees, or by other personnel associated with the Contractor, including but not

limited to the Contractor's agents and subcontractors. Such responsibility includes, but is not limited to damage due to the carelessness or neglect of the Contractor or its agent, employees, or subcontractors.

- 14.2 The Contractor shall report to the Facility Superintendent, without delay, any and all damage to the City's equipment, furnishings or property caused by the Contractor's employees.
- A. The Contractor shall be liable for any and all necessary repairs or replacements to property damaged by its employees.
  - B. The Contractor shall not place chairs, wastebaskets, coat trees, or similar items on tables, desks, work surfaces, cabinets or other furnishings belonging to the City.
- 14.3 The Director or Designee is the final authority when resolving any issues regarding the responsibility for repairs under this Contract. This is inclusive of the determination of what is "normal wear and tear," negligence by others, vandalism, Force Majeure, or Contractor's negligence.

### **15.0 MATERIAL SAFETY DATA SHEETS (MSDS)**

- 15.1 The Contractor shall furnish to each Facility Superintendent all MSDS, (OSHA Form 174), for each product stored at and/or used in each facility. A MSDS must accompany each product shipment to the facilities.
- 15.2 In Addition, the Contractor shall provide each respective department with a master Material Safety Data Sheet notebook to be on file at the Safety Office. All Material Safety Data Sheets are to be in place prior to initiation of contact.
- 15.3 The Contractor shall utilize the Haz-Com system.

### **16.0 CONFIDENTIALITY**

The Contractor shall keep all materials to be prepared hereunder and all City data it receives in the strictest confidence. The Contractor shall not divulge such information except as approved in writing by the Director or as otherwise required by law.

### **17.0 CONTRACTOR'S EMPLOYEES**

- 17.1.1 The Contractor must provide an Employment Eligibility Verification (Form I-9) for all personnel assigned to these facilities.
- 17.2 All personnel performing work under this contract are employees of the Contractor and the Contractor shall pay all salaries, social security taxes, other federal and state taxes, unemployment insurance, worker's compensation/industrial accident insurance and all other costs associated with such personnel, including taxes relating to such employees. The Contractor shall adhere to all legal mandates, federal, state or otherwise, regarding the payment of the minimum wage.

### **18.0 CONTRACTOR'S DUTIES**

- 18.1 The Contractor shall perform all Cleaning and Janitorial Services for the facilities as stated herein. Such services shall include, but not be limited to, furnishing all supervision, labor, materials, supplies and equipment necessary for cleaning and janitorial maintenance. All work shall be performed in a first-class, professional manner, satisfactory to the on-site Facility Superintendent, contractually representing each respective department. Cleaning and Janitorial Maintenance Services provided under this Contract shall include all buildings and the exterior sites.

- A. Contractor shall comprehend that whenever the word "clean" is used in this specification, it is understood to mean scrub, wash, dust, damp clean, scrape, vacuum clean or polish, as necessary, to bring the area or item cleaned to a condition free of dust, dirt or stains satisfactory to each department's Contract Administrator. Subject cleaning to be accomplished by hand and/or power tools using cloth, steel wool, scrub brushes with abrasive powders, soaps, detergents, paste cleaners, solvent, bleaches ammonia liquid and paste polishes, etc.
- B. Contractor shall comprehend that whenever the word "strip" is used in these specifications, it shall mean the process prescribed by the manufacturer of the floor finish being used for removing the last application of floor finish and to prepare the floor tile to receive new floor finish. Normally, floor stripping requires the use of one or more of the following:  
Power floor scrubbing machines, scouring pads, brushes, rags, mops, with an approved material, in combination with the proper amount of water to satisfactorily remove all old floor finish, dust, dirt, grease, stains and the wax applied by the manufacturer of new floor tile.

- 18.2 Cleaning and Janitorial Maintenance Services provided under this Contract shall include all the office areas, restrooms, shower areas, gym, courtrooms, lobbies, storage areas, conference rooms, interview areas, lunch rooms, training rooms, elevators, booking areas and hallways as applicable.
- 18.3 Cleaning and Janitorial Maintenance Services provided under this Contract shall also include all detention areas, the court holding areas, all associated booking areas, individual cells, public contact areas, and elevators, and all of the functions associated with these tasks within each specific building as applicable.
- 18.4 Cleaning and Janitorial Services for the exterior sites shall include parking lots, driveways, sidewalks, curbs, drains and ground-level gutters.
- 18.5 For this Contract, the Contractor shall only employ personnel that are thoroughly trained in all phases of cleaning and janitorial techniques and safety.
- 18.6 The Contractor shall employ a thoroughly trained manager to oversee the Cleaning and Janitorial Services performed under this Contract. The manager or its/her designee shall be on-call twenty-four (24) hours per day, seven (7) days per week.
- 18.7 The Contractor shall maintain a telephone where the City and/or the Facility Superintendent may contact the Contractor Manager or their designee twenty-four (24) hours a day in the event of an emergency.
- 18.8 Contractor shall provide male personnel to perform work in exclusive male areas and female personnel to perform work in exclusive female areas: the Wellness Center locker rooms; male and female detention centers.
- 18.9 The Contractor shall arrange for each work crew to include a crew leader or supervisor, trained and experienced in supervising cleaning and janitorial work. A crew leader or supervisor must accompany each crew at all times while on-site.

## **20.0 SUPPLIES AND EQUIPMENT**

- 20.1 The Contractor shall furnish all cleaning and janitorial maintenance supplies necessary to perform the services specified under this Contract. Supplies shall include items such as paper towels, sanitary napkins, tampons, toilet tissue, antibacterial hand soap containing lanolin, deodorizers, disinfectant, plastic trash can liners, and interior and exterior floor mats.

- A. All cleaning and floor chemicals Supplies used shall be of the Buckeye International product line or a pre- approved equal and shall be required to fulfill the intended purpose of the product and shall be approved by the Building Superintendent.

Note: Approved equal shall meet the criteria of the attached Exhibit B2.

- B. Consumable such as hand soap, paper towels, and toilet tissue shall comply with manufacturer's specifications for products used in conjunction with all fixtures designed for dispensing these types of products and materials.
- C. The Facility Superintendent reserves the right to reject any and all supplies.
- D. The Contractor shall be entitled to the proceeds from the sanitary napkin dispensers. The cost to the consumer for these products shall be in keeping with industry standards. Toilet paper shall be 2 ply, facial quality, bleached with a minimum brightness of 70, 17-20 lbs minimum basis weight, sheet size 4.50 x 4.50. Paper towels shall be bleached with a minimum brightness of 65, 25-28 lbs minimum basis weight.
- E. The Contractor shall supply chemically treated dust mats (entrance mats).
  - i. All chemically treated dust mats (entrance mats) shall consist of nylon tufting with a natural rubber back. They shall be available in red, brown, black or navy. All mats are to be exchanged on the floor where they are used. Mats shall be exchanged for cleaning weekly. Mats shall be treated with both a dust control compound and a Fire Retardant (OSHA APPROVED).
  - ii. Exterior mats shall be approximately 36" X 48", closed loop, highly resilient fiber to spring back into shape. Machine washable, self-drying.

20.2 The Contractor shall provide and maintain all power tools, machines and equipment necessary to perform the cleaning and janitorial maintenance services specified under this Contract.

- A. All equipment must be maintained in first-class working condition, satisfactory to be the Facility Superintendent.
- B. The Contractor shall use all supplies and equipment in accordance with manufacturer's direction.
- C. Either spare parts, spare equipment, or both must be available for repair or replacement of broken items within twenty-four (24) hours.
- D. At all buildings 80,000 square feet and larger, the contractor shall have on site at all times a working auto scrubber, floor burnisher 1700 rpm or higher, carpet extractor, and a wet/dry vacuum.

## **21.0 QUALITY CONTROL:**

- 21.1 The Contractor shall provide a standardized form for the log sheets of complaints. The Facility Superintendent and the Contractor's Project Manager shall review all log sheets weekly.
- 21.2 Daily inspections (visual and written) shall be performed by the Cleaning and Janitorial Supervisor and recorded on a master inspection control log. The inspection form shall relate to the total housekeeping responsibility for appearance and maintenance of the facility. The inspection form and inspection log must be made available for the Department's review.
- 21.3 The Cleaning Supervisor shall meet daily with the Facility Superintendent to review the previous day's activities, and to communicate special requests or problems.
- 21.4 The Contractor's Project Manager shall review the inspection log and follow-up with the Cleaning Supervisor weekly. In addition, the Project Manager shall perform a complete monthly inspection of the

entire facility and implement needed corrective action. This inspection shall be reviewed with a representative of the Department. The Project Manager shall be available for mutual inspection of the facility with a Department's representative.

- 21.5 The Contractor's Project Manager shall meet with the Facility Superintendent once each month for a complete formal tour of the building to inspect the quality and consistency of work, adherence to cleaning specifications, standards, and to review needs of each facility. The Facility Superintendent shall use the inspection form listed in Exhibit B3.
- 21.6 The Contractor shall submit a written monthly report to the Facility Superintendent. This monthly report shall include copies of the daily inspection forms and summarize problems and correction action.

## **22.0 SCHEDULE OF SERVICES**

The Contractor shall perform Cleaning and Janitorial Maintenance Services as described in the following cleaning specifications.

### **22.1. Daily General Cleaning**

- A. Sweep and damp mop floors and/or vacuum carpets.
- B. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind doors, or under furniture.
- C. Carpets shall be clean and free of dust balls, dirt and other debris. When necessary spot clean utilizing a dry chemical cleaning agent approved by the Facility Superintendent.
- D. All trash receptacles shall be emptied and trash removed from the site. All receptacles, especially in food service areas, shall be washed when needed.
- E. Ashtrays and smoke stands shall be emptied and damp wiped (refill with white sand as necessary.)
- F. All hard surfaces including doors, walls, floors and ceramic tile shall be wiped or mopped clean where liquid or other foreign materials have been spilled on the surface. There shall be no streaks.
- G. All interior doors and partition panels shall be cleaned to remove smudge marks, fingerprints and dust. There shall be no streaks.
- H. All glass doors, glass panels, bright metal finishes and handrails shall be cleaned, rubbed and polished. Partition glass shall be spot cleaned when necessary to remove smudges and fingerprints.
- I. Daily areas shall be inspected for cleanliness periodically and appropriate custodial services shall be performed as needed.
- J. The drinking fountain surfaces shall be clean and bright, free of dust, stains and streaks. Fountains shall be kept free of trash, coffee grounds, etc., and nozzles free from encrustation. Metal surfaces shall have a polished lustrous appearance.
- K. Exterior terrazzo at the entrances to the building's lobbies and on the sidewalk surrounding the buildings shall be swept daily, hosed and/or wet mopped weekly and high pressure spray cleaned when necessary.
- L. The contractor shall thoroughly clean with disinfectant spray all free weights, aerobics and cardio-equipment located in the Gym /Wellness Center where applicable.
- M. The contractor shall clean all appliances (excluding refrigerators) daily in break areas where applicable.

### **22.2. Daily Restroom and Shower Cleaning**

- A. All restroom fixtures, including sinks, toilet bowls and urinals, shall be scoured and disinfected using an approved solution and kept free of scale, rust, mold and stains at all times. Dry and polish. DO NOT LEAVE STREAKS.

- B. All bright metal accessories, including hardware on plumbing fixtures, shelving, partitions, and dispensing accessories shall be cleaned and polished using an approved solution. DO NOT LEAVE STREAKS.
- C. Sanitary napkin and tampon receptacles shall be emptied, cleaned, liners replaced and disinfected with an approved solution. All other receptacles shall be emptied and damp dusted on the inside. DO NOT LEAVE STREAKS.
- E. Soap, towel and tissue dispensers shall be cleaned and polished and refilled each day. DO NOT LEAVE STREAKS.
- F. All mirrors shall be cleaned and polished clear, free of smudges, streaks, or watermarks.
- G. All restroom walls and partitions shall be kept from oil spots, smudges, streaks or foreign matter.
- H. All ceramic tile surfaces in showers or other areas of restroom facilities shall be cleaned and polished with an approved solution, kept free of soap film, scale, rust, stains, streaks, and mold at all times.
- I. Restroom floors shall be cleaned by mopping and rinsing with an approved disinfecting mopping solution and carpeted areas, such as those in the locker rooms, shall be vacuumed and spot cleaned as needed. All surfaces shall be dry, the corners clean, free of streaks, mop strand marks and skipped areas.

### **22.3. Weekly General and Restroom Cleaning**

- A. All vertical and horizontal surfaces of desks, enclosures, files, woodwork and other furniture shall be damp dusted with a clean or treated cloth. THERE SHALL NOT BE DUST STREAKS.
- B. All restroom partitions shall be washed with an approved disinfecting solution and a light coat of polish applied. A minimum of two (2) gallons of fresh, clean water shall be poured into each restroom floor drain twice a week.
- C. The dry and wet saunas shall be cleaned and disinfected with an approved disinfecting solution three (3) times a week.
- D. The whirlpool shall be cleaned and disinfected with an approved disinfecting solution three (3) times weekly.
- E. All desk accessories shall be dusted and returned to their proper place.
- F. All telephone receivers shall be cleaned with a disinfectant treated cleaning cloth.

### **22.4 Periodic General Cleaning**

- A. All ceiling recessed and mounted light fixture lens and return air slots shall be cleaned quarterly, as needed, or upon request of the Facility Superintendent.
- B. All draperies, mini blinds or other window coverings shall be vacuumed and/or wiped with a clean or treated cloth once every quarter. All dust is to be removed from both sides as needed or upon request of the Building Superintendent.
- C. Any and all upholstered surfaces, such as chairs and panels shall be vacuumed weekly and spot cleaned as needed or upon request by the Building Superintendent.
- D. Any vinyl wall coverings shall be dusted monthly, as needed, or upon request of the Building Superintendent.
- E. All baseboards shall be cleaned monthly, as needed, or upon request of the Facility Superintendent.
- F. Dust or vacuum surfaces above approximately 70" from the floor monthly, as needed, or upon request by the Facility Superintendent. Where glass is present the interior side shall be clean and free of streaks.
- G. Wash inside and out glass windows in the entrances and vestibules of the facility quarterly, as needed, or upon request by the Facility Superintendent. All glass shall be clean and free of oil, grease, dirt, and grime. Surrounding area shall be wiped free of drippings and other watermarks.
- H. All air supply and return grills shall be thoroughly cleaned quarterly, as needed, or upon request by the Facility Superintendent.

### **22.5. Elevator Cleaning (Where Applicable)**

- A. Floor covering shall be vacuumed and/or dusted and damp mopped daily.
- B. Exterior and interior sides of doors and trim shall be dusted daily and polished monthly.
- C. Cabs shall be damp wiped daily and washed as needed.
- D. Control and dispatch panels shall be dusted and polished daily to remove smudges, fingerprints or other foreign matter.
- E. Elevator thresholds shall be cleaned daily and polished monthly.

### **22.6 Floor Cleaning**

- A. Hard surface floor coverings in public areas, such as tile, shall be dusted and spot mopped daily, spray buffed daily: top scrubbed/stripped and refinished quarterly. In larger buildings, auto scrubbing and high speed burnishing shall be performed daily to keep floor to a high gloss.
- B. Hard surface floor coverings in office areas shall be dust mopped and damp mopped daily, spray buffed each week, scrubbed and refinished monthly. These floor coverings shall also be stripped and refinished quarterly.
- C. Concrete floors and floors in custodial closets shall be dust mopped daily and damp mopped weekly. These floors shall be scrubbed semi-annually.
- D. Tile floors in the juvenile/adult detention area shall be dust and damp mopped daily; and scrubbed weekly. Concrete floors in the juvenile/adult detention area shall be dust and damp mopped daily; and scrubbed and sealed annually.
- E. All shower floors shall be machine scrubbed weekly and all restroom floors shall be machine scrubbed monthly.
- F. Interior pavers in the lobby area shall be spray buffed daily, top scrubbed/stripped and refinished quarterly with a non-slip finish approved by the Facility Superintendent.

### **22.7 Carpet Care**

- A. All carpet areas shall be thoroughly vacuumed daily.
- B. Carpeted surfaces shall be free of obvious dirt, dust and other debris. Floor surfaces shall be clean and free of debris or foreign matter. No dirt shall be left in corners or near baseboards, behind doors or under furniture. The finished area shall have a uniform luster without unsightly finish buildup. All spillage, dirt accumulation or crust material shall be removed along with spots and stains. There shall not be evidence of fuzzing caused by harsh rubbing or brushing. When spot cleaned, areas shall blend with the adjacent areas of the carpet. Spots, smudges or other foreign markings shall have been removed without causing unsightly discoloration on the carpet surfaces.
- C. Anti-static electricity treatment as may be required.
- D. Extraction needs shall be dictated largely by the population or traffic patterns, particularly in public areas such as corridors and elevator lobbies.
- E. Carpets shall be kept free of dirt, spots and all unsightly conditions that can be removed with spot cleaning and normal vacuuming.
- F. Only dry chemical cleaning agents shall be used to clean all carpets in the facility as approved by the Building Superintendent.
- G. All carpets in high traffic areas shall be cleaned with a carpet extractor quarterly and all other semi-annually.

### **22.8 Detention Area (Where Applicable)**

- A. Cell cleaning (including all cells, dayroom areas and space being utilized by prisoners.) All waste generated in the jail shall be collected and removed to the loading dock or dumpsters on site daily.
- B. Fixtures shall be clean and bright, there shall be no obvious dust, stains, or encrustation. Mirrors shall be clean and free of obvious spots or streaks. All horizontal, vertical and under surfaces shall be free of obvious dust, smudges or spots. Corners, crevices, moldings and ledges shall be free of obvious dust, smudges or spots. Glass shall be clean and free of dust, smudges or spots.
- C. All wash basins, commodes and/or urinals shall be cleaned daily with an approved disinfectant.

- D. Wastebaskets shall be maintained free of debris and residue.
- E. Detention areas shall be defined as but not limited to, all Recalcitrant cells (padded), Detoxification, Juvenile, Day Rooms, Individual cells, Holding cells, DWI, Staging Areas, Isolation, and Police Staffing. All Detoxification, Recalcitrant, Holding and Isolation cells shall be disinfected at a minimum once per shift or as needed with approved chemical. Contractor is responsible for supplying enough personnel to sufficiently maintain and disinfect all jail areas including juvenile cells. It is the Contractor's responsibility for training and educating its or her personnel working in this type of facility.
- F. All cells, day rooms and areas where prisoners are continuously housed will be pressured washed with a disinfectant weekly.

**22.9. Stairways (Landing and Tread Surfaces)**

- A. Landing and tread surfaces shall be free of dirt, dust and other foreign substances and shall present an overall appearance of cleanliness. Railings, ledges, grills, fire apparatus and doors shall be free of dust and foreign substances.
- B. Glass surfaces shall be clean and free of obvious dust, smudges or spots. Metal surfaces shall be free of smears, smudges or stains. They shall be clean, bright and polished to a uniform luster. Wood surfaces shall be free of smears, smudges or stains.

**22.10. Storage Space**

Floors shall be clean and free of trash and foreign substances. No dirt shall be left in corners, under furniture or behind doors.

**22.11 Sally Port**

All areas shall be free of trash and other discarded materials.

**23.0 EXTERIOR SITE**

**23.1 Contractor shall provide the following specific exterior site cleaning services:**

- A. All paved sidewalks, curbs, drains and ground-level gutters shall be inspected daily to check for debris and completely swept weekly. Occasional sweeping, as needed, shall be provided between weekly general sweepings to remove debris such as leaves or papers which may collect in corners or against curbs. Contractor shall empty all exterior trash receptacles daily and clean with disinfectant cleaners, soap and water as needed to maintain sanitary conditions. (Any large "dumpsters" on site are not subject to these terms.). Sidewalks, curbs, drains and ground-level gutters shall be washed with water, using a high pressure spray, when necessary or requested by the Facility Superintendent to remove accumulated debris, mud or other substances which may accumulate on paved surfaces. Contractor shall "power vacuum" the exterior of the site once per quarter. Power vacuum shall mean that the Contractor use a truck mounted vacuum device to sweep the entire exterior site. Including ground level gutters, driveways, curbs, and sallyport entrance and exit.
- B. Papers and other extraneous debris from all exterior areas shall be collected, bagged, and removed to the loading dock or dumpsters on site daily.
- C. Contractor shall quarterly, as needed, or as requested by the Facility Superintendent, remove stains, such as automotive fluids, or other unsightly markings from paved surfaces of the parking garage entrance, sidewalks, curbs, drains and ground-level gutters to maintain a neat, clean appearance at all times. Cleaning agents or methods used for this purpose shall have prior approval from the Building Superintendent. Exterior terrazzo at the entrances to the buildings' lobbies and on the sidewalk immediately in front of the buildings shall be swept daily, hosed and/or wet mopped weekly and high-pressure spray cleaned monthly or as needed.
- D. Contractor shall furnish necessary manpower, tools, supplies, equipment and vehicles as required to remove snow an/or ice. Remove snow and ice from all entrance steps and landings, sidewalks,

vehicular courts, parking areas and approaches before the building occupants report for work and on a continuous basis thereafter. Chemicals and/or sand shall be used to reduce safety hazards due to ice and/or snow.

- E. All floors, curbs and ramps in the parking garage shall be power washed annually. The contract shall recycle and filter all water that is used in the cleaning process.
- F. Bi-weekly pressure washing shall be necessary on, but not limited to; all exterior public entrance terrazzo and concrete areas, rear side walks, fuel Dispensing units, vehicle maintenance, loading dock, prisoner drop off sally port, detention areas and car wash.

## **24.0 EMERGENCIES & SUPPLEMENTAL LABOR FOR EXTENDED HOURS OF OPERATION**

- 24.1 Contractor will supply extra labor to provide setup and cleanup assistance supporting Transtar during extended hours during emergencies including but not limited to floods, hurricanes, terrorist attacks, etc. The City will furnish supplies during this time.
- 24.2 In cases of emergencies, i.e., roof leaks, busted water pipes, etc., the City may request additional services outside of Contractor's normal working hours. Services performed shall be those indicated in this scope of work, including but not limited to cleaning and janitorial services and emergency floor care. Contractor response time to an emergency request shall be within four (4) hours. All emergency labor requests shall be for a minimum of one (1) hour. The cost for this type of emergency shall be based on a per hour basis, inclusive of all supervision, labor, supplies, material and equipment. All invoices shall indicate exact description of the work performed, number of labor hours and number of workers utilized to perform services.
- 24.3 Supplemental labor may be requested for special clean-up needs facilitated by furniture moves and/or alterations and building repairs, etc. Services may include, but not be limited to overall carpet cleaning (not spot-cleaning), upholstery cleaning, scotch guard carpet and upholstery. Such requests must be submitted to the Contractor, in writing, a least forty-eight (48) hours in advance of the performance date. All supplemental labor requests shall be for a minimum of two (2) hours. Supplemental labor costs will be based on a per hour rate inclusive of all supervision, labor, supplies, material and equipment. All invoices shall include the exact description of the work performed, number of labor hours and number of workers utilized to perform service.
- 24.4 Payment of emergency or supplemental labor shall be computed as follows: Contractor shall be paid a minimum of one (1) hour for emergency services or two (2) hours for supplemental services for actual work performed during those times regardless of the amount of time required to complete the service, per the hourly labor charge in the Fee Schedule. Or example, if emergency service is competed within twenty-five (25) minutes, the Contractor shall invoice the City for one (1) hour and will be paid accordingly. Should the time required to complete the work exceed one hour, Contractor shall be paid in fifteen (15) minute increments after the first hour. For example, if the emergency service is competed in one (1) hour and five (5) minutes, the Contractor shall invoice the City for one (1) hour and fifteen (15) minutes and will be paid accordingly.

## **25.0 CLEANING SCHEDULES**

- 25.1 Facilities maintained by the Building Services Department, Group One, Item Nos. 1 through 15 in Exhibit B1 require full cleaning crews for each shift as indicated. Group One, Item Nos. 16 through 59, in Exhibit B1 shall be cleaned by Roving Crews within times designated. Group One, Item No 60, requires floor care only. Floors shall be buffed every two (2) weeks and strip/finished every quarter.

25.2 Facilities maintained by the Public Works Department, Group Two, Item Nos. 1 through 6, require full cleaning crews for each shift as indicated.

**26.0 PENALTIES FOR NON-PERFORMANCE**

Deduction from monthly payment on Invoices will apply for non-performance on the following categories Deduction determined by the contractor administrators and based on inspections.

- (a) For an overall unsatisfactory performance on floor care a 30% deduction of the monthly charge will apply.
- (b) For an overall unsatisfactory performance on restroom, break room, and drinking fountains, a 30% deduction of the monthly charge will apply.
- (c) For an overall unsatisfactory performance on the trash removal, a 15% deduction of the monthly charge will apply.
- (d) For an unsatisfactory rating on high dusting, a deduction of 10% of the monthly charge will apply.
- (e) For an unsatisfactory rating on the exterior cleaning, a deduction of 15% of the monthly will apply.

**26.1 CONTRACT COMPLIANCE (PUBLIC WORKS & ENGINEERING DEPARTMENT ONLY)**

The Department of Public Works & Engineering reserves the right to monitor this contract for compliance to ensure legal obligations are fulfilled and that acceptable levels of service are provided. Monitoring may take the form of, but not necessarily limited to, (1) review of the Contractor's checks for accuracy; (2) site visits; and (3) testing and sampling. The primary responsibility for monitoring compliance rests with the Contract Compliance Section, Management Support Branch of the Office of the Director, Department of Public Works and Engineering. Their office number is 713-837-7135.

**FACILITY DESCRIPTIONS WITH FULL CREW REQUIREMENTS**

**27.0 POLICE HEADQUARTERS, 1200 Travis, Houston, Texas 77002**

- 27.1 The Police Headquarters is a 26-story building with several areas operating 24 hours a day located at 1200 Travis, Houston, TX 77002. There is a 11 story, 400,000 square feet parking garage. Approximate staffing of police department personnel shall be about 1,800 on day shift and 300 to 500 on evening shift Monday-Friday, 200 to 300 all shifts on weekends.
- 27.2 The 26-story building contains approximately 393,000 square feet of useable, occupied floor space and is constructed of steel and masonry. The main building includes twelve (12) elevators, 99 restrooms, both employee and public, offices, kitchen areas and a Health Maintenance Facility (GYM) with exercise equipment, locker rooms, sauna, and showers. Floor covering materials throughout the building include 320,000 square feet of carpet, 60,000 square feet VCT tile and 13,000 square feet of sheet vinyl. Floors 15, 16 and 18 are not included in this contract as security reasons require cleaning and janitorial services to be performed by in-house personnel.

27.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:30 a.m. – 4:30 p.m.), the evening shift (5:00 – 10:00 p.m.) and the weekends (7:30 a.m. – 4:30 p.m. and 4:30 – 10:30 p.m.). Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

**28.0 MORRISON POLICE ACADEMY, 17000 Aldine Westfield Road, Houston, Texas 77073**

28.1 The Morrison Police Academy is a 12-hour a day facility located at 17000 Aldine Westfield Road, Houston, TX 77073. The complex includes eight (8) buildings on approximately seventy (70) acres. There is an estimated 25,000 square feet of paving which includes parking lots, driveways and other areas designated for vehicular traffic. Approximate staffing shall be about 250 police department personnel.

28.2 Four (7) major areas of operation are (1) Administration, (2) Video/Museum (3) Gymnasium and (4) Academic (5) Indoor Pistol Range, (6) Driving Training, and (7) Outdoor Weapons Range. Space within each is apportioned as follows:

Administration (A) Building	7,436 Square Feet
Video/Museum (B) Building	18,240 Square Feet
Gymnasium (C) Building	21,275 Square Feet
Academic (D) Building	45,425 Square Feet
Indoor Pistol Range (E) Building	3,820 Square Feet
Driving Training Building	1,280 Square Feet
Outdoor Weapons Range	1,600 Square Feet
Vehicle Maintenance Building	180 Square Feet

28.2.1 The one (1) - story Administration (A) building contains approximately 7,436 square feet of useable, occupied floor space. The Administration (A) building includes three (3) restrooms, both employee and public. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.

28.2.2 The two (2) -story Video/Museum (B) building contains approximately 18,240 square feet of useable, occupied floor space. The B building includes six (6) restrooms, both employee and public. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.

28.2.3 The two (2) -story Gym (C) building contains approximately 21,275 square feet of useable, occupied floor space of which 80% is a carpeted gymnasium. The C building includes two (2) restroom/locker rooms, both employee and public, and a Health Maintenance Facility (GYM) with exercise equipment, saunas and showers. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.

28.2.4 The two (2) - story Academic (D) building contains approximately 45,425 square feet of useable, occupied floor space. The D building includes one (1) elevator, eleven (11) classrooms, four (4) restrooms, both employee and public.

Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.

28.2.5 The one (1) - story Indoor Pistol Range (E) building contains approximately 3,820 square feet of useable, occupied floor space. The E building includes two (2) restrooms, both employee and public. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.

28.2.5.1 Daily cleaning of the range and adjacent areas

The janitorial service shall clean the gun cleaning room and shooting range control room. These activities are a potential source for re-entrainment of lead dust into the air and distribution of lead to adjacent areas. Ingestion of lead is also a potential source of contamination.

Recommendations

1. The janitorial service should make a determination of whether or not employees are exposed to lead above the Permissible Exposure Limit of 50 ug/m<sup>3</sup> or the Action Level of 30 ug/m<sup>3</sup> working in the shooting range. If exposures above the either of these limits are determined to occur the janitorial service should implement a program that is in full compliance with 29 CFR 1910.1025.

2. If exposures are below the Action Level the janitorial service should comply with the following:

- a. Restrict employees from drinking beverages, eating food and snacks, using all forms of tobacco, and application of cosmetics, hand lotions, etc. while working in the shooting range, shooting range control room, and gun cleaning room;
- b. Require the use of disposable shoe covers and gloves for all personnel working in the shooting range;
- c. Require that employees wash their hands before exiting the shooting range and immediately upon exiting the shooting range control room and gun cleaning room.
- d. If it is decided to retain the carpet in the shooting range the janitorial service should use a HEPA filtered vacuum cleaner for the carpet;
- e. Wet mop the concrete floor and wet wipe surface areas with a 5% solution of Trisodium Phosphate (TSP);

3. Provide lead awareness training that includes the following as a minimum:

- a. The content of the lead standard and Appendices A and B of 29 CFR 1910.1025;
- b. The specific nature of the operations that could result in exposure to lead above the action level;
- c. The health affects associated with exposure to lead;
- d. Engineering controls, personal protective equipment, and work practices and procedures used to minimize lead exposure.

28.2.6 The one (1) - story Driving Training building contains approximately 1,280 square feet of useable, occupied floor space. The building includes two (2) restrooms, both employee and public. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.

- 28.2.7 The one (1) - Outdoor Weapons Range building contains approximately 1,600 square feet of useable, occupied floor space. The H building includes one (1) restroom, both employee and public. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.
- 28.2.8 The one (1) story Vehicle Maintenance building contains approximately 180 square feet and houses functions such as gas pumps automotive services. ONLY A SMALL RESTROOM AND THE CAR ATTENDANT'S OFFICE ARE SUBJECT TO THE TERMS OF THIS CONTRACT.
- 28.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) and the evening shift (4:00 p.m. – midnight). These shifts are required 5 days per week.
  - 28.3.1 The evening shift duties shall include but not limited to maintaining all common area floors throughout the facility, mainly high traffic areas i.e. Classrooms, Building Lobbies, Corridors and Elevator Lobbies. Other duties that may be performed during the night shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

**29.0 CLEAR LAKE POLICE STATION, 2855 Bay Area Boulevard, Houston, Texas 77062**

- 29.1 The Clear Lake Police Station is a 24-hour facility located at 2855 Bay Area Blvd, Houston, TX 77058. The complex includes two (2) buildings on approximately six (6) acres. There is an estimated 68,886 square feet of paving which includes parking lots, driveways and other areas designated for vehicular traffic. Approximate staffing shall be about 147 police department personnel.
- 29.2 Four (4) major areas of operation are (1) Police, (2) Detention (Jail), (3) Municipal Courts and (4) Vehicle Maintenance Garage. Space within each, excluding "shelled" space and vehicle bays, is apportioned as follows:

Police Areas	10,985	Square Feet
Detention (Jail) Areas	792	Square Feet
Municipal Courts Area	240	Square Feet
Vehicle Maintenance Area	3,224	Square Feet

- 29.1.1 The larger, one (1) - story main building contains approximately 12,017 square feet of useable, occupied floor space and is constructed of steel and masonry. The main building includes four (4) restrooms, both employee and public, and a Health Maintenance Facility (GYM) with exercise equipment, locker rooms, saunas, steam rooms and showers. There are no elevators at this facility. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete. The Detention (Jail) area includes three (3) temporary holding cells with an estimated total capacity of five (5) prisoners. Each cell has a combination toilet/wash basin fixture.

29.1.1 A smaller, one (1) - story vehicle service building is separated from the main building by a driveway/parking area and houses functions such as a car wash, gas pumps, body shop and similar types of automotive services. ONLY A SMALL RESTROOM AND THE CAR ATTENDANT'S OFFICE ARE SUBJECT TO THE TERMS OF THIS CONTRACT AND CONTAIN APPROXIMATELY 293 SQUARE FEET OF FLOOR SPACE. There is an additional 871 square feet of vehicle service bays in the vehicle maintenance wing of the structure. The service bays are not subject to the terms of this Contract.

29.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) and the evening shift (4:00 p.m. – midnight). There is no graveyard shift at this facility. Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

29.3.1 Evening shift duties shall include but not limited to maintaining all common area floors throughout the facility. Mainly high traffic areas i.e. Detention Lobby, Main Lobby, Corridors and Elevator Lobbies. Other duties that may be performed during the evening shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

**30.0 NORTHEAST POLICE STATION, 8301 Ley Road, Houston, Texas 77025**

30.1 The Northeast Police Station is a 24-hour facility located at 8301 Ley Road, Houston, TX 77026. The complex includes two (2) buildings on approximately fifteen (15) acres. There is an estimated 300,000 square feet of paving which includes parking lots, driveways and other areas designated for vehicular traffic. Approximate staffing shall be about 250 police department personnel.

30.2 Three (3) major areas of operation are (1) Police, (2) Detention (Jail), (3) Vehicle Maintenance Garage. Space within each, excluding "shelled" space and vehicle bays, is apportioned as follows:

Police Areas	22,000 Square Feet
Detention (Jail) Areas	700 Square Feet
Vehicle Maintenance Area	2,000 Square Feet

30.2.1 The larger, one (1) - story main building contains approximately 22,000 square feet of useable, occupied floor space. The main building includes five (5) restrooms, both employee and public, and a Health Maintenance Facility (GYM) with exercise equipment, locker rooms, and showers. There are no elevators at this facility. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete. The Detention (Jail) area includes seven (7) cells with an estimated total capacity of fifteen (15) prisoners. Each cell has a combination toilet/wash basin fixture.

30.2.1 A smaller, one (1) - story vehicle service building is separated from the main building by a driveway/parking area and houses functions such as a car wash, gas pumps, body shop and similar types of automotive services. ONLY A

SMALL RESTROOM AND THE CAR ATTENDANT'S OFFICE ARE SUBJECT TO THE TERMS OF THIS CONTRACT AND CONTAIN APPROXIMATELY 300 SQUARE FEET OF FLOOR SPACE. There is an additional 1,700 square feet of vehicle service bays in the vehicle maintenance wing of the structure. The service bays are not subject to the terms of this Contract.

30.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide services for the day shift (7:00 a.m. – 4:00 p.m.) and the evening shift (4:00 p.m. – midnight). There is no graveyard shift at this facility. Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

30.3.1 Evening shift duties shall include but not limited to maintaining all common area floors throughout the facility. Mainly high traffic areas i.e. Detention Lobby, Main Lobby, Corridors and Elevator Lobbies. Other duties that may be performed during the evening shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

### **31.0 STRINGFELLOW SOUTH POLICE STATION, 8300 Mykawa, Houston, Texas 77048**

31.1 The Edward J. Stringfellow South Police Station is a 24-hour facility located at 8300 Mykawa, Houston, TX 77048. The complex includes two (2) buildings on approximately twenty-four (24) acres. There is an estimated 325,000 square feet of paving which includes parking lots, driveways and other areas designated for vehicular traffic. Approximate staffing shall be about 250 to 300 police department personnel.

Four (4) major areas of operation are (1) Police, (2) Detention (Jail), (3) Municipal Courts and 4) Vehicle Maintenance Garage. Space within each, excluding vehicle bays, is apportioned as follows:

Police Areas	96,400 Square Feet
Detention (Jail) Areas	48,780 Square Feet
Municipal Courts Area	13,000 Square Feet
Vehicle Maintenance Area	3,820 Square Feet

31.1.1 The larger, two (2) - story main building contains approximately 162,000 square feet of useable, occupied floor space and is constructed of steel and masonry. The main building includes four (4) elevators, forty-four (44) restrooms, both employee and public, and a Health Maintenance Facility (GYM) with exercise equipment, locker rooms, saunas, steam rooms and showers. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete. The Detention (Jail) area includes thirty (30) cells with an estimated total capacity of 150 prisoners. Each cell has a combination toilet/wash basin fixture. There is one (1) temporary holding cell with an additional toilet fixture in the Prisoner Intake area of the Jail.

31.1.2 A smaller, one (1) - story vehicle service building is separated from the main

building by a driveway/parking area and houses functions such as a car wash, gas pumps, body shop and similar types of automotive services. ONLY A SMALL RESTROOM AND THE CAR ATTENDANT'S OFFICE ARE SUBJECT TO THE TERMS OF THIS CONTRACT AND CONTAIN APPROXIMATELY 140 SQUARE FEET OF FLOOR SPACE. There is an additional 13,000 square feet of vehicle service bays in the Vehicle Maintenance wing of the structure. The service bays are not subject to the terms of this Contract.

31.2 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.), the evening shift (4:00 p.m. – midnight) and the graveyard shift (midnight – 8:00 a.m.). Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

31.2.1 Graveyard shift duties shall include but not limited to maintaining all common area floors throughout the facility, mainly high traffic areas i.e. Detention Lobby, Main Lobby, Building Services Corridors, Elevator Lobbies, and the Courts Lobby. Other duties that may be performed during the graveyard shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the night shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

## **32.0 WESTSIDE COMMAND STATION, 3203 S. Dairy Ashford, Houston, Texas 77082**

32.1 The Westside Command Station is a 24-hour facility located at 3203 S. Dairy Ashford, Houston, TX 77082. The complex includes three (3) buildings on approximately 2.3 acres. There is an estimated 350,000 square feet of paving which includes parking lots, driveways and other areas designated for vehicular traffic. There is also a central plant on the site containing 7,555 square feet. Approximate staffing shall be about 375 police department personnel.

32.2 Four (4) major areas of operation are (1) Police, (2) Detention (Jail), (3) Municipal Courts and (4) Vehicle Maintenance Garage. Space within each, excluding "shelled" space and vehicle bays, is apportioned as follows:

Police Areas	71,000 Square Feet
Detention (Jail) Areas	4,000 Square Feet
Municipal Courts Area	8,000 Square Feet
Vehicle Maintenance Area	22,500 Square Feet

32.2.1 The larger, four (4) - story main building contains approximately 125,000 square Feet of useable, occupied floor space and is constructed of cinder block and brick with a re-enforced concrete slab. The main building includes six (6) elevators, twenty-eight (28) restrooms, both employee and public, and a Health Maintenance Facility (GYM) with exercise equipment, locker rooms, saunas, steam rooms and showers. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete. The Detention (Jail) area includes nine (9) temporary holding cells with additional toilet fixtures in the Prisoner Intake area of the Jail. The 4<sup>th</sup> floor is not included in this contract.

- 32.2.2 A second smaller, two (2) - story vehicle service building is separated from the main building by a driveway/parking area and houses functions such as a car wash, gas pumps, body shop and similar types of automotive services. ONLY THREE RESTROOMS AND A OFFICE ARE SUBJECT TO THE TERMS OF THIS CONTRACT AND CONTAIN APPROXIMATELY 2,500 SQUARE FEET OF FLOOR SPACE. There is an additional 20,000 square feet of vehicle service bays. The service bays are not subject to the terms of this Contract.
- 32.2.3 A third smaller, one (1) - story vehicle service building is separated from the main building by a driveway/parking area and houses functions such as the Body & Paint Shop and one restroom. 100 square feet are subject to the terms of this contract.
- 32.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 3:00 p.m.), the evening shift (1:00 p.m. – 9:00 p.m.) and the graveyard shift (9:00 p.m. – 5:00 a.m.). Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.
- 32.3.1 Graveyard shift duties shall include but not limited to maintaining all common area floors throughout the facility. Mainly high traffic areas i.e. Detention Lobby, Main Lobby, Corridors and Elevator Lobbies. Other duties that may be performed during the night shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the night shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.
- 32.4 Contracted Food Service Areas are to be the sole responsibility of the Contractor providing the service: i.e., floor care, trash disposal, etc., shall not be performed at the expense of the City.

**33.0 NORTH POLICE STATION, 9455 W. Montgomery, Houston, Texas 77088**

- 33.1 The North Police Station is a 24-hour facility located at 9455 W. Montgomery Rd., Houston, TX 77088. The two (2) story building is approximately seventeen (17) acres. There is an estimated 112,036 square feet of office space and paving which includes parking lots, driveways and other areas designated for vehicular traffic. Approximate staffing shall be about 1,000 per a 24 hour period of police department personnel.
- 33.2 Three (3) major areas of operation are (1) Police, (8) Detention (Jail), (1) Vehicle Maintenance Garage. Space within each, excluding "shelled" space and vehicle bays, is apportioned as follows:

Police Areas	81,211	Square Feet
Detention (Jail) Areas	800	Square Feet
Vehicle Maintenance Area	9,742	Square Feet

- 33.2.1 The larger, one (1) - story main building contains approximately 58,281 square feet of useable, occupied floor space and is constructed of steel and masonry.

The main building includes seventeen (17) restrooms, both employee and public, and a (GYM) with exercise equipment, locker rooms, saunas, steam rooms and showers. There are no elevators at this facility. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile. The Detention (Jail) area includes eight (8) temporary holding cells with an estimated total capacity of one (1) prisoner. Each cell has a combination toilet/wash basin fixture.

33.2.2 A smaller, two (2) - story vehicle service building is separated from the main building by a driveway/parking area and houses functions such as a car wash, gas pumps, body shop and similar types of automotive services. ONLY A SMALL RESTROOM AND THE CAR ATTENDANT'S OFFICE ARE SUBJECT TO THE TERMS OF THIS CONTRACT AND CONTAIN APPROXIMATELY 2,523 SQUARE FEET OF FLOOR SPACE. There is an additional 305 square feet of a vehicle service bay in the vehicle maintenance wing of the structure. The service bays are not subject to the terms of this Contract.

33.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) and the evening shift (4:00 p.m. – midnight). There is no graveyard shift at this facility. Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

33.3.1 Evening shift duties shall include but not limited to maintaining all common area floors throughout the facility. Mainly high traffic areas i.e. Detention Lobby, Main Lobby, Corridors and Elevator Lobbies. Other duties that may be performed during the evening shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

#### **34.0 NORTHWEST POLICE STATION, 6000 Teague, Houston, Texas 77041**

34.1 The Northwest Police Station is a 24-hour facility located at 6000 Teague, Houston, TX 77041. The complex includes one (1) building on approximately four (4) acres. There is an estimated 10,409 square feet of office space. Parking lots, driveways and other areas designated for vehicular traffic are approximately 61,874 square feet. Approximate staffing shall be about 200 per a 24-hour period of police department personnel.

34.2 Four (4) major areas of operation are (1) Police, (2) Detention (Jail), (3) Admin trailers and (4) Vehicle Maintenance Garage. Space within each, excluding "shelled" space and vehicle bays, is apportioned as follows:

Police Areas	8,268	Square Feet
Detention (Jail)	320	Square Feet
Administration Trailer	1,344	Square Feet
Vehicle Maintenance Area	910	Square Feet

34.2.1 The larger, one (1) - story main building contains approximately 5,593 square

feet of useable occupied floor space and is constructed of steel and masonry. Two temporary administration buildings approximately 1344 square feet. The main building includes Three (3) restrooms, both employee and public, and (GYM) with exercise equipment, locker rooms, and showers. There are no elevators at this facility. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete. The Detention (Jail) area includes six (6) temporary holding cells with an estimated total capacity of one (1) prisoner. Each cell has a combination toilet/wash basin fixture.

34.2.2 A smaller, one (1) - story vehicle service building is separated from the main building by a driveway/parking area. ONLY A SMALL RESTROOM AND THE CAR ATTENDANT'S OFFICE ARE SUBJECT TO THE TERMS OF THIS CONTRACT AND CONTAIN APPROXIMATELY 164 SQUARE FEET OF FLOOR SPACE. There is an additional 746 square feet of vehicle service bays in the vehicle maintenance wing of the structure. The service bays are not subject to the terms of this Contract.

34.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 4:00 p.m.) and the evening shift (4:00 p.m. – midnight). Saturday and Sunday (8:00a.m. -12:00 p.m.). There is no graveyard shift at this facility. Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

34.3.1 Evening shift duties shall include but not limited to maintaining all common area floors throughout the facility. Mainly high traffic areas i.e. Detention Lobby, Main Lobby, Corridors and Elevator Lobbies. Other duties that may be performed during the evening shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

### **35.0 MAGNOLIA PARK POLICE STATION, 7525 Sherman, Texas 77011**

35.1 The Magnolia Park also known as the Eastside Police station is a 24-hour facility. The complex is a one story building on a 5-acre lot. There is also an additional parking area of about one acre across the back street. There is an estimated 13,240 square feet of usable floor space and paved parking areas and drive ways. Approximate staffing during day shift is 50 police department personnel.

35.2 This facility has police offices and a "gas station" with four (4) pumps. There are six (6) rest rooms in the building. The floor coverings include carpet, tile and concrete.

35.3 The City of Houston requires a certain level of service. The contractor shall provide adequate Levels of coverage to provide service for the day shift (7:00 am - 5:00 pm). Janitorial/Cleaning personnel are to be on-site three hundred sixty five (365) days per year, holidays included.

### **36.0 SOUTHWEST POLICE STATION, 4503 Beechnut, Houston, Texas 77096**

- 36.1 The Southwest Police Station is 24 hour facility located at 4503 Beechnut. The complex includes a one story building and two trailers in a 5 acre lot. There is an estimated 9,176 square feet of usable floor space. There are paved parking spaces and drive-ways and also a helicopter landing pad. Approximate staffing during day shift is 50 police department personnel.
- 36.2 This facility has police offices and a temporary detention area with four(4) cells which can hold up to 14 prisoners. A "gas station" with four pumps is also available for the police. The main building has four(4) rest rooms. The IAD trailer has one(1) and the other trailer has two(2) rest rooms. The floor coverings include carpet, tile and concrete.
- 36.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift(7:00am - 5:00pm). Janitorial/Cleaning personnel are to be on-site three hundred sixty five (365) days per year, holidays included.

**37.0 BUSH IAH POLICE SUBSTATION, 3100 Terminal Road B, Houston, Texas**

37.1 The Bush IAH Police Station is a 24-hour facility located at 3915, Houston, TX 77058. The complex includes one (1) building located inside of the IAH. There is an estimated 14,000 square feet of paving. Approximate staffing shall be about 130-per 24 -hour period police department personnel.

37.2 Two (2) major areas of operation are (1) Police, (2) Detention (Jail), and is apportioned as follows:

Police Areas	11,356	Square Feet
Detention (Jail) Areas	300	Square Feet

37.2.1 The larger, one (1) - story main building contains approximately 14,000 square feet of useable, occupied floor space and is constructed of steel and masonry. The main building includes four (2) restrooms, both employees. There are no elevators at this facility. Floor covering materials throughout the building include carpet, ceramic tile, and floor tile.

37.2.2 The Detention (Jail) area includes three (3) temporary holding cells with an estimated total capacity of one (1) prisoner. Each cell has a combination toilet/wash basin fixture.

37.3 Reserved Parking is available for HPD personnel. The parking is not subject to the terms of this Contract.

37.4 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 3:00 p.m.) and the evening shift (3:00 p.m. – 11:00 p.m.). There is no graveyard shift at this facility. Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

37.4.1 Evening shift duties shall include but not limited to maintaining all common area floors throughout the facility. Mainly high traffic areas i.e. Detention Lobby, Main Lobby. Other duties that may be performed during the evening shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed

during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

**38.0 KINGWOOD POLICE SUBSTATION, 3915 Rustic Woods, Houston, Texas**

38.1 The Kingwood Police Station is a 24-hour facility located at 3915, Houston, TX 77339. There is an estimated 9,000 square feet of office space and paving which includes parking lots, driveways and other areas designated for vehicular traffic. Approximate staffing is 67 police department personnel.

38.2 Two (2) major areas of operation are (1) Police, (1) Detention (Jail), is apportioned as follows:

Police Areas	5860 Square Feet
Detention (Jail) Area	140 Square Feet

38.2.1 The larger, one (1) - story main building contains approximately 4,362 square feet of useable, occupied floor space and is constructed of steel and masonry. The main building includes four (4) restrooms, both employee, and locker rooms and showers. There are no elevators at this facility. Floor covering materials throughout the building include carpet, ceramic tile, and floor tile. The Detention (Jail) area includes One (1) temporary holding cells with an estimated total capacity of one (1) prisoner. Each cell has a combination toilet/wash basin fixture.

38.3 Parking is separate from the main building by a driveway/parking area and is approximately 3,000. Trash pickup in the parking area is subject to terms of this Contract.

38.4 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 3:30 p.m.) and the evening shift (4:00 p.m. – 09:00 p.m.). There is no graveyard shift at this facility. Janitorial/Cleaning personnel are to be on-site three hundred and sixty-five (365) days per year, holidays included.

38.4.1 Evening shift duties shall include but not limited to maintaining all common area floors throughout the facility. Mainly high traffic areas i.e. Detention Lobby, Main Lobby. Other duties that may be performed during the evening shift may include emptying all exterior/interior trash receptacles. It shall be the Contractors responsibility to insure that the number of its employees staffed during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

**39.0 FIRE LOGISTICS COMPLEX, 1205 Dart, Houston, Texas**

39.1 The Logistics Complex is a 12-hour a day facility located at 1205 Dart, Houston, Texas 77007. The complex includes seven (7) buildings on approximately 3 acres. The City, at this location, maintains the parking lots, driveways and other areas designated for vehicular traffic. Approximate staffing will be about 300 fire department personnel.

39.2 The areas of operation are (1) Administration, (2) Parts, Ambulance and Light Duty Vehicles, (3)

Offices and Fabrication Shop, (4) Body Shop, (5) Building Maintenance and Radio Shop, (6) Fuel Station, and (7) Guard Shack. Space within each is appropriated as follows:

Administration Building	21,386	Square Feet
Parts, Ambulance & Light Duty Vehicles	1,574	Square Feet
Offices & Fabrication	2,833	Square Feet
Body Shop	833	Square Feet
Building Maintenance & Radio Shop	5,424	Square Feet
Fuel Station	437	Square Feet
Guard Shack	120	Square Feet
Systems Development E Building	2,055	Square Feet

- 39.2.1 The one-two story Administration Building contains approximately 21,386 square feet of useable, occupied floor space. The Administration Building includes one elevator, four restrooms, both employee and public. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.
- 39.2.2 The one-story Parts, Ambulance & Light Duty Vehicles building contains approximately 1,574 square feet of useable, occupied floor space. The building includes one employee restroom. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.
- 39.2.3 The one-story Offices & Fabrication Shop building contains approximately 2,833 square feet of useable, occupied floor space of which 80% is a concrete fabrication shop. The building includes two employee restrooms. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.
- 39.2.4 The one-story Body Shop Building contains approximately 833 square feet of useable, occupied floor space. The building includes one employee restroom. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.
- 39.2.5 The two-story Building Maintenance & Radio Shop building contains approximately 5,424 square feet of useable, occupied floor space. The building includes two (2) employee restrooms. Floor covering materials throughout the building include carpet, ceramic tile and concrete.
- 39.2.6 The one-story Fuel Station building contains approximately 437 square feet of useable, occupied floor space. The building includes one employee restroom. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile and concrete.
- 39.2.7 The one-story Guard Shack building contains approximately 120 square feet of useable, occupied floor space. The building includes one employee restroom. Floor covering materials throughout the building include ceramic tile and concrete.
- 39.2.8 The one-story Systems Development section contains approximately 2,055 square feet of useable floor space. The building has no restrooms. Floor covering throughout the building include carpet and tile.
- 39.3 The City of Houston requires a certain level of service. The contractor shall provide adequate Levels of coverage to provide service for the evening (4:00 p.m.- midnight). These shifts are required 5 days per week.

39.3.1 The evening shift duties shall include but not limited to all janitorial services and maintaining all common area floors throughout the facility. It will be the Contractors responsibility to insure that the number of its employees staffed during the evening shift is a sufficient number to complete the tasks and to insure that the floors remain in first class condition.

#### **40.0 DHHS ADMINISTRATION BUILDING, 8000 N. Stadium, Houston, Texas**

40.1 The HDHHS building is operating from 8:00 a.m. to 5:00 p.m. located at 8000 N. Stadium Drive.

40.2 The larger, eight (8)- story High rise office building contains approximately 128,507 useable square feet , three (3) elevators and two (2) stairwells. The building includes eighteen (18) rest rooms, both employee and public. Floor covering through out the building include carpet, ceramic tile, vinyl and brick- tile. The building estimated capacity is 600 employees.

40.3 The small, four (4)- story public parking garage contains approximately 40,625 square feet, 612 parking spaces, two cashier offices, one (1) elevator, and two (2) stairwells. Floor covering in the elevator is vinyl and the remaining building's floor is concrete.

40.4 The City of Houston requires a certain level of service. The contractor shall provide adequate level of coverage to provide service for the dayshift (7:00 a.m.-5:00 p.m.) and the evening shift (4:00 p.m.-midnight). There is no graveyard shift at the building.

40.5 Day shift duties include maintaining all common area floors throughout the building. Mainly high traffic area i.e. Main lobby, Corridors, Twelve (12) employee rest rooms, Two (2) Public rest rooms on 2<sup>nd</sup> floor, Four Public rest rooms on 1<sup>st</sup> floor, Four elevators, Driveway in-front the building and around building property, Smoking area outside the building, and building stairwells. Also, some special cleaning construction requested (Moving furniture and cubical offices), Confidential offices (Director office, Deputy Director office, Personnel office, and Computer office area). These offices are closed at night.

#### **41.0 MUNICIPAL COURTS BUILDING, 1400 Lubbock, Houston, Texas**

41.1 The Municipal Courts Building is a 24-hour facility located at 1400 Lubbock, Houston, Texas 77002. The complex is comprised of a basement, lobby, 2<sup>nd</sup> floor and 3<sup>rd</sup> floor and includes parking around the north and east perimeter of the building as well as a paid parking lot across the street from the main entrance on the south side of the building. On a daily basis, the Municipal Courts serve approximately 8,000 citizens.

41.2 The Municipal Courts Building is approximately 104,000 square feet and consists of the following areas of operation:

- Municipal Courts Judicial
- Municipal Courts Administration
- Legal
- Community Service
- Finance & Administration
- Marshal's Division

41.2.1 The Municipal Courts Building contains approximately 104,000 square feet and is constructed of steel, masonry and stucco. The building contains three (3) public elevators, twenty-five (25) restrooms, both employee and public, one (1) Annex Court, one (1) Jury Assembly Room and ten (10) courtrooms. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile, VCT tile and concrete.

41.3 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of Coverage to provide services for the day shift (7:00 a.m.–3:00 p.m.), evening shift (3:00 p.m.-11:00 p.m.) and graveyard shift (11:00 p.m. – 7:00 a.m.). Janitorial/Cleaning personnel are to be on site three hundred and sixty-five (365) days per year, holidays included. However, a walkthrough of the facility will be administered to discuss any questions regarding shift hours.

41.3.1 Grave yard shift duties shall include but not limited to maintaining all common area floors throughout the facility, mainly high traffic areas and courtrooms i.e. Hallways, Lobbies, Main Lobby, Stairwells, Elevator Lobbies, Break Areas, Entrances. Other duties that may be performed during the graveyard shift may include emptying all exterior/interior trash receptacles. It shall be the contractor's responsibility to insure that the number of its employees staffed during the night shift is a sufficient number to plete the tasks and to insure that the floors remain in first class condition.

**42.0 PWE UTILITY MAINTENANCE SOUTHEAST QUADRANT (SEQ)  
2700 Dalton, Houston, Texas**

42.1 The Southeast Quadrant (SEQ) is a 9-Hour a day facility with workdays that are primarily Monday thru Friday. This facility consists of one main building, two guardhouses and a fuel control building that total up to approximately 25,700 square feet. Space within each is apportioned as follows:

Administration Building	25,700 sq. ft
Guard House (2)	200 sq. ft
Fuel Control Building	300 sq. ft

42.1.1 The Administration Building at 2700 Dalton has approximately 25,700 sq. ft of usable occupied floor space and contains a Men and Women's locker room. Floor covering materials through out the building consist of carpet and tile with concrete floors in the lock rooms. There are 4 restrooms in the building. The Meter Shop located on the first floor is not included in this contract.

42.1.2 The each Guard House is approximately 100 sq. ft. with concrete floors and a restroom.

42.1.3 The Fuel Control Building Burress is approximately 300 sq. ft. with approximately 300 sq. ft. of usable occupied floor space. It has tile floors and no restroom.

42.2 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) Janitorial/Cleaning personnel are to be on-site Monday thru Friday excluding Holidays.

NOTE: The contractor shall maintain on site at all times a working auto scrubber and a floor burnisher 1700 rpm or higher for floor care.

**43.0 PWE UTILITY MAINTENANCE SOUTHWEST QUADRANT (SWQ)  
7101 Renwick, Houston, Texas**

43.1 The Southwest Quadrant (SWQ) is a 24-Hour a day facility with workdays Sunday thru Saturday. This facility consists of a main building, Fire Hydrant Building and a fuel control building that total up to approximately 32,800 square feet. Space within each is apportioned as follows:

Administration Building	32,000 sq. ft
Fire Hydrant Building	2,400 sq. ft
Fuel Control Building	300 sq. ft

43.1.1 The Administration Building at 7101 Renwick is a two-story building, which has **approximately 32,000 sq. ft of usable occupied floor space** and contains a Men and Women's locker room. Floor covering materials through out the building consist of carpet and tile with concrete floors in the lock rooms. There are 4 restrooms in the building.

43.1.2 The Fire Hydrant Building sits on the adjacent block is approximately 2,400 sq. ft., **which has approximately 500 sq. ft of usable floor space**. It has tile floors and 1 restroom. The warehouse and shop area is not included in this contract.

43.2.3 The Fuel Control Building Burress is approximately 300 sq. ft. with approximately **300 sq. ft. of usable occupied floor space**. It has tile floors and no restroom.

43.2 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) Janitorial/Cleaning personnel are to be on-site Sunday thru Saturday, Holidays included. ***This Facility will require 2 hours each day for Weekend and Holiday coverage to clean the restrooms and empty trash in the Control Center in the Main Building.***

**44.0 PWE UTILITY MAINTENANCE NORTHWEST QUADRANT (NWQ)  
7900 Teague, Houston, Texas**

44.1 The Northwest Quadrant (NWQ) is a 9-Hour a day facility with workdays that are primarily Monday thru Friday. This facility consists of a main building, one Scale House and a fuel control building that total up to approximately 20,300 square feet. Space within each is apportioned as follows:

Administration Building	17,000 sq. ft
Scale Office	250 sq. ft
Fuel Control Building	3,584 sq. ft

44.1.1 The Administration Building at 7900 Teague has **approximately 17,000 sq. ft of usable occupied floor space** and contains a Men and Women's locker room. Floor covering materials through out the building consist of carpet and tile with concrete floors in the lock rooms. There are 4 restrooms in the building.

44.1.2 The Scale Office is **approximately 250 sq. ft. with a tile floor**.

44.1.3 The Fuel Control Building Burress is approximately 3,584 sq. ft. **with approximately 600 sq. ft. of usable occupied floor space.** It has tile floors and no restroom. The adjacent Vehicle Wash area and Mechanic Building is not included in the contract.

44.2 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) Janitorial/Cleaning personnel are to be on-site Monday thru Friday excluding Holidays.

NOTE: The contractor shall maintain on site at all times a working auto scrubber and a floor burnisher 1700 rpm or higher for floor care.

**45.0 PWE UTILITY MAINTENANCE NORTHEAST QUADRANT (NEQ)  
718 Burress, Houston, Texas**

45.1 The Northeast Quadrant (NEQ) is a 9-Hour a day facility with workdays that are primarily Monday thru Friday. This facility consists of two main buildings, one guardhouse and a fuel control building that total up to approximately 21,500 square feet. Space within each is apportioned as follows:

Administration Building	20,600 sq. ft
Office/Locker room/Warehouse Building	8,000 sq. ft.
Guard House (2)	200 sq. ft
Fuel Control Building	735 sq. ft

**45.1.1** The Administration Building at 718 E. Burress is approximately 20,600 sq. ft, **with approximately 16,000 sq. ft. of usable occupied floor space** and contains a Carpenter Shop and Warehouse. Floor covering materials through out the building consist of carpet and tile in the restroom and auditorium areas. There are 10 restrooms throughout the building. The Warehouse and Carpenter Shop portion of the building is not included in this contract.

45.1.2 The Office/Locker room/Warehouse Building at 802 E. Burress is approximately 8,000 sq. ft **with approximately 5,000 sq. ft. of usable occupied floor space.** Floor covering materials through out the building consist of tile. There is one men's locker room and one women's locker room in the building and three additional restrooms facilities. The Warehouse portion of the building is not included in this contract.

45.1.3 The Guard House at 802 E. Burress is approximately 232 sq. ft. with tile floors and no restroom.

**45.1.4** The Fuel Control Building at 802 E. Burress is approximately 735 sq. ft. **with approximately 300 sq. ft. of usable occupied floor space.** It has tile floors and no restroom.

45.2 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) Janitorial/Cleaning personnel are to be on-site Monday thru Friday excluding Holidays.

46.0 **PWE UTILITY MAINTENANCE WASTEWATER TECHNICAL SERVICES**  
**100A Japhet, Houston, Texas**

46.1 The Wastewater Technical Services is a 9-Hour a day facility with workdays that are primarily Monday thru Friday. This facility consists of a Main Building, 3 Portable Office Buildings and a Crew Ready Facility that total up to approximately 10,300 square feet. Space within each is apportioned as follows:

Administration Building	3,300 sq. ft
3 Portable Office Buildings	3,380 sq. ft
Crew Ready Facility	3,000 sq. ft

46.1.1 The Administration Building at 100A Japhet is a one-story building, which has **approximately 3,300 sq. ft of usable occupied floor space** and contains a Men and Women's locker room. Floor covering materials through out the building consist of tile. There are 2 restrooms in the building.

46.1.2 The 3 Portable Office Buildings sits on back of the property and is approximately 3,380 sq. ft., which has **approximately 3,380 sq. ft of usable floor space**. It has carpet and tile floors.

46.1.3 The Crew Ready Facility is approximately 3,000 sq. ft. **with approximately 3,000 sq. ft. of usable occupied floor space**. It has carpet and tile floors and 2 restrooms.

46.2 The City of Houston requires a certain level of service. The contractor shall provide adequate levels of coverage to provide service for the day shift (7:00 a.m. – 5:00 p.m.) Janitorial/Cleaning personnel are to be on-site Monday thru Friday excluding Holidays.

**SECTION B**  
**PART II**  
**SPECIFICATIONS FOR FACILITIES MAINTAINED**  
**BY THE HEALTH & HUMAN SERVICES DEPARTMENT**

**1.0 Performance Definition and Standard**

The Contractor shall perform Cleaning and Janitorial Maintenance Services for the Health and Human Services Department as listed in Exhibit B4.

**1.1 Sweeping and Dusting:**

- a. Floor shall be clean and free of dirt streaks and there shall be no dirt remaining in corners, behind doors, or where the dirt is picked up with the dustpan after the sweeping operation.
- b. Wads of gum, tar, and other sticky substances shall be removed from all floors.
- c. Grills and woodwork shall be dust-free after dusting. Dust shall be removed rather than merely pushed around.
- d. There shall not be any spots or smudges on the wall surfaces, caused by touching the wall with the treated dust cloth.

**1.2 Polishing and Wall Spotting:**

- a. Doorknobs, push bars, kick plates, railings, doors and other surfaces shall be cleaned and polished to an acceptable luster.
- b. Drinking fountains shall be cleaned and free of stains. The wall surface around the drinking fountain shall be free of water spots and streaks.
- c. Wall surfaces up to standing height shall be free of fingerprints, smudges,

**1.3 Mopping:**

- a. Floor shall be free of loose and/or caked dirt particles and shall present an overall appearance of cleanliness after the mopping operation.
- b. Walls, baseboards, and other surfaces shall be free of water marks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- c. All surfaces shall be dry and the crevices clean after mopping.

**1.4 Trash Removal:**

- a. All wastepaper baskets shall be empty and in place, clean and ready for use.
- b. Trash bags, when full, shall be disposed of quickly.

**1.5 Sweeping or Vacuum Cleaning:**

- a. There shall not be any dirt left in any corners, under furniture or behind doors.
- b. Baseboards, furniture, and equipment shall not be disfigured or damaged during the cleaning operation.
- c. There shall not be any dirt where sweepings were picked up.
- d. Furniture and equipment moved during sweeping shall be replaced.
- e. There shall be no trash or foreign matter under desk, table, or chairs.

**1.6 Dusting:**

- a. There shall not be any dust streaks on desk or other office equipment.
- b. Woodwork, after properly being dusted, shall appear bright.
- c. Corners and crevices shall be free from any dust.
- d. There shall not be any oily spots or smudges on walls, caused by touching them.

- e. Windows sills, door ledges, door louvers, window frames, wainscoting, Baseboards, columns, and partition shall be free of dust.

**1.7 Damp-wiping:**

- a. Mirrors, door glass and all other glass that can be reached while standing on the floor, shall be clean and free of dirt, dust, streaks, and spots.

**1.8 Carpet Care:**

- a. Carpet shall be vacuumed every night.
- b. Carpet shall be clean and free from dust, dirt, and other debris.
- c. There shall be known trash or foreign matter under desk, tables or chairs.
- d. All carpets shall be cleaned nightly with proper shampoo and equipment to remove stains, spots and gum. Nightly cleaning to include the bonnet system if necessary to remove stains, spots and gum. All carpet excluding carpet in daycares, senior citizen areas, private offices and work areas shall be shampooed every three (3) months. All carpet in daycare's and senior citizens areas to be shampooed monthly, private offices and work areas shall be shampooed on a semi-annual basis(2 times per year).
- e. Any furniture moved during carpet cleaning shall be replaced.

**1.9 Clean Drinking Fountains:**

- a. Drinking fountains shall be clean and free of stains.
- b. The wall and floor around the drinking fountain shall be free spots and watermarks.
- c. All other surfaces of the fountain shall be free of spots, stains and streaks.

**1.10 Stairway Cleaning:**

- a. Stairs landings, steps, and all corners of stair treads shall be free of loose dirt or dust streaks after sweeping.
- b. Stairs railing, door moldings, ledges, and grills shall be dust free after dusting. The dust shall be removed rather than pushed around.

**1.11 Cleaning, polishing and Wall Spotting:**

- a. Glass surfaces shall be clean and free from any smudges, finger marks, and dirt.
- b. Handrails, doorknobs, and other surfaces shall be cleaned and polished to an acceptable luster.
- c. Walls up to a standing height shall be free of finger marks and other dirt spots of any kind.

**1.12 Mopping and Scrubbing:**

- a. Stair landings and steps shall be free of any loose and/or caked dirt particles and shall present an overall appearance of cleanliness after mopping or scrubbing.
- b. Walls, baseboards, and stair risers wall shall be free of watermarks, scars from the equipment striking the surfaces and splashing from the cleaning solution.
- c. All surfaces shall be dry and the corners and cracks after mopping.

**1.13 Wall Cleaning:**

- a. There shall be no spots remaining on walls or signs of overlapping.
- b. There shall be no smudge spots at point where cleaning of the lower and upper halves of the wall overlap.
- c. No water shall be spilled on floor.
- d. Walls shall be uniformly clean all over.
- e. Woodwork on doors, windows and molding shall be clean.

- 2.0 Floor Cleaning:**
- 2.1 Preparation for Mopping
- a. Cleaning solutions, where used, shall be mixed thoroughly and in the proportions specified without undue spillage of either solution or rinse water.
  - b. Proper precautions shall be taken to advise building occupants of wet and/or slippery floor conditions
  - c. The space to be mopped shall be properly prepared for the mopping operation by sweeping the floor area as necessary and otherwise clearing of visible debris.
- 2.2 Floor Mopping**
- a. The mopping work shall be performed in such a manner as to properly clean the floor surface with care taken to see that the correct type and mixture of cleaning solution, if required, has been used.
  - b. All mopping areas shall be clean and free from dirt streaks, mop marks and strands, all properly rinsed and dry mopped to present an overall appearance of cleanliness.
  - c. Walls, baseboards, and other surfaces shall be free of water marks, scars, or marks from the cleaning equipment striking the surfaces and splashing from the cleaning solutions and rinse water
- 2.3 Preparation of Floor Area for Waxing**
- a. The floor area shall be free of dirt and dissolved wax particles, cleaning material residue, streaks, mop strands, and otherwise be thoroughly clean.
  - b. Walls, baseboards, furniture bases, and other surfaces shall be free of watermarks, mark from the cleaning equipment and splashing from the floor cleaning solutions.
  - c. All cleaned surfaces shall be wiped dry and the floor ready for the application of wax.
- 2.4 Waxing**
- a. The surface waxed shall have the proper type of wax applied in accordance with best operating practices.
  - b. The wax shall be applied thinly, uniformly, and evenly in such a manner as to avoid skipping of areas, and be allowed to properly dry before polishing.
  - c. Wall, baseboards, furniture, and other surfaces shall be free of wax residue and marks from the equipment.
  - d. The waxed areas shall be free of streaks, mop strand marks, skipped areas, and other evidence of improper wax application.
- 2.4.1 Spray Buffing
- a. Floor surface shall be swept and damp mopped to remove all dirt. Once floor is dry apply a light spray mist of buffing compound and buffing pad to restore shine.
  - b. Baseboards, furniture and equipment shall not be disfigured or damaged during buffing work.
  - c. The finished area shall be polished(buffed) with a high speed buffer and a acceptable with a uniform luster, and free of extreme highlights from the brushes of the machine.
- 2.4.2 Furniture Arrangement in Waxed Areas
- a. All rug edges shall be replaced to their proper position
  - b. All moved items of furniture and office equipment should be returned to their normal positions.
  - c. Cars shall be exercised to avoid damage to building and/or office equipment during movement of the furniture, etc.

#### 2.4.3 Preparation of Floor Scrubbing

- a. The machine and other equipment shall be checked and readied for work in a careful and thorough manner.
- b. Additions of motor oil, where required, shall be accomplished in a safe and careful way so as to avoid spillage and overflow.
- c. Cleaning solutions shall be mixed thoroughly and in proportions specified without undue spillage of either solution or rinse water

#### 2.4.4 Operation of Machine

- a. Only authorized personnel having sufficient instructions to its proper and efficient operations shall operate the mechanized equipment.
- b. The scrubbing machine shall be started and operated in a safe and reasonable manner.
- c. Care of the mechanized equipment shall be exercised at all times during its operation to avoid damage to personnel, the building and equipment.

#### 2.4.5 Floor Scrubbing, Stripping and Rinsing

- a. Proper precautions shall be utilized to inform the building occupants of wet and/or slippery conditions during the scrubbing operation.
- b. The scrubbing work shall be performed in such a manner as to properly clean the floor surface with care taken to see that the proper cleaning solution is used.
- c. All areas, including areas inaccessible to the machine and which are cleaned by means of deck scrubbing, brushed and/or mops, shall be clean and free of dirt, water streaks, mop marks, and string; properly rinsed; and dry mopped to present an overall appearance of cleanliness.
- d. Walls, baseboards, and other surfaces shall be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.

### 3.0

#### **Maintenance for Sheet Vinyl Flooring in the Gymnasium at Metropolitan Multi-Service Center (1475 West Grey)**

##### 3.1 Initial Clean-Up/Daily Care

- a. Sweep or vacuum to remove loose dirt. Wash floor with a neutral floor cleaner such as Hillyard's Super Shine A.11, Johnson 's GP forward, Airwick's A-125 liquid, or equal. Rinse the floor with clean water and wet vacuum or mop dry. The floor must be thoroughly rinsed to remove all detergent film. When required, scrub the floor using standard scrubbing machine or automatic scrubber with red polyester pad. Use mineral spirits (naphtha) to remove adhesive residue or stubborn dirt. (Super Shine All is a registered trademark of Hillyard, Inc. GP forward is a registered trademark of Airwich Industries.)

##### 3.2 Surface Treatment

- a. When required, to restore the natural, non-glare finishes, dry buff the floor with a polishing pad or a polishing brush on a high-speed floor machine. Do not run the buffer over the game lines. If a protective coating is applied, it must be applied and maintained according to the coating manufacturer's instructions.

##### 3.3 Spot Removal

- a. Spills and spots should be cleaned up while they are still fresh. Use a white polyester pad moistened with detergent.

### 3.4 Polishing the Floor

- a. For a high gloss finish apply at least two liberal coats of a waterbase polish such as Johnson Complete, Hillyard Top Shape, Air wick confidence, Butcher Benchmark, or equal. Follow the polish manufacturer's direction for application and maintenance of the polish. To restore the natural, non-glare finishes the "No Wax" Dry Buffing method is preferred. Simply dry buff the floor with a nylon or polyester buffing pad or a polishing brush on a high speed-polishing machine (1,00 RPM max). (See Above). If game lines have been painted or taped on the surface, a special care is a required when maintaining Gymflor Elite to be such the lines are not damaged or removed. Scrubbing and buffing operations must be done carefully over game line areas.

### 3.5 Cautions

- a. Do not use acetone or similar material to clean floors. Furniture rest, cart wheels and tries should be made of glass, hard plastic, or non-staining rubber and should be large enough so that a static load of 150 iodine based products such as Betadine will stain vinyl floors and should be cleaned up immediately using a detergent as above.

### 3.6 Frequency for Stripping and Polishing

- a. Frequency for stripping and polishing should be as in Exhibit B, Section 9 & 10.

## 4.0 General Cleaning-Five Times per Week

- 4.1 Empty and clean all wastebaskets, trash receptacles, etc; damp dust or wet wipe and dry polish as necessary. (Liners shall be placed in certain designated receptacles or wastebaskets.)
- 4.2 Remove all trash and wastepaper to designated collection points.
- 4.3 Dust and wipe clean all office furniture, fixtures, and desk accessories.
- 4.4 Vacuum all carpet, rugs and floors.
- 4.5 Clean all carpeted areas and machine scrub and shampoo using the Bonnet System to remove stains and spots on a nightly basis. Use ZEP freeze or equal to remove gum from carpet and floors. Cleaning to include gum removal. (All carpeted areas, including daycare areas, Senior Citizen areas, W.I.C areas, Classrooms, Conference Rooms, Auditorium, Waiting Areas, Lobbies, Hallways, Corridors and General Office Floors.)
- 4.6 Clean woodwork, doors, light switches, and walls to remove smudges and fingerprints
- 4.7 Clean all glass doors and sidelights, partition glass furniture as needed.
- 4.8 Clean and polish drinking fountains.
- 4.9 Sweep, damp, mop and takes all necessary action to remove scuff marks, stains, spot, dirt, etc. from all vinyl composition tile floors, vinyl sheet covering floors, ceramic tile floor and brick paver floors. (All floors, including daycare areas, Senior Citizen areas, W.I.C areas, classrooms, conference rooms, exam rooms, auditoriums, gym floors, waiting areas, lobbies, hallways, corridors and general office areas, restrooms, showers rooms, break rooms, locker rooms, kitchenettes, kitchens, vending areas and laboratory floors.)
- 4.10 Apply spray buffing wax and spray buff all V.C. Tile, brick paver, terrazzo, vinyl sheeting floors and other hard surface floor nightly excluding only private offices, classrooms and exam rooms. (All floors, including daycare areas, Senior citizen areas, W.I.C. areas, auditoriums, multi-purpose room floors, gym floors, waiting areas, lobbies, hallways, corridors, laboratory hallways, vending areas and building entrances floors.) Excluding private offices, classrooms, and exam rooms that contain V. C. tile) Use of Treated Dust Mop In Lieu of Spray Buffing Is Not Acceptable.
- 4.11 Sweep all exterior landings at main entrances damp mop and take all necessary action, to remove stains, sports, dirt, etc. Also clean entrance mats.

- 4.12 Wash and polish all restrooms, shower, and locker, mirrors, power shelves, bright work, dispensers, ceramic wall tile, etc.
- 4.13 Clean and sanitize with disinfectant all restrooms, shower room, and locker rooms plumbing fixtures, floors. Walls and partitions. Toilets, lavatories, urinals, walls, and floors to be kept disinfected and kept free of scale and mildew. Wash and sanitize top and underside of toilet seats and benches.
- 4.14 Refill soap dispensers, towel holders, seat cover and tissue containers and holders.
- 4.15 Clean and wipe with disinfectant toilet partitions and counters and walls around washbasins. Sweep, damp mop with disinfectant and take all necessary action to remove dirt, stains, and spots from restroom floors.
- 4.16 MOP, scrub and sanitize with disinfectant all restrooms and shower room floors nightly.
- 4.17 Clean upholstery to remove any spots or stains using an upholstery cleaning if necessary for all upholstery.
- 4.18 All desk accessories shall be dusted and returned to their proper place.
- 4.19 Stair landings, step and all corners shall be swept nightly.
- 4.20 Sweep, damp mop and scrub as necessary to remove scuffmarks, stains, spots, dirt, etc., from pool deck at Metropolitan Multi-Service Center.
- 4.21 Wash inside and out glass windows in the entrance and vestibules. All glass shall be clean and free of streaks.

## **5.0 General Cleaning – One Time Per Week**

- 5.1 Vacuum upholstery and clean with upholstery cleaning machine throughout buildings.
- 5.2 Wash all door glass, sidelights, miscellaneous interior glass, and exterior wall glass. Use ladder where necessary ladders to be provided by the contractor. The exterior glass on only single story buildings needs to be washed and cleaned up to a height of eighty-four inches (84”).
- 5.3 Clean and dust baseboards.
- 5.4 Stair landings, steps and all corners shall be mopped and rinsed.
- 5.5 Sweeps, mop, machine scrub, hose down and sanitize pool deck at Metropolitan M.S.C.

## **6.0 General Cleaning – One Time per Month**

- 6.1 Dust all cabinets, files, chair rails, paneling, windowsills, trim and baseboards.
- 6.2 Dust picture frames and wash picture glass.
- 6.3 Machines scrub to remove all dirt, rinse, apply wax (2 coats) and buff all V.C. tile floors, vinyl sheet covering floors, ceramic tile floors, and brick paver floors. Machine scrub ceramic floors using grout hog scrubber as necessary to remove all dirt and build-up from grout joints. (All floors, including daycare areas, Senior citizen areas, W.I.C. areas, classrooms, conference rooms, auditoriums, gum floors. Waiting areas, lobbies, hallways, corridors and private offices, exam rooms, restrooms, shower rooms, locker rooms, kitchens, vending areas and laboratory floors.) Clean, rinse and bring to acceptable luster all ceramic wall tiles in all the bathrooms.
- 6.4 Dust exterior of lighting fixtures and air conditioning grills throughout facilities. Use ladders and pole extenders as necessary. Ladder and pole extenders to be provided by contractor.
- 6.5 Dust and spot clean where necessary all vertical surfaces such as walls, work stations partition, louvers, and surfaces not reached in nightly or weekly cleaning.
- 6.6 Clean and dust Venetian blinds where installed. Use ladder where necessary ladders to be provided by contractor.
- 6.7 Wash desk floor mats.
- 6.8 Wash all vertical, interior partition glass, including glass on exterior walls. Use ladder where necessary. Ladders to be provided by contractor.

- 6.9 All carpeted floors in daycare areas and senior citizen areas shall be shampooed with proper shampooing equipment (not bonneting system) once per month. Should normal shampoo method fail to adequately clean carpet in these areas a stream extractor shall be used as needed.

#### **7.0 General Cleaning – One Time per Quarter**

- 7.1 All carpeted floors excluding in private offices, senior citizen areas and daycares shall be shampooed with proper shampooing equipment and solution once per quarter. Should normal cleaning fail to adequately clean carpet in areas a stream extractor shall be used as needed. (All carpet floors including W.I.C. areas, classrooms, conference rooms, auditoriums, waiting areas lobbies, hallways and corridors.)
- 7.2 All V.C. tile, vinyl, sheet covering, floor ceramic tile, brick paver, and other hard surfaced floors shall be completely stripped and re-waxed with four (4) finish coats of wax a minimum of four (4) times per year. Machine scrubs all ceramic tile restrooms and shower room floors using grout hog as necessary to remove all dirt and build up from grout joints. Restroom, shower room and locker room floors to receive two (2) coats of sealer. (All floors, including daycare areas, Senior Citizen areas, W.I.C. areas, classrooms, conference rooms, auditoriums, gym floors, waiting areas, lobbies, hallways, corridors, private offices, exam rooms, restrooms, shower rooms, locker rooms, kitchens, vending areas and laboratory floors.)

#### **8.0 General Cleaning – Two Times Per Year**

- 8.1 All carpet in private offices and work areas shall be shampooed using proper shampooing equipment and solution semi-annually. (Two times per year.) Should normal cleaning fail to adequately clean carpet in these areas a stream extractor shall be used as needed.
- 8.2 High cleaning shall be done twice a year. High cleaning consists of dusting and cleaning of exposed pipes and conduits, light fixtures, and lamp, tops and under shelves of high files and other objects high enough to require a ladder. High cleaning is to include the thorough cleaning of all return and supply air diffusers. Diffusers are to be wiped, scrubbed and cleaned as necessary to remove all signs of cake on dust, dirt, or deposits. High cleaning is performed defined as a height between eight (8) feet and twenty (20) feet.

### **EXTERIOR SITE**

#### **11.0 Contractor shall provide the following specific exterior site cleaning services:**

- A. All paved parking lots and driveways shall be power washed annually.
- B. All paved sidewalks, curbs, drains and ground-level gutters shall be inspected daily to check for debris and completely swept weekly. Occasional sweeping, as needed, shall be provided between weekly general sweepings to remove debris such as leaves or papers which may collect in corners or against curbs. Contractor shall empty all exterior trash receptacles daily and cleaned with disinfectant cleaners, soap and water as needed to maintain sanitary conditions. (Any large "dumpsters" on site are not subject to these terms.). Sidewalks, curbs, drains and ground-level gutters shall be washed with water, using a high pressure spray, when necessary or requested by the Building Superintendent to remove accumulated debris, mud or other substances which may accumulate on paved surfaces. Contractor shall "power vacuum" the exterior of the site once per quarter. Power vacuum shall mean that the Contractor use a truck mounted vacuum device to sweep the entire exterior site. Including ground level gutters, driveways, curbs, and sally port entrance and exit.

- C. Papers and other extraneous debris from all exterior areas shall be collected, bagged, and removed to the loading dock or dumpsters on site daily.
- D. Contractor shall quarterly, as needed, or as requested by the Building Superintendent, remove stains, such as automotive fluids, or other unsightly markings from paved surfaces of the parking garage entrance, sidewalks, curbs, drains and ground-level gutters to maintain a neat, clean appearance at all times. ). Cleaning agents or methods used for this purpose shall have prior approval from the Building Superintendent. Exterior terrazzo at the entrances to the buildings' lobbies and on the sidewalk immediately in front of the buildings shall be swept daily, hosed and/or wet mopped weekly and high-pressure spray cleaned monthly or as needed.

**12.0 Supplies, Materials And Equipment:**

The City of Houston will supply paper and plastic goods to be used in the restrooms, office, break rooms, and examining rooms throughout building. The Contractor will supply all other supplies necessary for the cleaning of the facilities.

- A. Materials – The contractor shall furnish all cleaning materials, such as soaps, detergents, scouring powders, polishes, waxes, and all other cleaning or buffing agents (except where otherwise specified). These materials shall be of good quality and acceptable to the city. The contractor shall furnish antiseptic lotionized hand soap and dispensers as per specifications in section 26.0. Contractor shall provide all necessary materials and supplies required to maintain arkett Glmflor Elite floor Covering located at the all-cleaning chemicals; for maintaining v.c. Tile, vinyl sheet covering floors, ceramic tile, brick pavers and carpeted floors. Also include specialized cleaning chemicals for removing gum, spots, water stains, restroom disinfectants, etc. The Contractor shall be liable for any and all damages caused by the use of improper cleaning materials.
- B. Equipment – The Contractor shall furnish and maintain in good, safe working order all required equipment shall mean all implements, tools, and machine s normally used in cleaning operations and shall include, but not limited to, the following: buffing machines, floor scrubbers, vacuum cleaners, wet mops, ladders, pole extenders, dust mops, floor brooms, dust pans, pails, dust clothes, sponges, cleaner cart, trash carts, extractions, etc. vacuum cleaner must be of motor-driven brush and beater bar types. Each facility must be issued it's own equipment. Buffers, shampoo machines, extractors, upholstery cleaning machines, small spot shampoo machines, vacuums, floor scrubbers, etc. Should not be transported from building to building. Contractors shall provide a list of all machinery and equipment including manufacture model numbers to be used. Contractor to supply pagers for day porters at 1115 South Braeswood and 8000 North Stadium locations.
- C. All supplies, materials, and equipment furnished by the Contractor shall be stored in a secure, enclosed area designated and provided by the city. Sufficient quantities of supplies, materials, and equipment shall be maintained in the janitor's closets on individual floors for routine needs. The contractor shall have the responsibility for care and custody of all supplies, materials, and equipment. All contractor storage spaces are to be kept in a neat and clean condition and are subject to city inspection. No materials will be stored in mechanical or electrical rooms.

**13.0 Waste disposal:**

The City of Houston shall be responsible for providing a Dumpster at each facility for waste disposal. The City of Houston shall be responsible for providing leak proof plastic bags for

wastebaskets and trash receptacles. The Contractor shall be responsible for bagging all trash generated in the building during the course of normal operations. The Contractor shall dispose of all bagged trash, excluding medical waste, at trash collection areas.

**14.0 Workmanship and Inspections:**

All cleaning work is to be performed in a first class workmanship manner in conformance with and to the satisfaction of the City's representative. The Contractor shall employ necessary supervisors to visit all facilities nightly who shall be in attendance during the conduct of work. The Company Representative must be able to speak, understand, read and write English language. The number of supervisors required would be a minimum of four (4) divided into four (4) quadrants throughout the City of Houston. Each supervisor to report to a company representative.

The Contractor shall provide the Department of Health and Human Services with an advance six month schedule outlining all up coming monthly, quarterly and semi-annual work scheduled for each facility. One copy of each building schedule is to be forwarded to the respective Facility Administrator with an additional copy forwarded to the Department of Health and Human Services Facilities Bureau located at 3026 Berry Road. Contractor's employees shall be required to sign in and out of all Health Department Facilities. A copy of the sign in and out sheet shall be provided to the Health Department Facilities Bureau on a monthly basis. Only contract employees will be allowed in the City of Houston Health Department Facilities.

The Contractor shall develop a Quality control form and cleaning frequency schedule from acceptable to the city and shall perform daily inspection utilizing these forms. It is required that all deficiencies revealed by the above inspection or by other source be corrected the same day reported or noted. The Contractor shall furnish the City copies of the daily inspection reports. In addition contractor to maintain a daily log book at all facilities for two-way communication between the administrator and the contractor.

**15.0 Lighting and Lock-UP:**

The Contractor's personnel shall be responsible for turning lights on and off in areas where they are working. Upon arrival to each floor, the floor maid shall check each area and turn off lights in all unoccupied areas. Light will be left on only during the performance of work in a specific area. Doors are to be closed and locked after each suite is cleaned. The Contractor shall submit and utilize a procedure for resolving thefts, lost key coverage, etc. The responsible for ensuring maximum-security integrity among its staff, and shall be responsible for setting the security alarm upon completion of each work shift.

**16.0 Work Schedules:**

The City shall establish The Contractor's cleaning hours, But it is anticipated that no cleaning on a nightly basis shall begin before 6:00 p.m. Cleaning shall be accomplished Monday through Friday each week, 52 weeks per year. The City and the Contractor shall mutually agree upon cleaning schedules for holidays. Day cleaning hours is from 8:00 a.m. until 5:00 p.m., Monday through Friday. Night cleaning hours is from 6:00 p.m. until 6:00 a.m. Monday through Friday. The Multi-Service Centers (MSC) have longer hours of operation and frequent facilities events after 6:00 p.m. Therefore the night time cleaning of the MSCs must be performed following all facility event. All facility events are over by 12:00 a.m. (midnight). All buildings are cleaned five (5) times per week except for 6121 Hillcroft (six times per week Monday- Saturday. The Alief

WIC is to be cleaned five (5) times per week and (2) times per month every 2<sup>nd</sup> and 4<sup>th</sup> Saturday). Braesner WIC to be cleaned six times per week.

**17.0 Work Items:**

The Contractor shall perform the following work items:

- a. The cleaning items stipulated in the Cleaning Frequency Schedule, Exhibit "B" attached.
- b. Furnish daytime porter(s) and maid(s) as necessary to perform daytime cleaning task per Cleaning Frequency Schedules and as directed. The number of porters and maids is to be agreed upon by the City.
- c. Line item 1- 30: Areas to be serviced includes but are not necessarily limited to stairs, elevators, restrooms, shower rooms, locker rooms, laboratories, occupied office space, lobbies, corridors, hallways, conference rooms, computer rooms, reception areas, W.I.C areas, daycare areas, Senior Citizen Areas, classrooms, conference rooms, auditoriums, kitchens, kitchenettes, break rooms and other areas within the building.
- d. Areas to be excluded from service are electrical and telephone closets pipe space, air plenums, mechanical equipment rooms and storage rooms.

**18.0 Safety Meeting:**

The contractor shall hold a safety meeting with its employees on a monthly basis. At this safety meeting, the Contractor shall discuss the correct and safe use of cleaning supplies and materials and the correct and safe methods for operation machinery and equipment. After this meeting, the contractor shall prepare a written report and provide the City prior to the actual commencement of the contract. Contractor shall be responsible for maintaining a notebook at each site with material Safety Data Sheets for all cleaning chemicals used. In addition, the Contractor will provide the City with a master Material Safety Data Sheet notebook to be on file at the Facilities Bureau located at 3026 Berry Road. All Material Safety Data Sheets are to be in place prior to initiation of contact.

**19.0 29 CFR Part 1910.1030:**

Contractor must be in full compliance with OSHA – Blood Borne Pathogen Rule. Please see. Department of labor, Occupational Safety and Health Administration, 29 CFR Part 1910.0131 Occupational Exposure to Blood Borne Pathogens; Final Rule.

**20.0 Inoculation of Contractors Employees:**

The Contractor will be held responsible for inoculating employees working in clinics.

**21.0 Low – Level Disinfecting:**

Contractor shall use chemicals that are EPA – Registered "Hospital Disinfectants" (no claim on label for Tuberculocidal activity). These chemicals will be used for routine janitorial services or removal of soiling when there is no visible blood. The chemicals used should be able to destroy some viruses, most bacteria, and some fungi.

**22.0 Emergency Floor Care:**

Emergency clean up of floors shall include, but are not limited to carpet, v.c.. Tile, brick, pavers, ceramic tile, terrazzo or vinyl sheeting floors. The cost may be based on a square footage basis, inclusive of labor and materials. Emergency is described as overflow from bathrooms, roof leaks, and busted water pipes.

**23.0 Lotionized Hand Soap:**

23.1 Shall consist of alcohol sulfates, emollients and foam stabilizers with a non-irritating PH of 7 or less. The soap shall be capable of removing soil in hot, cold. Soft, or hard water and rinseable with a pleasant fragrance. Contractor shall provide lotionized hand soap. It shall be packaged in hermetically sealed, disposable, and collapsible pouches.

**23.2 Dispensers:**

Contractor is to check and refill all built-in counters mounted soap dispenser's at least two (2) times daily. Dispensers shall consist of durable high impact plastic with a one-way valve to prevent passage of ambient air and bacteria, and a non-drip, non-clogging nozzle. Dispensers must be installed with Mechanical fasteners and have a hidden locking mechanism to discourage vandalism. Dispensers shall be compatible with the disposable pouches described above. If any dispenser becomes broken or inoperable under normal conditions during the contract term, the contractor must provide a new one at no cost to the City. Dispensers shall be installed and maintained by the contractor. The dispensers shall become the property of the City at the end of the contract term. For a facility that does not have day porter service, but has nightly cleaning service, the soap dispensers need to be refilled at night and that facility that has a day porter the soap dispensers need to be refilled at night as well as twice during the day.

Contractor shall be responsible for providing the same type of soap dispensers at that location where dispenser's replacement, due to phase out of old Contractor is needed.

There are approximately 700 soap dispensers throughout the Health and Human Facilities Department.

**23.3 Samples:**

If required in writing by the City, contractor shall be required to submit samples of the items proposed within ten (10) days of such written request. The samples will be used to determine if the proposed items meet specifications stated herein. Failure to comply with this requirement shall be just cause for rejection of your products from further consideration.

**23.4 Scope:**

The function of this item is to provide a clinically germ free lotionized hand soap to the Health and Human Services Department Facilities, through the use of wall mount dispensers at various work stations.

**23.5 Materials:**

The items furnished shall be new, unused of the least product in production to commercial trade, and shall be of the highest quality as to materials used and workmanship.

Contractor shall be responsible for providing the same type of soap dispensers at those locations where dispenser replacement, due to phase out of old contractor is needed.

**23.6 Special Notation:**

Soap supplied in clinical laboratory areas shall be germicidal in content.

**24.0 Daily Labor Support**

The Contractor is required to provide a janitor as indicated for each site listed below. The janitor will be required to provide janitorial support activities during that facilities normal hour of operation with a minimum of one hour given off each day for lunch. These activities will include but are not limited to the ongoing cleaning up of miscellaneous spills and debris and the ongoing cleaning and stocking of restrooms as necessary. All exterior trash receptacles shall be checked twice daily, and emptied as needed. All entrance and parking lots and adjacent ground shall also be checked twice daily and paper removed.

The daytime janitors shall also complete task as assigned by the Building Administrator or its er designee. These tasks may include any or the entire task outlined in this section or other task as assigned. The daytime janitor's requirements are above and beyond the requirements to be completed during the general cleaning performed after the normal hours of operations.

It is to be understood that the cleaning activities performed here under are in addition to the general cleaning and performance of cleaning activities here under shall not result in a decrease of the cleaning after the building is closed.

The daytime janitor also may be used to perform setups, takedowns, and cleanup activities for special functions and events. This shall require each worker to be able to move tables, chairs and other property. Janitors shall be able to lift up to 50 pounds.

The daytime janitor must be able to speak the English language.

Day porter will not exceed allocated daytime hours. Night cleaning will be performed by a separate crew.

The Purchasing Agent to the Contractor may delete the number of daytime janitors or permanent labor hours allocated for a facility upon written notification. This option will be exercised only after a notice requiring the Purchasing Agent from the Director of Health and Human Services receives the change.

The Director of the Health and Human Services Department may modify the number of daytime janitors upon notification.

**25.0 Supplemental Labor For Extended Hours Of Operation:**

Extra labor to provide setup and cleanup assistance supporting MSC rentals supporting extended hours of operation for Health Center programs an other special needs shall be provided by Contractor under the following conditions:

- a. The Health Department Administrator of the Facilities needing the extra labor must submit a written request for additional labor hours to the janitorial contract at least 24 hours in advance of the work.
- b. The total number of extra hours requested for any facility per week shall normally not exceed 20 hours. Should a situation exist when Facilities (A) has used it's allocation of 20 hours of supplemental labor and additional hours are required, Facility (B) can transfer additional hours to Facility (A). This transaction should be used on a per need situation only. Unused hours cannot be accrued from week to week.

- c. All supplemental labor requests shall be for a minimum of two (2) hours.

Please note that the use of supplemental labor for extended hours of operation is to be used at the City of Houston's option to cover events, which may extend to weekends and after 6:00 p.m. on weeknights. These events may include MSC auditorium and activity room rentals and evening Health Clinics. The number of hours used to cover these events is variable and in no way should be looked upon as a guarantee.

Supplemental labor for extended hours of operation to be based on One per hour dollar amount for all facilities.

Each Facility Administrator shall be responsible for authorizing payment to the Contractor for all daytime cleaning and supplemental cleaning hours worked at their respective facilities.

The janitorial contract shall submit along with their monthly invoice a weekly labor log for each facility documenting the number of daytime cleaning and supplemental cleaning hours worked. Weekly labor log sheets are to be supplied by the Contractor each log must be signed by the janitor who performed the work and the appropriate Building Administrator verifying the hours worked. Any transfer of labor hours from one facility to another must also be documented on the labor log sheet of both facilities and signed and approved by both Building Administrators involved in the transfer. Any invoice received without the weekly log sheet and signature verification for labor hours worked will not be approved for payment.

Supplemental labor unforeseen emergencies may also be required. Only the Facilities Bureau's Senior Superintendent or its designee would make this request.

## **26.0 Penalties for Non-Performance**

On monthly payment on Invoices will apply for non-performance on the following categories Deduction determined by the center administrators.

- (a) For missing a general cleaning at night the amount will be the monthly charge for that facility under exhibit "c" fee schedule divided by the number of cleaning nights during that month. The result will be multiplied by the number of missed night. For example, If the monthly charge is \$600.00, one missed night and the number of cleaning days are 20 than the amount of deduction will be  $600 \div 20 \times 1 = \$30.00$ .
- (b) For missing a floor care scheduled shampooing, strip, wax, and buffing will be the monthly charge for that facility under exhibit "c" fee scheduled divided by the of cleanable square feet for that facility. The result will be multiplied by 50% of cleanable square feet. For example, the monthly charge is \$1000.00, 10,000 square feet cleanable surface and area missed is 10,000 square feet than the amount of deduction will be  $(1000 \div 10,000) 5000 = \$500.00$ .
- (c) For missing air -conditioning diffusers and light fixtures on a scheduled cleaning will be the monthly charge for that facility under exhibit "c" fee scheduled divided by the number of diffusers and light fixtures. The number of diffusers and light fixtures missed will multiply the result. For example, the monthly charge is \$1000.00, there are a total of 1000 air diffusers and light fixtures and the number of diffusers and fixtures missed are 500 than the amount of deduction will be  $(1000 \div 1000) 500 = \$500$
- (d) For an overall unsatisfactory performance throughout the month as indicated by the monthly inspection sheet on the restrooms a flat rate of deduction in the amount of \$25 per bathroom will be applied. For example, there are 10 bathrooms in the facility and the monthly charge under exhibit "c" fee scheduled is \$1000.00 than the amount of deduction will be  $25 \times 10 = \$250$ . The

contractor will only collect \$1000.00-\$250.00= \$750.00.

- (e) For an overall unsatisfactory performance on floor care such as hard surface floor 40% deduction of the monthly charge under exhibit "c" fee scheduled will apply. For example, If the monthly charge is \$1000.00 than the deduction is \$400.00
- (f) For an overall unsatisfactory performance on floor care such as vinyl floor 40% deduction of the monthly charge under exhibit "c" fee schedule will apply. For example, If the monthly charge is \$1000.00 than the deduction is \$400.00.
- (g) For an overall unsatisfactory performance on the floor care such as carpet 40% deduction of the monthly charge under exhibit "c" fee scheduled will apply. For example, If the monthly charge is \$1000.00 than the deduction is \$400.00.
- (h) An unsatisfactory rating on emptying trashcans will carry a deduction of 40% of the monthly charge under exhibit "c" fee scheduled. For example, If the monthly charge is \$1000.00 than the deduction is \$400.00.
- (i) An unsatisfactory rating on the cleanliness of water fountains will carry a deduction of 40% of the monthly charge under exhibit "c" fee scheduled. For example, If the monthly charge is \$1000.00 than the deduction is \$400.00.

**SECTION B  
PART III  
SPECIFICATIONS FOR FACILITIES MAINTAINED  
BY THE HOUSTON AIRPORT SYSTEM**

**GENERAL**

- 1.1 **Scope of Work.** Contractor shall perform custodial services for the Houston Airport System. The areas to be serviced at George Bush Intercontinental Airport comprise the Airport Services Complex located to at 4500 Will Clayton Parkway and certain other remote facilities including, but not limited to the OPS Building 4775 Will Clayton, the Grounds Transportation 5050 Col. Fisher Drive, the Panalpina Building 18600 Lee Road, the Taxi Lounge at 11820 Wright Road. Areas to be serviced at Ellington Field include the Administration Building #B510 located at 11602 Aerospace; Airfield & Grounds Facilities located at 6100 Farley Road; and other remote facilities including, but not limited to T-hangars. The combined approximate square footages for these areas are noted in Exhibit "B5." Contractor shall furnish all management, supervisory, clerical, and administrative functions and furnish all labor, tools, equipments materials, and supplies, except as provided herein as City-furnished, needed to perform the custodial services according to the provisions of the Agreement and referenced specifications, standards, manuals, and drawings.
- 1.2 **WORK SITE.** THE SITE OF WORK IS THE HOUSTON AIRPORT SYSTEMS VARIOUS LOCATIONS. THE AREAS TO BE SERVICED INITIALLY ARE LOCATED AT GEORGE BUSH INTERCONTINENTAL AIRPORT/HOUSTON (IAH), AND ELLINGTON FIELD (EFD) IN HARRIS COUNTY, TEXAS.
- 1.3 **Contractor's Personnel.** Contractors shall furnish an adequate number of people skilled in all trades necessary to fulfill the requirement of the Agreement. Contractor's personnel shall be able to speak, read, and write the English language. Contractor's personnel shall be neat in appearance and courteous in manner.
- 1.3.1 **Project Manager.** Contractor shall designate a Project Manager, with at least three years of supervisory experience in the custodial trade, who shall be responsible for overall management and coordination of the Agreements. The Project Manager shall be available by means of a local

or toll-free telephone number during normal working hours and shall act as the central point of contact with the City. When work under the Agreement is performed during other than normal working hours, an individual may be designated by Contractor to act for the Project Manager. During the Contractor's Phase-In, Contractor shall provide in writing to the City the address and a local or toll-free telephone number at which the Project Manager or their representative may be reached during all work shifts. The use of telephone recording and/or answering devices or services is NOT acceptable for this requirement.

**1.3.1.1 Designating a Project Manager.** Contractor shall provide the name of the individual designated as Project Manager and evidence of the individual's experience to the City in writing during Contractor's Phase-In. Contractor shall provide written notice to the City fourteen days prior to any subsequent change of project managers.

**1.3.2 Duty Assignment.** Contractor shall, whenever possible, stabilize duty assignments so that the same person works in a particular area on a continual basis. Contractors shall furnish current employee shift schedules in writing to the City along with the Contractor's Routine Work Schedule, including the employees' names and the area(s) in which they work.

**1.3.3 Employee List.** Contractor shall provide a list of all Contractor employees to the City during Contractor's Phase-In. The list must state each employee's name and job title. Contractor shall provide written notification to the City prior to changing employees.

**1.3.4 Employee Identification.** Company name and employee name must be displayed on employees' uniforms in the chest area.

**1.3.5 Personnel Uniforms.** Contractors personnel assigned to work under the Agreement shall wear appropriate uniforms and badges that will reflect positively on each facility and the Houston Airport Systems. The City has the right to approve the uniforms.

**1.4 Training.** Contractor shall provide an employee training program covering the safe and proper use of janitorial products and equipment, and all phases of the janitorial services including individual job responsibilities detailed in the Agreement. Contractor's training program must include initial training and refresher training. Contractor shall update its training program to keep current with new procedures, products, equipment, and facilities from time to time. Contractor shall keep accurate records of employee's initial and ongoing training. Contractor shall provide training at its expense and no additional compensation will be provided by HAS.

**1.5 Health and Safety Requirements.**

**1.5.1 Regulatory Requirements.** To protect the life and health of employees and other persons; to prevent damage to property, materials, supplies, and equipment; and to avoid work interruptions, Contractor shall comply with 29 CFR 1910, Occupational Safety and Health Standards (General Industry Standards) as revised or amended from time to time.

**1.5.2 Safety Measures.** Workers must be instructed in appropriate safety measures and must not place mops, brooms, machines, or other equipment in traffic lanes or other locations that could create safety hazards. Appropriate signs must be provided and placed by Contractor to mark areas that are slippery or unsafe due to custodial work operations. Custodial workers must yield to foot traffic.

### **1.5.3 Health and Safety**

**1.5.3.1 Health and Safety Precautions.** Contractor shall ensure the following health and safety measures are adhered to at all time: Cleaning personnel shall wear protective gloves when cleaning bathrooms and break rooms. Disposable gloves shall be disposed of and proper hand washing procedures must be followed after cleaning in each area to prevent cross-contamination. When non-disposable gloves are used, these must be properly washed and disinfected before used in another area to prevent cross-contamination.

- No unwrapped toilet paper is permitted in the restrooms unless it is properly installed in the toilet paper dispenser. Any rolls of paper left on the stall shelves/counter must be in original wrappers. No rolls of toilet paper are to be left on the floor.
- No bathroom products are to be stored in the bathrooms.
- Soap containers must be replaced when empty in a timely manner.
- Toilet seat cover dispensers must be refilled in timely manner.
- After cleaning toilet bowls and urinals, cleaning personnel must ensure no chemicals are left in the bowls and urinals. Toilet and urinals must be flushed after cleaning to ensure no chemicals are left behind that could splash upward and contact exposed skin.
- An adequate number of "caution wet floor" signs must be used instead of moving one or two around as crews clean a building. Signs must no be removed until floors are dry.
- Chemicals must be stored, mixed, and used in accordance with manufacturers' recommended procedures.

**1.5.3.2 Stop-Work.** Contractor shall be responsible for the enforcement of all safety requirements for any work performed under the Agreement. If Contractor fails or refuses to promptly comply with safety requirements, the City may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such order will be made the subject of a claim for extension of time or for excess costs or damages to Contractor.

**1.5.3.3 Damage Reports.** In all instances where City property or equipment is damaged by Contractor. An original damage report must be delivered to the City the next normal working day of occurrence, explaining the circumstances of the accident and the extent of damage. Contractor shall bear all costs of repairing or replacing damaged property.

**1.5.3.4 Accident Reports** Contractor shall comply with all OSHA reporting requirements for record keeping and reporting of all accidents resulting in death, injury, occupational disease, or adverse environmental impact. The Contractor shall provide a verbal report to the City within one normal working day of occurrence. Contractor shall cooperate with the Houston Airport Systems Safety Officer, providing written documentation and any information required for their records.

**1.5.4 Fire Regulations.** Contractor shall comply with City of Houston Fire Codes. Contractors shall instruct its personnel on the fire regulation.

**1.5.4 Environmental Requirements.** Contractor shall comply with all applicable federal, state, and local environmental protection laws, regulations, and standards. Contractor shall comply with any other statutory requirements for clean air, clean water, toxic substances control, pollution control, resource conservation and recovery. All environmental protection matters or questions must be coordinated with the Houston Airport Systems Safety Officer.

**1.6 Physical Security of Work Areas.** Contractor shall be responsible for security of all facilities, materials, and equipment utilized during the performance period. In case of forced entry or theft,

Contractor shall notify the City immediately and assist in the investigation.

**1.6.1 Key Control**

**1.6.1.1 Key Control Plan.** Contractor may receive keys, furnished by the City, to allow access to facilities and areas with facilities. Contractor shall establish and implement a Key Control Plan to ensure that all keys issued to Contractor by the City are not lost or misplaced nor used by unauthorized personnel. Contractor shall not duplicate, or cause to be duplicated, any key issued to Contractor by the City. Work crew supervisors will be issued only one key per building. *Contractor shall provide a written Key Control Plan to the City during Contractor's Phase-In. The Plan must be updated annually or as changes occur and submitted to the City.* The Key Control Plan must be approved by HAS before the work commences.

**1.6.1.2 Access Control.** Contractor must prohibit the use of keys by any other persons other than Contractor's employees. Contractor's employees working in a locked area shall also control the access to the area. Access will be authorized only to Contractor or to City employees with proper identification.

**1.6.1.3 Loss of Keys.** Contractor shall report the loss of a key as soon as possible to the City, but no later than 10 a.m. the next working day after discover.

**1.6.1.4 Key Replacement.** Contractors shall reimburse City for replacement of locks or re-keying as a result of Contractor losing key(s). In the event a master key is lost or duplicated, all locks and for that system will be replaced by the City and Contractor shall pay the total cost for the system replacement.

**1.6.1.5 Confidentiality.** Contractor shall ensure that no lock combination is made available to unauthorized persons.

**1.6.2 Building Security.**

**1.6.2.1 Access to Secure Areas.** Contractor personnel will be escorted through areas that are secured under the requirements of 14CFR Parts 107 and 108 or any area that is otherwise locked. Contractor shall coordinate access to secured areas with the City. Contractor employees identified on Contractor's employee roster, wearing identification badges, and complying with Airport security procedures will be allowed access to facilities. Contractor's employees shall not allow the use of keys in their possession by any other person to gain access to locked rooms or areas; employees shall not open locked rooms or areas to permit entrance by persons other than Contractor's employees performing their duties. Contractor's employees shall not leave any room(s) found locked left unattended during the cleaning process and Contractor's custodial personnel shall re-lock such room(s) after completion of cleaning duties.

**1.6.2.2 Area Check-Out** Upon completion of their duties, custodial personnel shall turn off all lights in unoccupied areas, unless otherwise directed by the City, and close doors.

**1.7 Energy Conservation.** Contractor shall observe energy conservation policies established by the City. As a minimum, Contractor shall conserve electrical energy, water and heat/cooling by:

- Instructing personnel to conserve energy by turning off unneeded equipment and utilities (including electricity and water).
- Using lights only in areas where work is actually being performed.

- Allowing adjustment of mechanical equipment controls for heating, ventilation, and air conditioning systems only by authorized technicians.
- **Turning off water faucets or valves after required usage has been accomplished.**

- 1.8 Items Not To Be Moved.** Upon request by Contractor, the City will show Contractor's Project Manager which items of City equipment are not to be moved, cleaned, or otherwise handled by custodial personnel, for example, copiers.
- 1.9 Emergency Response.** Emergency operations may require immediate custodial attention. In such cases the City may require Contractor to divert its force, or such part as necessary, from normal duties to emergency operations in building areas covered by the Agreement. Upon completion of emergency work, Contractor's employees shall return to their assigned work and areas. These services will be at no additional cost to the City; however, Contractors shall not be responsible for neglect of normal work that results from this action.
- 1.10 Fraud, Waste, and Abuse.** Contractor shall be responsible for maintaining proper conduct and good discipline within Contractor-occupied work areas. Contractor personnel shall be encouraged to be alert to and report suspected situations of fraud, waste, and abuse, or other intentionally dishonest conduct against the City observed during or in the performance of the Agreement.
- 1.11 Airport Security (Badging).**
- 1.11.1 Background Check.** All Contractor personnel performing Work under the Agreement will be required to have a 10-year Security background check. Contractor shall provide, at its expense, Airport security-approved clearance for each individual assigned to provide service under the Agreement.
- 1.11.2 Clearance/Civil Penalties.** Special clearances that may be required by the FAA or other federal agencies must be provided by Contractor at its expense. Any FAA civil penalties resulting from security violations by Contractor's employees will be paid by Contractor at its expense.
- 1.11.3 Badges.** Contractor shall obtain HAS security badges for its supervisors and the lead persons for each of its crews performing work at the Airports. These Contractor personnel must wear an identification badge at all times while on the Airport. Currently, the cost of such badges is \$45.00 per badge. The cost of such badges is the responsibility of Contractor, including replacements thereof. Personnel losing badges will be charged for replacement badges at the then current rate. The Project Manager shall attend HAS training so that they will be able to sponsor the contractor's employee badges.
- 1.11.4 Contractor Conformance.** Contractor shall conform to FAA and HAS security requirements even though the requirements and costs may change from time to time.
- 1.12 Phase-In.** Contractor shall be given up to a thirty (30) day Phase-In period to accomplish a smooth and successful implementations of services. Contractor's Phase-In period begins upon receipt of a start phase-in notice from the City (such as not to be construed as an official Notice to Proceed, but being anticipatory of phase -In only) and will last up to thirty (30) days preceding the receipt of Notice to Proceed.
- 1.12.1 Contractor's Phase-In Responsibilities.** During the Phase-In period, Contractor must recruit and transfer personnel, train personnel, arrange for security badging, establish management procedures, set up records, ensure adequate equipment and supplies are in place for custodial

operations, and otherwise prepare to provide custodial service in accordance with the terms of the Agreement. During the Phase-In period, Contractor shall designate a Project Manager; develop an employee list; put together a full project schedule detailing the responsibilities of assigned personnel; establish a key control plan; prepare a Contingency Plan for emergencies; create a Quality Control plan; and produce a List of chemicals to be used and attach corresponding MDS sheets; and develop an Inspection Checklist. Contractor shall submit these to HAS for approval. Contractor shall have no responsibilities for providing custodial services during the Phase-In period. The Phase-In period will end at issuance of the official Notice to Proceed, at which time Contractor shall assume full custodial service responsibility. *Contractor shall not be paid for Phase-In.*

- 1.13 Phase Out.** Contractor recognizes that the services provided by the Agreement are vital to the City's overall efforts to provide a safe and efficient Airport environment; that continuity thereof must be maintained at a consistently high level without interruption; that upon expiration of the Agreement, a successor may continue these services; that its successor contractor will need phase-in training; and that Contractor must cooperate in order to effect an orderly and efficient transition. Accordingly, Contractor agrees to provide Phase-out services for up to thirty (30) days prior to Agreement expiration to its successor contractor at no extra charge to the City. Phase -out orientation comprises a maximum of thirty (30) working days, 8 hours per day. Orientation may include work procedures, record keeping, and reports. Contractor shall be totally responsible for providing the services called for by the Agreement during its Phase-out period. Contractor agrees to cooperate with its successor contractor in allowing as many personnel as practical to remain on the job in order to enhance the continuity and consistency of the service herein. Contractor agrees to disclose necessary personnel records and to allow its successor to conduct on-site interviews with its employees, provided Contractor obtains the consent of said employees to disclose their records and to conduct such interviews and provided such disclosure and interviews are conducted in accord with all applicable laws, statute, rules, regulations, and ordinances which have been passed, enacted or promulgated by any governmental body having jurisdiction over such matters.
- 1.14 Pre-Performance Conference.** Contractor shall attend a pre-performance conference to be held at a HAS location. This conference will be held prior to commencement of any work under the Agreement. Items to be addressed include the following.
- Start-up, Phase-In and Performance schedules.
  - Contract Administration.
  - Facilities Utilization.
  - Channels of Communication.
  - Procedures to be used to ensure Agreement requirements are met.
  - Plans and management procedures for logistical administration support of all functions (i.e. Contractor-furnished supplies and equipment).
- 1.15 Performance Evaluation Meetings.** Contractor's Project Manager shall meet with the City at least weekly during the first month of the Agreement and once per month thereafter at the discretion of the Director to discuss Contractor's performance. The City reserves the right to change the frequency of the meetings depending upon the quality of service provided by Contractor. Contractor shall prepare and distribute minutes of the meetings to all those who attend.
- 1.16 Contingencies.** HAS must meet certain objectives of readiness for emergencies, natural disaster, and other contingencies and must react to such contingencies without delay. Such reaction may have an impact upon Contractor's operation. In order to plan for such events, Contractor shall

prepare a Contingency Plan during Contractor's Phase-In showing in detail how Contractor shall act in the event of: Natural disasters such as a major storm, floods, high winds, etc.

- Labor dispute or strike by Contractor personnel. The Plan must be updated on an annual basis or as changes occur and submitted to the City.

**1.17 Quality Assurance (QA).** The City will conduct quality assurance in accordance with Section 10, Work Performance Analysis.

**1.18 Quality Control (QC).** Contractor shall develop and maintain a complete Quality Control plan to ensure the requirements of the Agreement are provided as specified. Contractor's QC plan, at a minimum, must include a description of how each of the Work Standards specified in Section 6.1.2 will be designed and accomplished. Contractor shall provide the QC plan to the City in writing during Contractor's Phase-In, and provide updates to the quality control plan five normal days prior to implementing any changes.

**1.18.1 Monitoring.** Contractor's QC plan must describe specific monitoring techniques for all Agreement services. The QC plan must also describe an inspection system that covers all the services stated in the Custodial Work Schedule. It must specify areas to be inspected on either a scheduled or on scheduled basis, how often inspections will be performed, and the position of the individual(s) who will perform each inspection. The plan must include a method of identifying and correcting deficiencies in the quality of service, before the service becomes unacceptable.

**1.18.2 QC Inspection Sheets.** Contractor shall provide a copy of each Contractor Quality Control inspection Sheet to the city at the beginning of each normal working day, for work that was performed and inspected the previous day or night. Contractor shall maintain a file of all inspections conducted by Contractor and the corrective actions taken. This file must be made available to the City immediately upon request.

**1.18.3 QC Autonomy.** Contractor's quality control organization must be independent from any other divisional entity and have direct accountability only to Contractor.

## **2.0 DEFINITIONS**

**2.1 Agreement Discrepancy Report (ADR).** A report initiated by the City, which Contractor is required to complete, whenever performance is unsatisfactory. The ADR requires Contractor to explain in writing why performance was unsatisfactory, how performance will be returned to satisfactory levels, and the corrective action that will be taken to prevent recurrence. *See Exhibit 62 for ADR form.*

**2.2 Customer Complaint Inspection.** City's unscheduled inspection of Contractor's work prompted by people receiving the service. The City may receive customer complaints about Contractor's performance or quality of service. The City may review the unsatisfactory performance, verify the Agreement requirement and provide contractor notification of deficiencies.

**2.3 Defect.** Each instance of non-compliance with an Agreement requirement. A defect may be caused by either non-performance or poor performance. Each defect is subject to deductions.

**2.4 Detergent.** Term referring to any cleaning agent chemically different from soap. Detergents include surfactants and may contain a variety of other ingredients such as builders, emulsifiers, corrosion inhibitors; suds control agents, enzymes, coloring agents, and fragrances.

- 2.5 Disinfectant.** Chemical used to kill disease-causing bacteria and/or viruses on various surfaces.
- 2.6 Extraction.** Method of carpet cleaning in which a cleaning solution is injected into the carpet and the soiled solutions quickly vacuumed back into the extraction machine.
- 2.7 Material Safety Data Sheet (MSDS).** A document that chemical manufacturers supply with their products to describe the chemical's general properties, its hazards, and how to safely use, handle, and store the product.
- 2.8 Neutral Cleaner.** Mild cleaning chemical that is neither highly acid nor alkali.
- 2.9 Quality Assurance (AQ).** Those actions taken by the City to determine that the services received meet the Agreement requirements. Quality Assurance Evaluators are City inspectors responsible for checking Contractor performance.
- 2.10 Quality Control (QC).** Those actions take by Contractor to ensure that the standards and requirements of the Contract are met.
- 2.11 Spot.** A temporarily discolored, marked, soiled area or stain caused by a foreign substance presently or previously on the surface.
- 2.12 Units of Measure, Other Work/Services.** Units of measure applicable to Other Work/Services custodial services are:  
*Dust, mop, sweep, and vacuum floors: Area (SF) of non-carpeted floors, including stairwells.*  
*Strip/seal/wax floors: Area (SF) of non-carpeted floors.*  
*Shampoo and extract carpets: Area (SF) of rugs, carpets and matting.*  
*Wet vacuuming carpets and matting: Area (SF) of rugs, carpets and matting.*  
*Cleaning wall surfaces: Area (SF)*  
*Wash window and other glass: Each complete installation (e.g., all glass in a window sash (interior), door display case or in a partition) is defined as one unit.*  
*Clean vertical blinds: Each vertical blind is one unit.*  
*Clean and polish furniture and fixtures: each piece of furniture or each fixture.*  
*Clean Restroom: Area (SF) inclusive of floors, partitions, walls, countertops, basins, mirrors, urinals, toilets, fixtures and stocking supplies.*
- 2.13 Calculating Square Footage.** The maintainable square footage (SF) is calculated from the inside dimensions of the rooms or spaces to be serviced.
- 2.14 Unscheduled Inspections.** Unscheduled inspection is monitoring of selected work or an unscheduled basis as determined necessary by the City to assure a sufficient evaluation of Contractor's performance.

**3.0 ACRONYMS**

AQL	Acceptable Quality Level
ADR	Agreement Discrepancy Report
CID	Commercial Item Description
FS	Federal Specification
MSDS	Material Safety Data Sheet
OSHA	Occupational Safety and Health Act

QA	Quality Assurance
QC	Quality Control
SF	Square Feet or Square Footage

**4.0 CITY FURNISHED PROPERTY AND SERVICES**

- 4.1 **Equipment and Supplies Storage Space.** The City will provide a minimal amount of storage space for Contractor’s use in Airport Services Complex facilities at 4500 Will Clayton Parkway. And in designated areas at EFD. Contractor shall maintain these spaces in accordance with work standards specified in Section 5, (Specific Tasks). Contractor shall take necessary precautions to prevent fire hazards, objectionable odors, and vermin. Contractor shall be responsible for properly equipping and maintaining these spaces in accordance with safety, physical security, environmental, and fire regulations. Any other storage space required by Contractor must be provided by Contractor at its cost.
  
- 4.2 **Storage of Combustible Materials.** Contractor shall store combustible materials as specified by the City Fire Code. Rags, mops, or brushes that contain residue or any material that may spontaneously combust must be stored outside the building in airtight metal containers or disposed of in a manner that meets all federal, state and City regulations.

**5.0 CONTRACTOR FURNISHED PROPERTY**

- 5.1 **General.** Contractor shall furnish everything to perform all requirements of the Agreement, except that which is specified in Section 4.1 (Storage Space), Section 5.8.1 (City –Furnished Supplies), and Section 8.0 (Miscellaneous Duties of the City). All Contractor furnished property and material must meet applicable federal, state, and City laws, codes, and regulations. Contractor shall use only those Contractor furnished items that are determined to be satisfactory by the City in performance of the Agreement.
  
- 5.2 **Contractor Furnished Equipment.** Contractor shall provide all equipment necessary for the performance of the Agreement including the following.
  - 5.2.1 **Maintenance Equipment.** Contractor’s equipment must include, but is not limited to, vacuum cleaners, scrubbers, buffers, shampoo machines, extractors, pressure washers, sweepers, mop buckets, wringers, mops, brooms, brushes. Contractor’s equipment must be removed from public areas when not in use. All Contractor equipment must be clean, properly maintained, and properly secured when not in use.
  
  - 5.2.1 **Protective and Safety Features.** All equipment and tools must be used in such manners that will not scar or mark walls or other surfaces. Larger equipment and tools must be equipped with non-marking rubber, vinyl, or plastic tips on the ends of the handles to prevent marking or scarring of walls. All wheeled and moveable equipment must be equipped with protective non-marking bumpers or guards around the entire perimeter of the equipment to prevent damaging the building structure or other objects. Bumpers or guards must be properly maintained. Equipment with improper bumpers or guards must be removed from service immediately. Damages caused by Contractor’s equipment must be repaired at no expense to the City. Electrical equipment must be equipped with non-marking, 3-conductor, grounded plug electrical cord.
  
  - 5.2.2 **Protective Equipment.** Contractor shall ensure that appropriate equipment, including any required safety equipment such as floor signs, temporary barricades, and stanchions is available on-site when needed. Contractor’s equipment must be removed from public

areas when not in use. All Contractors equipment must be clean, properly maintained, and properly secured when not in use.

**5.2.3 Protective Clothing and Gear.** Contractor shall provide employees with protection against safety and health hazards by furnishing them with all the protective equipment needed. Such equipment must be approved for the use intended by the National Institute for Occupational Safety and Health or the American National Standards Institute (ANSI). Areas that require the wearing of protective clothing or where protective equipment is necessary must be identified to employees during training and by the use of adequate signs.

**5.2.4 Custodial Carts.** Contractor shall furnish all custodial carts.

**5.3 Permits.** Contractor shall obtain all required licenses and permits for performance of work, in compliance with all applicable federal, state, and local laws.

**5.4 Vehicles.** Contractor shall furnish vehicles needed for the transportation of personnel and materials used in the performance of the Agreement. All vehicles operated in support of the Agreement, including Contractor and Contractor employees' privately owned vehicles or subcontractor vehicles, must be properly registered, insured, licensed, and safety inspected in accordance with all applicable Federal, state, and local City requirements. All vehicles used by Contractor must be maintained in a safe, serviceable, and clean condition.

**5.5 Restricted Materials.** The following items must not be used in performance of the Agreement.

- Ammonia
- Powdered Abrasive Cleanser
- Steel Wool (except for stripping wax)
- Material bearing an Interstate Commerce Commission Red Label

**5.7 Chemicals.** Contractor shall use chemicals formulated for long-lasting superlative performance in severe duty environments. Unless otherwise noted, product reference is S.C. Johnson Professional, or approved equals. A list of chemicals, intended use, MSDS sheet, applicable specifications, trade name, and manufacturer must be submitted to the City during Contractor's Phase-In, with certifications that the chemicals meet or exceed the Agreement requirements. Chemicals must be stored and delivered to the jobs site in the original labeled containers. Labels must include the chemical name, instructions for use, and hazards. Standards for typical cleaning chemicals are listed below. Contractor may use other chemicals when needed to meet the performance standards described in Section 6. Contractor shall submit the same information to, and receive approval from the City, prior to substitution of chemicals use for work on the Agreement.

**5.7.1 Neutral Detergent.** Contractor shall use an all-purpose liquid synthetic neutral detergent concentrate in various dilutions for the removal of soil from washable surfaces such as resilient floors, painted or covered walls, doors, and painted wood work, and synthetic surfaces such as wall coverings and vinyl upholstery. *Product reference is S.C. Johnson "stride Neutral cleaner," or equal.*

**5.7.2 Germicidal Detergent.** Contractor shall use a sanitizer germicidal detergent concentrate in various dilutions for disinfecting rest rooms, locker rooms, drinking fountains, and food services areas. A quaternary ammonium germicidal detergent concentrate must be used. *Product reference is S.C. Johnson "Triad," or equal.*

- 5.7.3 Acid Type Bowl Cleaner.** A phosphoric acid type bowl cleaner must be used in toilet bowls and urinals to remove scum, rust, and scale build-up caused by mineral deposits in the water. Cleaners of any type that contain hydrochloric (muriatic) acid must not be used by Contractor. *Product reference is S.C. Johnson "Crew Toilet Bowl Cleaner," or equal.*
- 5.7.4 Lotion Type Cleaner.** A cream or lotion type cleaner must be used to remove soil from washable walls, doors, furniture and fixtures whenever a solution of neutral detergent or germicidal detergent is not effective in removing the soil. *Product reference is S.C. Johnson "Crew Cream Cleaner," or equal.*
- 5.7.5 Stainless Steel Cleaner and Polish.** Contractor shall use a stainless steel cleaner and polish to remove dirt, grease, and film and leave a protective coating for metal furniture, fixtures, and anywhere else stainless steel is located. *Product reference is S.C. Johnson "Bright," or equal.*
- 5.7.6 Furniture Polish, FS P-P-553.** Contractor's Furniture polish must be used only on unsealed wood furniture or paneling and only to restore the natural moisture of the wood and not as a cleaner. *Product reference is S.C. Johnson "Shine Up," or equal.*
- 5.7.7 Water Based Degreaser.** Contractor shall use a water-based degreaser, if necessary, to remove petroleum based soils. However, the degreaser must not be used on floors that have been sealed or finished. *Product reference is S.C. Johnson "J-Shop Heavy Duty Industrial Cleaner," or equal.*
- 5.7.8 Glass Cleaner.** Contractor's glass cleaner liquid must be suitable for use on glass and glass-mirror surfaces to produce a clean, bright, spot- and streak-free surface. *Product reference is S.C. Johnson "Glance," or equal.*
- 5.7.9 Sweeping Compounds.** When necessary to prevent visible clouds of dust, Contractor shall use sweeping compounds before sweeping.
- 5.7.10 Metal-linked Polymer Floor Finish.** A metal-linked polymer floor finish must be used on non-carpeted floors. The metal link polymer floor finish must be maintained by spray buffing the floor with a solution of fifty-percent each, floor finisher and water, or with a commercial spray-buff product. *Product reference is S.C. Johnson "Complete," or equal.*
- 5.7.11 Water Emulsion Concrete and Terrazzo Floor Seal.** A Water emulsion concrete and terrazzo floor seal must be used to seal smooth concrete and to prepare terrazzo floor before applying a metal link polymer floor finish. Contractor shall use a commercial-grade floor sealer for all non-resilient (terrazzo and concrete) floors under heavy foot traffic. The product must resist scuffing, heel marks, and detergents, and provide a smooth, receptive surface for application of all floor finishes. *Product reference is S.C. Johnson "Fortify," or equal.*
- 5.7.12 Floor Finish Remover.** Contractor's floor finish remover must be a concentrated liquid floor finish stripper with no-rinse feature. Floor finish remover must be a free-flowing liquid, formulated as to penetrate old and dirty metal-complexed polymer emulsion finishes permitting their subsequent removal by a mop or scrubbing machine. Floor

finish remover must be suitable for use on, and not be harmful to, any type of hard, resilient flooring. *Products references are S.C. Johnson "Pro-Strip" or "Freedom," or equal.*

- 5.7.13 Spray Buff.** Contractor shall use a liquid spray buff product containing solvents, emulsifiers, wax, and polymers in conjunction with a floor machine and buffing pad to improve the appearance of worn finishes on floors. The spray buff product must produce a brilliant shine while removing scuffs, scratches, ground-in dirt, and heel marks. *Products reference is S.C. Johnson "Snapback," or equal*
- 5.7.14 Shampoo and Carpet extraction Cleaner Concentrate.** Contractor shall use a liquid shampoo and carpet extraction cleaner concentrate that contains detergents, optical brighteners, and corrosion inhibitors. The product must have low-foam properties and resist re-soiling. Product reference is S.C. Johnson "Rugbee Extractor," or equal.
- 5.7.15 Rug and Upholstery Cleaner.** Contractor's rug and upholstery cleaner must be a liquid cleaner that foams when applied, dries quickly without penetrating fabric, and requires no rinsing. Product must be designed for spot-cleaning rugs, carpets, and upholstery. *Product reference is "S.C. Johnson Carpet and Upholstery," or equal.*
- 5.7.16 Read-to-Use Multi-Purpose Cleaner.** Contractor's multi-purpose cleaner must be a water-soluble product suitable for cleaning all types of washable surfaces without leaving streaks or smudges. Product reference is S.C. Johnson "Go Getter," or Lone Star Brush and Chemical Co. "Bandit," or equal.
- 5.7.17 Dust mops Treating Compound.** Contractor's dust mop treating compound must be an oil emulsion compound of use on mops and dust cloths to increase dust pickup. *Product reference is S.C. Johnson "Cong-R-dust," or equal.*
- 5.7.18 Gum Remover.** Contractor's gum remover product must be a non-flammable product for removal of chewing gum, tar, adhesive and other gummy substances from carpet, upholstery, wood, plastic, and vinyl. *Product reference is S.C. Johnson "Gum Remover," or equal.*
- 5.7.19 Air Freshener.** Contractor's air freshener product must be formulated to continually neutralize odors and freshen air in restrooms. Air Fresheners include dispensers, cartridges, batteries and any expendables. Fragrance(s) must be submitted for HAS approval. At the start date of the Agreement, existing dispenser will be Ozitape. *Product reference is "Ozitape," S.C. Johnson "Good Sense," or equal.*

## **5.8 Supplies.**

**5.8.1 CITY-FURNISHED SUPPLIES.** The City will furnish the following materials to Contractor for the performance of the work.

- Toilet tissue
- Paper towels
- Trashcan liners.
- Trashcans (large and small)
- Trash dumpsters

- *Soap for dispensers*
- *Toilet seat covers*
- *Feminine Hygiene Products*

**5.8.1.1 OBTAINING CITY-FURNISHED MATERIALS.** Contractor must arrange a mutually agreeable time to obtain supplies furnished by the City and must ensure that adequate supplies are maintained at work locations in order to ensure first-class performance of work.

**5.8.1.2 Control of City-CITY FURNISHED MATERIALS.** The City has the right to conduct inspections on all materials, supplies and incidentals furnished to Contractor under the Agreement, and to inspect all records and logs regarding City-furnished materials without prior notice to Contractor.

**5.8.1.2 Contractor-Furnished Supplies.** Contractor shall furnish all materials and cleaning supplies required to perform the work (except for City-furnished supplies specified in 5.8). Contractor-furnished supplies must meet specifications detailed in Section 5.7. Contractor-furnished supplies include, but are not limited to, the following:

- *Soaps and detergents.*
- *Cleaning supplies and chemicals used on floors, walls, furniture, toilets, glass, brick tile, concrete, or any other building material.*
- *Floor care products including strippers, sealers, and waxes.*
- *Mops, brooms, mop buckets, rubber gloves, rags, wipes, sponges, brushes, scrubbing and buffing pads, pails, spray bottles, and scrapers.*
- *Germicides and fungicides.*
- *Paper products used in the cleaning process.*
- *Restroom air freshener.*
- *White ashtrays sand.*

## **6.0 SPECIFIC TASKS**

Contractor shall provide custodial services described in the Agreement to buildings and facilities owned by the Houston Airport System. Custodial services include both Basic Services and Other Work/Services.

**6.1 Basic Services.** Contractor shall furnish all supervision, labor, equipment, tools, transportation, materials, and specified supplies and other incidentals as required providing custodial services for buildings and facilities listed in Exhibit "B5." Contractor must provide service in accordance with 6.1.1, Basic Services List/Frequency which details general task 6.1.2 Work Standards.

The anticipated initial schedule for accomplishing the work is as follows in Exhibit 6. Contractor shall provide service 52 weeks-per-year. Certain Basic Service tasks (i.e. carpet extraction, floor stripping and waxing) may be scheduled for performance on hours other than those approved by HAS.

CONTRACTOR SHALL DEVELOP AND PROVIDE SERVICE PLANS AND SCHEDULES TO COVER ALL WORK TO BE PERFORMED FOR REVIEW AND APPROVAL BY THE CITY DURING CONTRACTOR'S PHASE-IN. THE CITY RESERVES THE RIGHT TO DESIGNATE SPECIFIC CLEANING TIMES FOR THOSE BUILDING AREAS WHOSE OCCUPANTS REQUIRE CUSTODIAL

SERVICES BE PERFORMED DURING A GIVEN TIME PERIOD. AT ANY TIME DURING THE TERM OF THE AGREEMENT, THE CITY MAY GIVE WRITTEN NOTICE OF A CHANGE, ADDITION, OR DELETION OF THE CLEANING TIMES SPECIFIED. CONTRACTOR SHALL ADJUST ITS SERVICE PLANS AND SCHEDULES ACCORDINGLY, AND SUBMIT A REVISED SCHEDULE TO THE CITY WITHIN FIVE NORMAL WORKING DAYS AFTER RECEIVING NOTIFICATION FROM THE CITY.

**6.1.1 Basic Services List/Frequency.** Contractor shall perform each Basic Services work task at the following frequencies, as a minimum. Where the Custodial Work Schedule (Exhibit 5) indicates a task should be performed at a more frequent interval, the Custodial Work Schedule must be followed.

**6.1.1.1 Perform one or more times each service day:**

- Remove Trash
- Clean ash trays at building entrances
- Vacuum carpeted floors and rugs
- Sweep non-carpeted floors
- Clean and service rest rooms (includes locker rooms and showers were present)
- Clean and fill dispensers
- Cleans and service kitchens and coffee rooms
- Clean drinking fountains
- Clean entrances
- Clean marker boards
- Sport clean and spot mop
- Clean and restock custodial storage space and storerooms

**6.1.1.2 Perform weekly:**

- Wet mop non-carpeted floors, Spray buff/restore vinyl asbestos tile
- Dust, up to 6' from the top of the floor surface

**6.1.1.3 Perform Monthly:**

- High dust walls.
- Burnish terrazzo restroom floors.
- Apply top coat to restroom floors.
- High dust restroom ceilings.

**6.1.1.4 Perform Quarterly**

- Clean and polish door frames.

**6.1.1.5 Perform Semi-Annually**

- Strip, seal, and wax floors
- Extract carpets (traffic areas)

**6.1.1.6 PERFORM ANNUALLY**

- Strip, seal, and wax floors
- Extract carpets
- High dust ceilings
- High dust walls

**6.1.2 Work Standards.** Contractor shall perform each work task in accordance with the standards listed below.

**6.1.2.1 Maintain Carpeted Floor and Rugs.** When maintaining carpets and rugs, Contractor shall clean carpet, rugs, carpet runners, and carpet mats. Contractor shall vacuum to remove most soil and surface dust. For spot cleaning procedures such as vacuum bonnet and dry foam methods when these will thoroughly remove all streaks, stains, and spots. *Contractor shall clean spots as they are encountered and must not wait for HAS to point them out.* When spot cleaning methods are not sufficient or appropriate, the water extraction method must be used. Also, Contractor must use the water extraction method after a carpet or rug has been dry foam cleaned three consecutive times. Aluminum disc or stiff, or stiff, heavy neutral color or white paperboard must be placed under the legs of furniture or other equipment to avoid staining the carpet until the carpet is thoroughly dry. Contractor shall remove all portable items (i.e. chairs, tables, and waste receptacles) prior to or during cleaning. Contractor shall use anti-static chemicals in the complete process of cleaning carpets in rooms containing electronic equipment. All furnishings must be replaced to their original position upon completion.

**6.1.2.1.1 Vacuuming.** Contractor shall vacuum carpeted floors and rugs with a commercial vacuum cleaner to remove all surface litter, dust, foreign substances, and embedded grit from surfaces including those adjacent to and under furniture, fixtures, trash cans, entrance mats, rubbers, in corners, abutments, baseboards, stairs steps and risers, and on hard surface floors, stairs/landings, stages, and elevators. Carpeted floors and rugs include floor runners, area rugs, carpet entrance mats, and installed carpet. When gum, tar, or other foreign substance is encountered, an appropriate gum remover or spot cleaning method must be used. After they have been vacuumed, the carpeted floors and rugs must be freed of all detectable soil embedded grit, litter, and spots.

**6.1.2.1.2 Vacuum Bonnet System for Carpets.** Contractor shall use the bonnet system for spot cleaning carpet as needed or as requested to maintain a clean, high level appearance. Pre-spotted soil is loosened by the rotary action of the rotary machine fitted with a brush and bonnet and soil is absorbed by the bonnet. After they have been spot cleaned with the vacuum bonnet method, the carpeted floors must be free of detectable soil and spots.

**6.1.2.1.3 Dry Foam Carpets.** Contractor shall use the "Von Schrader" dry foam systems, or equal, to dry clean carpet as needed or as requested to maintain a clean, high level appearance. Dry foam tends to leave residual chemical in the carpet, as the foam is not as readily vacuumed up as the water in hot water extraction. Accordingly, Contractor shall select only those chemicals that do not leave sticky or gummy residues and shall exercise care to remove residue from carpet when using this method. After they have been dry-foam cleaned, the carpeted floors must be free of detectable soil and spots.

**6.1.2.1.4 Extraction.** Water extraction cleaning of carpets consists of spot cleaning, vacuuming, operation of the water extraction equipment, and re-vacuuming of all carpet. Extraction must be done using equipment, materials, and chemicals specifically designed for water extraction cleaning. The water extraction equipment must be operated over the entire carpeted area. The instructions provided by the manufacturer of the equipment and the chemicals must be followed. After operating the equipment and allowing sufficient drying time, the carpet must be vacuumed following a pattern that will give the carpet pile a uniform appearance. Upon completion of water extraction cleaning, carpets must be free of litter, materials such as paper clips, and staples, soil, streaks, stains, spots, and embedded dirt; the pile must be uniform; all furnishings must be returned to their original positions. Note that certain carpeted areas may

require extraction more frequently than others than office areas. The work must be accomplished as directed by HAS.

#### **6.1.2.2 Non-Carpeted Floors.**

**6.1.2.2.1 Sweep.** Contractor shall sweep all non-carpeted floors by removing all soil, including dust dirt, litter, gum, tar, and other substances, from all non-carpeted floor surfaces including those adjacent to and under furniture, fixtures, trash cans, entrance mats, runners, in corners, abutments, baseboards, stairs steps and risers, and on hard surface floors, stairs/landings, stages, and elevators. All floors, including areas beneath movable objects smaller than desks or filing cabinets, must be swept. The entire floor surface, including in corners and around wall projections, must be left clean and free of all soil, streaks, footprints and spots caused by spills.

**6.1.2.2.2 Dust mop.** Contractor shall dust mop all non-carpeted floors except stair steps and landings and other unsealed concrete floors or stone floors. Contractor shall return to original positions all furniture and equipment moved during sweeping.

**6.1.2.2.3 Machine Scrub.** Contractor shall machine scrub floor surfaces that have soiling which cannot be removed through wet mopping. Contractor shall machine scrub floors, when required, using a neutral cleaner. Apply an appropriate cleaning solution to all areas of the floor. Allow this solution to remain on the floor for three or four minutes. Operate a floor machine over all accessible floor areas and areas that can be reached by moving furnishings. Manually scrub areas that are inaccessible with the machine. Remove the solution from the floor and rinse well with water. Care must be taken not to leave water or scrubbing solution on the floors longer than necessary to complete the cleaning. Dirty water must be picked up and the floor must be rinsed clean until it is free of all solution. Wet Floor signs must be placed on the floor around the wet area to alert any persons in the immediate area. After scrubbing floors, all floor surfaces and gouts shall be free of soiling, marks, stains, and free of chemical residue.

**6.1.2.2.4 Spray Buff/Restore Vinyl Tile.** Contractor shall spray buff floors in accordance with the Custodial Work Schedule. Contractor shall spray buff all surfaces of vinyl tiled floors with a floor machine, accessories, and spray buff chemical. Before buffing, the floor must be swept; heel marks and other marks must be removed. The floor surface must be wet mopped and rinsed in accordance with paragraph 6.1.2.2.7.

The floor finish in the spray buff chemical must be the same type as that already on the floor. After buffing, the floor must be swept with a treated cotton mop. For difficult or stubborn areas, a small floor machine must be used or the surface worked by hand. Chairs and other readily moveable items must be moved. All spray buff solution must be removed from baseboards and furniture. Upon completion of spray buffing, the entire floor must have a uniform coating of floor finish and a uniform, glossy appearance; be free of scuff marks, heel marks, and stains; and all furnishings must be replaced in their original positions.

#### **6.1.2.2.5 Apply Top Coat.**

- Contractor shall apply top coat on terrazzo floors in accordance with the Custodial Work Schedule to maintain the gloss and durability of the floor. Before applying the sealer to terrazzo floors, the floor must be burnished with a high-speed floor burnishes and a high-speed pad to remove dust, grit, scuff marks, and scratch marks.

- Contractor shall apply top coat on resilient floor surfaces in accordance with the Custodial Work Schedule to maintain the gloss and durability of the floor. Before applying the wax to resilient floor surfaces, the floor must be spray buffed to remove dust, grit, scuff marks, and scratch marks.

**6.1.2.2.6 Strip/Seal/Wax.** Contractor shall completely strip, seal, and wax the floors in accordance with the Custodial Work Schedule, or when the floor becomes dull or unsightly. Stripping is the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and from those floor surfaces that can be exposed by the removal of all non-fixed furnishings. Stripping also includes the complete removal of all marks, scuffs, and stains. Contractor's stripping chemicals must comply with the specifications detailed in paragraph 5.7.12 for the type of finish and/or sealer being stripped, and must be used in accordance with the manufacturer's directions. All floor surfaces to which stripper has been applied must be thoroughly rinsed with clean water. If a mop is used to pip up the stripping solution, the area must be rinsed at least twice. No stripping solution shall remain on baseboards, cove moldings, doors, or other non-floor surfaces. Contractor shall strip the floor with an auto scrubber and stripper to remove dirt and old build up wax. A liquid non-slip water emulsion type floor wax or floor finish must be used on all floor coverings cleaned according to specifications. *Non-slip properties of the floor finish are especially important in stairwell areas.* The wax must be applied to the floor surfaces with a clean cotton mop only after the floor surfaces have been thoroughly cleaned by mopping, scrubbing, or stripping has been done. Application of 3 coats of wax and sealer is required. The application of excessive amounts of wax must be avoided and excessive build-up wax is not permitted. Sufficient wax must be used to fully protect the floor surface and present a uniform luster and neat, well-kept appearance. After the finish has dried, the reflectance must be uniform with no streaks or swirls visible. When inspection shows a wax build-up of wax or other deposits of foreign materials, or wax over dirt, Contractor shall strip the surface clean and apply new wax. When inspections shows a wax buildup in corners, edges, or flashed on cove moldings or stainless steel kick plates, Contractor shall remove the wax buildup. All furnishings must be replaced to original positions.

**6.1.2.2.7 Wet Mop Non-carpeted Floors.** Contractor shall wet mop non-carpeted floors by applying a water/detergent solution to loosen and suspend soil, removing the soil, and rinsing the floor surface. Before mopping Contractor shall sweep the entire floor surface and move all furniture small than desks or filing cabinets. Contractor shall remove all soil and stains from the entire area including stairs. Rest rooms, kitchens, and coffee rooms must be wet mopped with germicidal detergent solution. Upon completion of wet mopping, the floor must have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There must be no splash marks or mop streaks on furniture, walls, or baseboards; nor mop strands remaining in the area. All expended cleaning solutions and materials must be properly disposed of in the appropriate location or receptacle without creating soiling. All furnishings must be replaced to original positions.

**6.1.2.2.8 Spot Mop.** Contractor shall remove gum, marks, and streaks from washable surfaces of carpeted and non-carpeted floors. Contractor shall spot clean or mop to completely remove soil, spills, mud, footprints, fingerprints, and any other foreign substance that cannot be removed by sweeping or vacuuming. Upon completion of spot cleaning and spot mopping, all floor surfaces must be ready for vacuuming or sweeping in accordance with paragraphs 6.1.2.1.1 and 6.1.2.2.1.

**6.1.2.3 Building Surfaces Maintenance.** Building surfaces include interior and exterior doors, hardware, walls, partitions, trim, handrails, stair rails, balusters, baseboards, frames, windowsills, ledges, mirrors, grills, light fixtures, restroom fixtures, and other horizontal surfaces.

**6.1.2.3.1 General Cleaning.** Contractor shall thoroughly clean, sanitize, and polish areas within designated facilities, including all washable surfaces of walls, partitions, columns, glass surfaces, doors, door hardware, door glass, elevators, stairways, hand railings, mirrored surfaces, furniture, fixture, and appliances. Contractor shall employ appropriate cleaning techniques and use commercial-grade products and equipment to ensure a first-class professionally maintained appearance. Contractor must use germicidal detergent in rest rooms, locker rooms, food areas, and drinking fountains. Contractor must clean Plexiglas surfaces with a soft cloth and Plexiglas cleaner. Contractor must clean and polish wood surfaces with a soft cloth and wood polish, using no water or detergents. Upon completion of general cleaning, all surfaces must be free from soil, smudges, fingerprints, gum, marks or streaks. *General Cleaning is not spot cleaning; rather, total surface areas within a building must be cleaned.*

**6.1.2.3.2 Cleaning/disinfecting.** Properly cleaned and disinfected doors, walls, partitions, trim, baseboards, handrails/stair rails, frames, window sills, ledges, and horizontal surfaces, including their component parts, must be clean and free from all dirt, dust, film, streaks, smudges, lint, and cobwebs. Restroom/locker room wainscots stall partitions, doors, and walls must be free from stains, graffiti, spots, streaks, and cobwebs. Items that state "disinfect" are considered disinfected when Contractor uses a liquid or spray product identified as a disinfectant and applies the product in accordance with the manufacturer's instructions, using a clean sponge, wash cloth, or disposable wipe.

**6.1.2.3.3 Cleaning/disinfecting Sinks, Commodes, and Urinals.** Properly cleaned and disinfected wash basins and sinks must be free from streaks, stains, scale, scum, soap deposits, and odors. Plumbing pipes, fixtures, faucets, and metal ware must be clean bright and free of dirt, dust, and deposits.

**6.1.2.3.4 Damp Wiping.** A surface adequately damp wiped is free of dirt, dust, marks, film, streaks, smudges, lint, cobwebs, and debris.

**6.1.2.3.5 Metal Cleaning and Polishing.** Properly cleaned and polished metal surface must be clean and bright and without deposits or tarnish. Metal cleaner must be quickly removed from adjacent surfaces. Metal cleaner and polish must be applied by cloth to surfaces being cleaned or polished and not sprayed directly on metal surfaces in order to reduce any slip hazard caused by such agents drifting onto floors.

**6.1.2.3.6 Spot Cleaning.** A smaller surface area within a total surface area is adequately spot cleaned when it is free of all stains and deposits and is substantially free of cleaning marks.

**6.1.2.3.7 Dust.** Dust includes all surfaces up to and including six feet from the top of the floor surface. Contractor shall accumulate and remove dust, dry soil, lint, litter, and cobwebs from the height of six feet and below to the floor surface. This includes, but is not limited to the structure, furniture and equipment surfaces, and horizontal, vertical and under surfaces, corners, crevices, moldings, and ledges. In the process of dusting a desk, items on top of the desk such as letters, forms, literature, etc must not be disturbed. Upon completion of dusting,

all surfaces five feet from the top of the floor surface and below must be uniformly clean, free of dust, dry soil, lint, litter, and cobwebs.

**6.1.2.3.7.1 High Dusting.** Contractor shall accumulate and remove dust, dry soil, lint, litter, and cobwebs from all surfaces including vents 6 feet above floor level. After high dusting, surfaces must be uniformly clean. Included in high dusting are light fixtures, globes, shades, plastic type panels, blinds, and ceiling surfaces.

**6.1.2.3.7.2 Reducing Airborne Dust.** In areas where airborne dust cannot be tolerated, such as computer rooms, clean rooms, data processing rooms, electronics rooms, telephone equipment rooms, and other areas containing precision equipment, dusting must be accomplished with a vacuum cleaner equipped with non-conductive type nozzles and brushes.

**6.1.2.3.8 Ceiling Cleaning.** Properly cleaned ceilings and ceiling tile are restored to "like new" or "near new" appearance leaving no degradation to acoustical properties of the ceiling. Agents used must be safe for use on ceiling vents, light fixtures, grids, and other ceiling fixtures and must disinfect and deodorize the ceiling tile.

**6.1.2.3.9 Glass and Mirror Cleaning.** Glass surfaces include windows and mirrors; all display cases and cabinets building directory board enclosures, picture frame enclosures and glass panels within or adjacent to interior and exterior doors. Glass and mirrors are properly cleaned when all accessible surfaces are without streaks, film, smudges, deposits, and stains and have a uniformly bright appearance and adjacent surfaces have been wiped clean. Frames, casings, sills, and ledges must be free of soil, dirt, tape, tape residue, smudges, r splash marks. Splashed glass cleaner, drip marks, and all other types of soil streaks must be removed from all adjacent surfaces such as walls, frames, casing, and trim.

**6.1.2.3.10 Clean Blinds.** Contractor shall clean blinds, including tapes and cords, to remove all dust, stains, soil, and smudges. Care must be taken to prevent staining tapes or cords during the cleaning operations. Blinds removed for cleaning must be replace immediately upon completion of the cleaning operations; they must never remain down for more than 48 hours. Upon completion of cleaning blinds, the blinds, tapes and cords must be free of dust; stains, soil and smudges, and blinds must be placed back into the locations from which they were removed.

**6.1.2.3.11 Clean Marker boards.** Contractor shall clean all marker boards (unless notice is given no to do so in specific instances). Upon completion of cleaning, the writing surface of the marker board must have a uniform appearance with no marks, streaks, or excess dust; the marker board tray and erasers must contain no excess marker dust; and the floor underneath and the walls adjacent to the marker boards must have no traces of marker dust.

**6.1.2.4 Clean and Polish All Furniture and Fixtures.** Contractor shall clean and polish all furniture and fixtures in accordance with the Custodial Work Schedule.

**6.1.2.4.1 Cleaning Furniture/Furnishings.** Contractor shall remove all soil and dust from office desks, chairs, file cabinets, tables, stands, directories, and other furnishings. Wood doors must also be considered furniture's for this service item. Wood furnishings must be cleaned and polished with a wood polish, using no water or detergents. Contractor shall vacuum all cloth-upholstered furniture, including under and between cushions. Contractor shall clean

upholstered furniture with an approved spot cleaner and detergent, to remove soil that cannot be removed by vacuuming. Contractor shall clean synthetic-covered furniture with vinyl cleaner. Upon completion of cleaning furniture and fixtures all surfaces of furniture and fixtures must be free of dust, soil, smears, smudges, streaks, stains, and excess polish.

**6.1.2.4.2 Polish Metal.** Contractor shall remove tarnish, clean, and polish: brass, stainless steel and nonferrous metal push plates, kick plates, door hardware, name plates, protective and ornamental plates and flanges, railings, furniture, fixtures, and similar items. Metal polish must be applied by cloth to surfaces being cleaned or polished and not sprayed directly on metal surfaces in order to reduce any slip hazard caused by such agents drifting onto floors. Upon completion of polishing metal, all metal surfaces must be free of dust, soil, smears, tarnish, smudges, streaks, stains, and excess polish; and they must be clean and bright.

**6.1.2.5 Remove Trash.** All trash containers of any type and size must be emptied and returned to their original positions. Bulky items such as rolls of plans or cardboard boxes that are placed by trash containers and clearly marked as trash must be removed. Contractor shall clean spills and foreign substances from all surfaces of the trash container. Plastic bags (liners) must be replaced in all trash containers after each servicing. Trash and rubbish must be emptied into a designated dumpster or receptacle in a way that will prevent littering adjacent areas. Contractor shall clean up any spill or litter generated by Contractor work operations. Upon completion of trash removal, all trash containers and the areas adjacent to trash containers must be free of trash, spills, foreign substances; a clean, new trash can liner must be placed in the container; and all trash must be placed into the designated dumpster.

**6.1.2.5.1 Recycle White Paper.** Contractor shall collect white paper from bins in offices on a daily basis and deposit paper in specially marked containers used in the city's recycling program.

**6.1.2.6 Clean Ash Receptacles.** Sand urns and other ash receptacles must be emptied and wiped clean. Accumulations of ashes, butts, and foreign material must be removed from smoking stands and sand urns. Contractor shall replace discarded sand. Upon completion of this task all surfaces of ash receptacles must be uniformly clean, without spots, streaks, or smoking material residue; sand urns must be cleaned and free of smoking material, and filled with clean sand. *Although the facilities for which Contractor provides custodial services have been designated "non-smoking facilities, ash receptacles are provided at building entrances to provide a means for smokers to discard smoking products before entering.*

**6.1.2.7 Clean and Service Rest Room.** A properly cleaned restroom is uniformly clean and sanitized with no streaks, smudges, deposits, or stains (includes locker rooms and showers where present). A properly cleaned restroom includes service to the following items:

- *Remove trash in accordance with paragraph 6.1.2.5*
- *Clean mirrors*
- *Sweep non-carpeted floors in accordance with paragraph 6.1.2.2.1.*
- *Wet mop non-carpeted floors with a germicidal detergent and in accordance with paragraph 6.1.2.2.7.*
- *Machine scrub floors that cannot be completely cleaned by wet mopping with a germicidal detergent*
- *Spot Mop in accordance with paragraph 6.1.2.2.8.*
- *General Clean in accordance with paragraph 6.1.2.3.1.*

- *Fill towel, toilet paper, feminine hygiene products, and soap dispensers in accordance with 6.1.2.7.2.*
- *Clean and disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall mounted lavatories, urinals, and toilets*
- *Damp clean and disinfect all interior and exterior surfaces of toilet bowls, urinals, lavatories, showers, showerheads, dispensers, soap dishes, and other such surfaces*
- *Damp clean and disinfect all surfaces of shower curtains and doors*
- *Damp clean and disinfect all exterior surfaces of lockers*
- *Flush cleaning chemicals through the traps daily to reduce accumulation of scale*
- *Clean and flush floor drains with germicidal detergent, following by a second flushing with clean rinse water*
- *Clean wall and ceiling vents and air-intakes, removing lint and dust.*
- *Clean-Vacuum walk off rugs or mats*

**6.1.2.7.1 Special Restroom Cleaning Requirements.** Contractor shall use quaternary ammonium germicidal detergent to clean and disinfect all surfaces of restrooms except mirrors. Contractor shall de-scale toilet bowls and urinals. After de-scaling, the entire surface must be free of streaks, stains scale, scum, detergent residue, mineral deposits, and stains. Acid type bowl cleaner must not be used on floors, walls, nor any surfaces other than inside toilet bowls and urinals. Chrome plated or stainless steel hardware must be cleaned with a non-abrasive cleaner. Upon completion of cleaning and servicing restroom, trash must have been removed; all surfaces of restrooms must be disinfected and there must be no streaks, stains, marks, detergent residue, dirt accumulations, mold, fungus, mineral deposits, or soiling on any surface; and dispensers must be full.

**6.1.2.7.2 Clean and Fill Dispensers.** Clean and disinfect, then fill towel, toilet paper, feminine hygiene products, and soap dispensers. Contractor's supplies must conform to existing types of dispensers. Upon completion of cleaning and filling dispensers, all dispenser surfaces must be clean, free of all soil and streaks, disinfected with quaternary ammonium germicidal detergent and full.

**6.1.2.8 Clean and Service Kitchens and Break Rooms.** A properly cleaned kitchen or break room is uniformly clean and disinfected as specified in paragraph 6.1.2.8.2 below. Contractor shall perform the following items in order to complete cleaning and servicing kitchens and break rooms:

- *Remove trash in accordance with paragraph 6.1.2.5.*
- *Vacuum rug and carpeted floors in accordance with paragraph 6.1.2.1.1.*
- *Sweep non-carpeted floors in accordance with paragraph 6.1.2.2.1.*
- *Clean drinking fountains in accordance with paragraph 6.1.2.9.*
- *Spot Mop in accordance with paragraph 6.1.2.2.8*
- *Wet mop non-carpeted floors with a germicidal detergent and in accordance with paragraph 6.1.2.2.7.*
- *Machine scrub floors that cannot be completely cleaned by wet mopping with a germicidal detergent.*
- *General Clean in accordance with paragraph 6.1.2.3.1.*
- *Fill towel and soap dispensers in accordance with 6.1.2.7.2.*
- *Clean and disinfect all surfaces of fixtures and accessories*
- *Flush cleaning chemicals through the traps daily to reduce accumulation of scale*
- *Clean microwave ovens*

- Clean exterior and interior of refrigerators
- Clean exterior and interior of refrigerators
- Clean coffee makers, except those owned by private Coffee Service Vendor(s) as advised by HAS>
- Clean/Disinfect ice machines in accordance with 6.1.2.8.1. Ice machines may not all be physically located in kitchen/break room will be covered under "kitchen/break room" requirements detailed in Exhibit 1, Custodial Work Schedule.

**6.1.2.8.1 Disinfecting.** Contractor shall use quaternary ammonium germicidal detergent to clean and disinfect all surfaces of kitchens and coffee rooms, including cabinets, basins, counter tops, tables, walls, dispensers, all exterior surfaces of appliances, and all floor surfaces.

**6.1.2.8.2 Final Appearances.** Upon completion of cleaning and servicing kitchens and break rooms, trash must have been removed; all surfaces must be disinfected and there must be no streaks, marks, detergent residue, dirt accumulations, or soiling on any kitchen or coffee room surface; and dispensers must be full.

**6.1.2.9 Cleaning Drinking Fountains.** Contractor shall remove all soil, mineral deposits, streaks, and smudges from the drinking fountains and cabinets, and disinfect all porcelain and metal surfaces including the orifice and drain. Contractor shall remove soil and dust from air vents. Upon completion of cleaning drinking fountains, the entire drinking fountain must be clean, disinfected, and free of any soil, mineral deposits, streaks, detergent residue, and debris.

**6.1.2.10 Clean Entrances.** Porches, platforms, docks, ramps, steps, and risers of entrances must be cleaned and policed for the removal of dirt, mud, trash, and litter. Contractor shall clean the exterior walls in entrance areas, up to six feet from the top of the entrance floor surface. Contractor shall also clean items such as mats, surfaces under mats, and foot scrapers. All glass doors and glass panels adjacent to glass doors must be cleaned. Upon completion of cleaning entrances, all entrance surfaces and entrance mats must be clean and free of any soil, streaks, and debris; and mats must be replaced to their original positions.

**6.1.2.11 Clean and Restock Custodial Storage Space and Storeroom.** Contractor shall clean custodial storage spaces to the same standards as described in paragraph 6.1.2.7. In addition, Contractor shall leave an extra supply of toilet paper, hand towels, hand soap, feminine hygiene products, and both large and small plastic bags adequate to prevent depletion of these supplies in the facility before the next routine servicing. Contractor shall store manner, insuring proper ventilation of cleaning materials. Upon completion of cleaning and re-stocking custodial storage spaces, all storage space surfaces must have been disinfected with no detectable streaks, marks, detergent residue, dirt accumulations, or soiling; and storage spaces must be amply stocked with supplies.

**6.1.2.12 Clean Elevator.** A properly cleaned elevator is uniformly clean with no dust, soil, fingerprints, or smudges. Contractor shall perform the following items, in order to complete cleaning and servicing elevator(s):

- Pickup any trash, food, or debris dropped on the floors
- Spot clean spills using appropriate techniques

- Spot clean finger prints from the stainless steel fascia in the elevator landings
- Mop floors to remove dirt and stains
- Remove gum from floors
- Clean walls, car stations, push button, kick panels
- Clean door tracks with scrub brush or vacuum cleaner (back pack)
- Clean stainless steel elevator walls and doors sills with clean white cloth
- Spot clean and polish to remove marks and smudges by using a small amount of stainless steel cleaner
- Clean all stainless steel fascia in the elevator lobby
- Polish stainless steel surfaces
- Scrub floors
- Clean light fixtures
- Dust ceilings

**6.1.3 Routine Work Schedule.** Contractor shall provide the City with a Routine Work Schedule, following the format EXHIBIT 1 “Custodial Work Schedule,” during Contractor’s Phase-In. Contractor’s Routine Work Schedule must be indicating how Contractor will schedule and accomplish the Basic Service tasks identified in the Agreement and summarized in the Custodial Work Schedule. Contractor shall avoid scheduling weekly work on City holidays.

**6.1.3.1 Work Completion and Inspection.** Contractor shall complete all required routine services in accordance with the Routine Work Schedule. The City may inspect Contractor’s work immediately following the times designated in the Routine Work Schedule.

**6.1.3.2 City Modification of Work Schedules.** The City reserves the right to designate the specific cleaning time for those building areas whose occupants require custodial services to be performed during a given time period. At any time during the term of the Agreement, the City may give written notice of a change, addition, or deletion in the cleaning time specified. Contractor shall adjust its Routine Work Schedule accordingly, and submit a revised schedule to the City within five normal working days after receiving written notice from the City.

**6.1.3.3 Contractor Request for Modification of Work Schedules.** Contractor requests for alterations to Basic Services Work Schedules must be submitted, in writing, to the City for approval no later than five normal working days prior to the desired effective date. Alterations do not become effective until approved by the City.

**6.1.3.4.1 Interference with City Business or Personnel.** Work must be scheduled and performed so that interference with City business or personnel is minimized.

## **6.2 EXTERIOR SITE (TAXI LOUNGE LOT)**

**6.2.3** Contractor shall provide the following specific exterior site cleaning services

**6.2.3.4** ALL paved sidewalks, curbs, drains, and ground level gutters shall be inspected daily to check for debris and completely swept weekly

## **6.3 OTHER WORK/SERIVCES**

**6.2.1 General.** Within the general scope of the Agreement, Other Work/Services may be required to meet desired conditions and/or services not covered in the Basic Service of the Agreement. Other Work/Services must be performed in accordance with all provisions of the Agreement plus

any special provisions issued with authorization for work. Other Work/Services will be performed only when requested by the City, and then, only after receipt of a written Other Service Request (OSR). Contractor shall perform Other Work/Services to the same standards identified for Basic Services. *When requested by the Director, Contractor shall provide Other Work/Services at any facility, which is part of the Houston Airport Systems, including IAH, HOU, and EFD.*

**6.2.1.1 City's Written Notice.** Prior to issuing an OSR, the City will first issue a written notice to Contractor detailing the specific Other Work/Services to be performed by Contractor.

**6.2.1.2 Contractor's written Proposal.** In response to any such written notice, Contractor shall provide the City with a written proposal for the specific Other Work/Service to be performed, within fifteen (15) days of receipt of the notice. Such proposal must include, but not be limited to, a description of the services to be performed, applicable labor rates, estimated labor hours, performance schedule, total estimated cost, and any other requirements set forth in the City's written notice to Contractor.

**6.2.1.3 City's Options.** Upon receipt of Contractor's proposal, the City has the options to reject Contractor's proposal, reject Contractor's proposal and require resubmission with the revised or additional information, or issue an OSR. Should the City reject Contractor's proposal and require resubmission, Contractor must resubmit a modified proposal within five (5) days of receipt of the City's written rejection.

**6.2.1.4 Issue of OSR.** Upon approval by the City of the modified proposal, an OSR will be issued. Contractor shall commence performance within forty-eight (48) hours of receipt of a written OSR issued under this Section and shall diligently pursue to completion in accordance with the terms and conditions of the Agreement and the approved proposal.

**6.2.1.5 Cost of Other Work/Service.** The cost for Other Work/Service must not exceed the rate specified in the Fee Schedule. Labor is inclusive of materials and equipment. If a price is not specified for a specific task, then the work will be performed at a cost mutually agreed upon by the parties. *When Other Work/Services are performed in conjunction with Basic Services, Contractor shall not receive additional compensation for labor,*

**6.2.1.6 Payment.** When chargeable Other Work/Services have been accomplished, a copy of the City's written request must accompany Contractor's monthly invoice.

**6.2.1.7 Specific Tasks and Unit Quantities.** Other Work/Services include the following items. *Specific tasks will be performed on an as-needed basis in areas not covered under Basic Services or for frequencies in excess of those specified in Exhibit 1, Custodial Work Schedule for areas covered under Basic Services.*

**6.2.1.8 Dust Mop/Sweep/Vacuum Floors.** Contractor shall dust mop/sweep/vacuum, depending upon the floor type, at the unit cost specified in the Fee Schedule.?

**6.2.1.9 Wet-Vac Floors.** Contractor shall wet-vac carpet or hard-surface flooring that has flooded at the unit cost specified in the Fee Schedule?. *This task will be performed on an as-needed basis in areas not covered under Basic Services or as a new task not listed in the Custodial Work Schedule for areas covered under Basic Services.*

**6.2.1.10 Shampoo/Steam Clean Rugs/Carpets.** Contractor shall shampoo/steam clean carpet/rugs at the unit cost specified in the Fee Schedule.?

**6.2.1.11 Strip/Seal/Wax/Buff Floors.** Contractor shall strip, seal, wax, and buff floors, as applicable to the floor type, at the unit cost specified in the Fee Schedule.

**EXHIBIT B1**

**GROUP ONE - BUILDING SERVICES DEPARTMENT LOCATIONS**

<b>ITEM</b>	<b>LOCATION</b>	<b>ADDRESS</b>	<b>SQ FEET</b>	<b>CLEANING SCHEDULE</b>	<b>CLEANING TIMES</b>
1	Police Headquarters	1200 Travis	959,925	M-T-W-Th-F-S-S	Day, Eve, Wknd
2	Morrison Police Academy	17000 Aldine Westfield	88,809	M-T-W-Th-F	Day, Eve
3	Clear Lake Police Station	2855 Bay Area Blvd.	15,360	M-T-W-Th-F-S-S	Day, Eve
4	Northeast Police Station	8333 Ley Road	26,994	M-T-W-Th-F-S-S	Day, Eve
5	Stringfellow South Police Station	8300 Mykawa	214,741	M-T-W-Th-F-S-S	Day, Eve, Night
6	West Police Station	3203 S. Dairy Ashford	154,400	M-T-W-Th-F-S-S	Day, Eve, Night
7	North Police Station	9455 W. Montgomery	112,036	M-T-W-Th-F-S-S	Day, Eve
8	Northwest Police Substation	6000 Teague	10,409	M-T-W-Th-F-S-S	Day, Eve, Wknd
9	Magnolia Park Police Station	7525 Sherman	13,240	M-T-W-Th-F-S-S	Day
10	Southwest Police Substation	4503 Beechnut	9,176	M-T-W-Th-F-S-S	Day
11	Bush IAH Police Substation	3100 Terminal Road B	14,000	M-T-W-Th-F-S-S	Day, Eve
12	Kingwood Police Substation	3915 Rustic Woods Dr.	9,000	M-T-W-Th-F-S-S	Day, Eve
13	Fire Logistics Complex	1205 Dart	161,597	M-T-W-Th-F	Eve
14	DHHS Administration Bldg.	8000 North Stadium	128,507	M-T-W-Th-F	Day, Eve
15	Municipal Courts Building	1400 Lubbock	104,000	M-T-W-Th-F-S-S	Day, Eve, Night
16	South Central Police Station	2202 St. Emanuel	9,544	M-T-W-Th-F	12 pm – 3 pm
17	Police S.W.A.T.	1500 West Dallas	7,650	M-T-W-Th-F	11 am – 1 pm
18	Police Memorial	2400 Memorial	100	T-Th	7 am – 9 am
19	Police Special Operations	1900 Rusk (GRBCC)	20,000	M-T-W-Th-F	1 pm – 3 pm
20	Police Mounted Patrol	300 N. Post Oak	2,160	M-T-W-Th-F-S	10 am – 12 pm
21	Police Fleet Administration	52 Riesner	3,870	M-T-W-Th-F	9 am – 11 am
22	Police Fleet Transportation	54 Riesner	380	M-T-W-Th-F	9 am – 11 am
23	Police Motor Pool	53A Riesner	1500	M-T-W-Th-F	9 am – 11 am
24	Police Bike Detail	49 Riesner	1700	T-Th	9 am – 11 am
25	Police Fleet Maintenance	54 Riesner		M-T-W-Th-F	9 am – 11 am
26	Police Vehicle Exam / Auto Theft	1300 and 1305 Dart	4,331	T-Th	9 am – 11 am
27	Police Uniform Supply	700 Houston Avenue	6,460	M-T-W-Th-F	8 am – 11 am
28	Police Helicopter Patrol	8402 Larson	23,340	M-T-W-Th-F	7 am – 10 am
29	Police Lake Patrol	22619 W Shorewood	5,000	T-Th	11 am – 2 pm
30	Airport Police K-9 Unit	2452 Rankin	1,200	T-Th	10 am – 1 pm
31	Aldine Police Storefront	10966 N Frwy	1,757	M-W-F	2 pm – 5 pm
32	Jeanetta Police Storefront	8940 Clarkcrest	2,268	M-W-F	8 am – 11 am
33	Gulfton Police Storefront	5980 Renwick	1,715	M-W-F	9 am – 12 pm
34	Ranchester Police Storefront	9146 Bellaire	2,500	M-W-F	9 am – 11 am
35	Reed Road Police Storefront	3511 Reed Road	2,860	M-W-F	11 am 2 pm
36	Stella Link Police Storefront	9121 Stella Link	1,800	M-W-F	12 pm – 2 pm
37	Willowbrook Police Storefront	12932 Willowchase	1,629	M-W-F	2 pm – 5 pm
38	Independence Hts Police Storefront	803 Crosstimbers	1,728	M-W-F	1 pm – 4 pm
39	Near North Police Storefront	1335 West 43rd	3,330	M-W-F	1 pm – 4 pm
40	Neartown Police Storefront	802 Westheimer	2,000	M-W-F	8 am – 10 am
41	Denver Harbor Police Storefront	6702 Lyons Avenue #3	612	T-Th	8 am – 10 am

**EXHIBIT B2**

**Janitorial Cleaning and Floor Chemicals Evaluation Sheet for Alternative Products**

Evaluation of Chemicals will be performed based on the following criteria listed in order of importance:  
(Please provide M.S.D.S. Sheets for all alternate products.)

- a. Product Safety
- b. Product Performance
- c. Training
- d. References

**Questionnaire for Cleaning and Floor Chemicals**

- 1. Do proposed products have 0,0,0 on designated concentrated MSDS? (Exception: Disinfectant, Bowl Cleaner, Tub and Tile Cleaner, Floor Stripper at 2,0,0) Yes \_\_\_ No \_\_\_
- 2. Products are supported by onsite Documented Training Program (English/Spanish) Yes \_\_\_ No \_\_\_
- 3. Has written program in English and Spanish that support products. Yes \_\_\_ No \_\_\_
- 4. Have videos in English and Spanish that support Proposed Products. Yes \_\_\_ No \_\_\_
- 5. Bottles are silk Screened in English and Spanish including M.S.D.S. information. Yes \_\_\_ No \_\_\_

**Ten-four Odor Eliminator (Air Freshener) Alternate: \_\_\_\_\_**

- 1. Product has N.F.P.A. ratings of no higher than 0,0,0. Yes \_\_\_ No \_\_\_
- 2. Product has a ph(conc.) of 7.0 +/- 0.2. Yes \_\_\_ No \_\_\_
- 3. Product has no flash point. Yes \_\_\_ No \_\_\_
- 4. Product contains no solvents or hazardous ingredients as listed by OS.H.A. , N.I.O.S.H., R.C.R.A., Etc. Yes. \_\_\_ No \_\_\_
- 5. Product is effective on smoke odors, garbage odors, food odors, animal odors, urine & fecal odors, sewer gases, and musty\stale odors. Yes \_\_\_ No \_\_\_
- 6. May be used on all water washable surfaces, including hard surface floors, floor finishes, plastics, painted surfaces, carpeting, fabrics, etc. Yes \_\_\_ No \_\_\_
- 7. Product has recommended dilution rates from 1:128 to 1: 16. Yes \_\_\_ No \_\_\_

**Workout Degreaser Alternate: \_\_\_\_\_**

- 1. Product has N.F.P.A. ratings of no higher than 0,0,0. Yes \_\_\_ No \_\_\_
- 2. Product has no flash point. Yes \_\_\_ No \_\_\_

- |  |         |        |
|--|---------|--------|
| 3. Product is non-toxic and biodegradable.   | Yes ___ | No ___ |
| 4. Product is regulated under CERCLA or RCRA.  | Yes ___ | No ___ |
| 5. Product is ready to use and a no rinse/no residue formula.  | Yes ___ | No ___ |
| 6. Product has a ph of 10.8+-.2.   | Yes ___ | No ___ |
| 7. Product effectively removes graffiti, ballpoint ink, permanent marker, crayon, pencil, black heel marks, food soils, grease, and oil. | Yes ___ | No ___ |
| 8. Product effectively cleans desktops, lockers, chairs, plastic, Formica, vinyl, and any nonporous surface.                             | Yes ___ | No ___ |
| 9. Product is non-corrosive.   | Yes ___ | No ___ |
| 10. Product is recommended for indoor use.   | Yes ___ | No ___ |

**Uppercut Bowl Cleaner**

**Alternate:** \_\_\_\_\_

- |  |         |        |
|--|---------|--------|
| 1. Product has M.S.D.S. ratings of no higher than 2,0,0. | Yes ___ | No ___ |
| 2. Product is an organic acid Salt.                      | Yes ___ | No ___ |
| 3. Product has no flash point.                           | Yes ___ | No ___ |
| 4. Product is dilutable.                                 | Yes ___ | No ___ |
| 5. Product contains no hydrochloric/muratic acid.        | Yes ___ | No ___ |
| 6. Product effectively removes rust.                     | Yes ___ | No ___ |
| 7. Product is not corrosive to skin.                     | Yes ___ | No ___ |
| 8. Product is not corrosive to chrome fixtures.          | Yes ___ | No ___ |

**STAR SPRAY GLASS CLEANER ALTERNATE** \_\_\_\_\_

- |   |         |        |
|---|---------|--------|
| 1. Product has NFPA ratings of no higher than 0,0,0.  | Yes ___ | No ___ |
| 2. Product has no flash point.  | Yes ___ | No ___ |
| 3. Product contains no alcohol, butyl or ammonia.   | Yes ___ | No ___ |
| 4. Product effectively cleans windows, mirrors, chrome, stainless steel, Plexiglas, computer screens, optical scanners, Formica, etc. | Yes ___ | No ___ |

- 5. Product is dilutable. Yes\_\_\_ No\_\_\_
- 6. Product has a non-streaking, fast drying formula. Yes\_\_\_ No\_\_\_
- 7. Product has a ph of 8.5+- .5. Yes\_\_\_ No\_\_\_

**Blue All Purpose Cleaner**

**Alternate** \_\_\_\_\_

- 1. Product has NFPA ratings of no higher than 0,0,0. Yes\_\_\_ No\_\_\_
- 2. Product contains no hazardous ingredients as listed by OSHA or EPA. Yes\_\_\_ No\_\_\_
- 3. Product has no flash point. Yes\_\_\_ No\_\_\_
- 3. Product is Biodegradable. Yes\_\_\_ No\_\_\_
- 4. Product contains no free Alkali, solvents, or abrasives. Yes\_\_\_ No\_\_\_
- 5. Product has a film free no-rinse formula. Yes\_\_\_ No\_\_\_
- 6. Product works in cold water and hard water. Yes\_\_\_ No\_\_\_
- 7. Product is dilutable from 1oz. to 12oz. per gallon. Yes\_\_\_ No\_\_\_
- 8. Product effectively cleans ceramic tile, partitions, walls counter tops, restroom fixtures, vinyl seats, skylights, floors, and other non-porous surfaces. Yes\_\_\_ No\_\_\_

**Gel Scrub Tub and Tile Cleaner**

**Alternate** \_\_\_\_\_

- 1. Product has NFPA rating of no higher than 2,0,0. Yes\_\_\_ No\_\_\_
- 2. Product is 12% phosphoric acid. Yes\_\_\_ No\_\_\_
- 3. Product has no flash point. Yes\_\_\_ No\_\_\_
- 4. Product may be used on tubs, sinks, shower stalls, toilet bowls, urinals, fiberglass, quarry and ceramic tile, vitreous china, chrome and stainless steel. Yes\_\_\_ No\_\_\_
- 5. Product contains no butyl. Yes\_\_\_ No\_\_\_
- 6. Product is film free. Yes\_\_\_ No\_\_\_
- 7. Product may be used full strength or diluted at 12oz. Per gallon. Yes\_\_\_ No\_\_\_
- 8. Product is effective on soap scum buildup and hard water deposits. Yes\_\_\_ No\_\_\_

**QUAT 256 DISINFECTANT**

**ALTERNATE** \_\_\_\_\_

- 1. Product has NFPA ratings of no higher than 2,0,0. Yes\_\_\_ No\_\_\_

- |  |        |       |
|--|--------|-------|
| 2. Product has a ph of 7.0+-.2 in solution.  | Yes___ | No___ |
| 3. Product has no flash point.   | Yes___ | No___ |
| 4. Product is Germicidal, bactericidal, fungicidal, and effective on HIV-1, HBV.                                   | Yes___ | No___ |
| 5. Product disinfects, cleans, and deodorizes in one step.   | Yes___ | No___ |
| 6. Product may be used on floors, walls, metal surfaces, stainless steel, glazed, porcelain, and plastic surfaces. | Yes___ | No___ |
| 7. Product is safe for floor finish.   | Yes___ | No___ |

**STRAIGHT UP PH NEUTRAL CLEANER      ALTERNATE \_\_\_\_\_**

- |  |        |       |
|--|--------|-------|
| 1. Product has NFPA ratings of no higher than 0,0,0.           | Yes___ | No___ |
| 2. Product has a ph of 7 +- .2.                                | Yes___ | No___ |
| 3. Product has a no rinse formula.                             | Yes___ | No___ |
| 4. Product is effective on black heel marks, grease, and soil. | Yes___ | No___ |
| 5. Product is dilutable.                                       | Yes___ | No___ |
| 6. Product is available in five-gallon container.              | Yes___ | No___ |
| 7. Product is non-filming.                                     | Yes___ | No___ |

**CASTLEGUARD FLOOR FINISH      ALTERNATE \_\_\_\_\_**

- |  |        |       |
|--|--------|-------|
| 1. Product has NFPA ratings of no higher than 0,0,0. | Yes___ | No___ |
| 2. Product is non-yellowing.                         | Yes___ | No___ |
| 3. Product is non-powdering.                         | Yes___ | No___ |
| 4. Product is 25% solids or higher.                  | Yes___ | No___ |
| 5. Product is a finish seal combination.             | Yes___ | No___ |
| 6. Product has superior gloss and durability.        | Yes___ | No___ |

**REVELATION FLOOR STRIPPER**

**ALTERNATE** \_\_\_\_\_

- 1. Product has NFPA of no higher than 2,0,0. Yes\_\_\_ No\_\_\_
- 2. Product has no flash point. Yes\_\_\_ No\_\_\_
- 3. Product contains no Butyl. Yes\_\_\_ No\_\_\_
- 4. Product works in cold water. Yes\_\_\_ No\_\_\_
- 5. Product can be diluted at 1:4 or 1:10. Yes\_\_\_ No\_\_\_
- 6. Product works in one application. Yes\_\_\_ No\_\_\_
- 7. Product has a ph of 12.0+-2. Yes\_\_\_ No\_\_\_

**Touch & Go Carpet Cleaner**      **Alternate:** \_\_\_\_\_

- 1. Product has N.F.P.A. rating of no higher than 0,0,0. Yes\_\_\_ No\_\_\_
- 2. Product has a pH(Conc) or 8.1 + 0.02 Yes\_\_\_ No\_\_\_
- 3. Product has no flash point. Yes\_\_\_ No\_\_\_
- 4. Product contains no solvents or hazardous ingredients as listed by O.S.H.A Yes\_\_\_ No\_\_\_
- 5. Product is effective on oil, water-based stains Yes\_\_\_ No\_\_\_
- 6. Product is compatible with new generation carpet Yes\_\_\_ No\_\_\_
- 7. Product is wool safe approved Yes\_\_\_ No\_\_\_
- 8. Product has recommended dilution of 1:12 Yes\_\_\_ No\_\_\_

**EXHIBIT B3**

**CITY OF HOUSTON  
BUILDING SERVICES DEPARTMENT  
FACILITY INSPECTION**

BUILDING _____	DATE: ___/___/___
ADDRESS _____	
FLOOR/LEVEL _____	TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
INSPECTED BY _____	EMP# _____

**LOCATION: ENTRANCE / LOBBIES**

TASK	SCHEDULE	PERFORMANCE			
<b>FLOOR</b>					
SWEEP	DAILY	E	G	S	NS
MOP/AUTO SCRUB	DAILY	E	G	S	NS
BURNISH/BUFF	DAILY	E	G	S	NS
SCRUB	MONTHLY	E	G	S	NS
WAX	MONTHLY	E	G	S	NS
<b>FLOOR (CARPET)</b>					
VACUUM	DAILY	E	G	S	NS
SHAMPOO/EXTRACT	QUARTERLY	E	G	S	NS
SPOT CLEANING	DAILY	E	G	S	NS
<b>OTHER</b>					
GLASS, METAL SURFACES	DAILY	E	G	S	NS
CORNERS/WALLS/BASEBOARDS	DAILY	E	G	S	NS
FIXTURES	DAILY	E	G	S	NS
DUSTING LOW	DAILY	E	G	S	NS
DUSTING HIGH	BI-WEEKLY	E	G	S	NS
WATER FOUNTAINS	DAILY	E	G	S	NS

**LOCATION: RESTROOMS/BREAKROOMS/WATER FOUNTAINS**

TASK	SCHEDULE	PERFORMANCE			
<b>RESTROOMS</b>					
TOILET	DAILY	E	G	S	NS
URINAL	DAILY	E	G	S	NS
SINK	DAILY	E	G	S	NS
MIRRORS	DAILY	E	G	S	NS
FIXTURES/PARTITIONS/WALLS	DAILY	E	G	S	NS
PAPER TOWELS					
TOILET PAPER	DAILY	E	G		NS
WASTE CANS/TRASH	DAILY	E	G	S	NS
SWEEP/ MOP	DAILY	E	G	S	NS
SCRUB	MONTHLY	E	G	S	NS
WAX	MONTHLY	E	G	S	NS
<b>BREAKROOMS</b>					
SINK	DAILY	E	G	S	NS
FIXTURES/CABINETS	DAILY	E	G	S	NS
COUNTERS	DAILY	E	G	S	NS
TABLES	DAILY	E	G	S	NS
APPLIANCES	DAILY	E	G	S	NS
WASTE CANS/TRASH	DAILY	E	G	S	NS
SWEEP/ MOP	DAILY	E	G	S	NS
SCRUB	MONTHLY	E	G	S	NS
WAX	MONTHLY	E	G	S	NS
WATER FOUNTAINS	DAILY	E	G	S	NS

**LOCATION: CORRIDORS**

TASK	SCHEDULE	PERFORMANCE			
<b>FLOOR</b>					
SWEEP	DAILY	E	G	S	NS
MOP/AUTO SCRUB	DAILY	E	G	S	NS
BURNISH/BUFF	DAILY	E	G	S	NS
SCRUB	MONTHLY	E	G	S	NS
WAX	MONTHLY	E	G	S	NS
<b>FLOOR (CARPET)</b>					
VACUUM	DAILY	E	G	S	NS
SHAMPOO/EXTRACT	QUARTERLY	E	G	S	NS
<b>OTHER</b>					
CORNERS/WALLS/BASEBOARDS	DAILY	E	G	S	NS
SPOT CLEANING	DAILY	E	G	S	NS
WATER FOUNTAINS	DAILY	E	G	S	NS

**LOCATION: EXTERIOR & GROUNDS**

SIDEWALKS	DAILY	E	G	S	NS
ENTRANCE AREA	DAILY	E	G	S	NS
STAIRWELL	DAILY	E	G	S	NS
LAWN AREA	DAILY	E	G	S	NS
PARKING AREA	DAILY	E	G	S	NS
TRASH AREAS	DAILY	E	G	S	NS
SMOKING AREAS	DAILY	E	G	S	NS

**LOCATION: ELEVATORS / ESCALATORS / STAIRWELLS**

TREADS	DAILY	E	G	S	NS
GLASS	DAILY	E	G	S	NS
WALLS, PANELS	DAILY	E	G	S	NS
STEPS, LANDINGS	DAILY	E	G	S	NS
RAILS, DOORS	DAILY	E	G	S	NS
FLOOR, CARPET	DAILY	E	G	S	NS

**OFFICE-EQUIPMENT AREAS**

FURNITURE EQUIPMENT	DAILY	E	G	S	NS
DOORS, KICK PLATES	DAILY	E	G	S	NS
CORNERS/WALLS/BASEBOARDS	DAILY	E	G	S	NS
WASTE BASKETS	DAILY	E	G	S	NS
PARTITIONS	DAILY	E	G	S	NS
LOW DUSTING	DAILY	E	G	S	NS
HIGH DUSTING	BI-WEEKLY	E	G	S	NS
PHONES, LAMPS, EQUIPMENT	DAILY	E	G	S	NS
SPOT CLEAN	DAILY	E	G	S	NS
SWEEP, VACUUM	DAILY	E	G	S	NS
SHAMPOO/EXTRACT	QUARTERLY	E	G	S	NS
SCRUB	MONTHLY	E	G	S	NS
WAX	MONTHLY	E	G	S	NS

**LOCATION: WINDOWS**

GLASS	DAILY	E	G	S	NS
SILLS, FRAMES	DAILY	E	G	S	NS
BLINDS	DAILY	E	G	S	NS

**LOCATION: JANITOR CLOSETS**

CLEANLINESS, ORGANIZATION	WEEKLY	E	G	S	NS
SUPPLIES, EQUIPMENT	WEEKLY	E	G	S	NS
MSDS	WEEKLY	E	G	S	NS

**LOCATION: MISCELLANEOUS**

AIR VENTS	MONTHLY	E	G	S	NS
STORAGE AREAS	WEEKLY	E	G	S	NS

**COMMENTS:**

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**Non-Performance RATINGS**

FLOORS \_\_\_\_\_

RESTROOMS/BREAKROOMS/WATER FOUNTAINS \_\_\_\_\_

TRASH REMOVAL \_\_\_\_\_

EXTERIOR CLEANING \_\_\_\_\_

HIGH DUSTING \_\_\_\_\_

Ratings shall be based on the average of all sections referring to the above categories.

Excellent – 4 Points  
Good = 3 Points  
Satisfactory = 2 Points  
Non-Satisfactory = 1 Point

E = 3.5 – 4.0 G = 2.5 – 3.4 S = 2.0 – 2.4 NS = Less than 2.0

Total Points \_\_\_\_\_

Number of Categories Circle \_\_\_\_\_

Score \_\_\_\_\_

Total points divided by number circle categories = score

**Exhibit B4**

**HEALTH AND HUMAN SERVICES DEPARTMENT LOCATIONS**

<u>ITEM</u>	<u>LOCATION</u>	<u>ADDRESS</u>	<u>SQ FEET</u>	<u>CLEANING SCHEDULE</u>	<u>CLEANING TIMES</u>
1	Sunnyside H.C.	9314 Cullen	21,774	M-T-W-Th-F	6:00 pm - 6:00 am
2	Sunnyside M.S.C.	4605 Wilmington	37,758	M-T-W-Th-F	12:00 am - 6:00 am
3	Braeswood Clinic	1115 Braeswood	80,750	M-T-W-Th-F	6:00 pm - 6:00 am
4	Riverside H.C.	3315 Delano	23,825	M-T-W-Th-F	6:00 pm - 6:00 am
5	Animal Control Adm. Kennel	2700 Evella	12,410	M-T-W-Th-F	6:00 pm - 6:00 am
6	Fifth Ward M.S.C.	4014 Market	24,965	M-T-W-Th-F	12:00 am - 6:00 am
7	Lyons H.C.	5602 Lyons	20,262	M-T-W-Th-F	6:00 pm - 6:00 am
8	Kashmere M.S.C.	4802 Lockwood	26,521	M-T-W-Th-F	12:00 am - 6:00 am
9	Northside H.C.	8523 Arkansas	31,148	M-T-W-Th-F	6:00 pm - 6:00 am
10	Magnolia H.C. & M.S.C.	7037 Capital	51,344	M-T-W-Th-F	12:00 am - 6:00 am
11	Tri-Community Sr. Center	9525 Clinton Dr.	5,519	M-T-W-Th-F	6:00 pm - 6:00 am
12	DHHS Facilities	3026 Berry Rd.	1,800	M-T-W-Th-F	6:00 pm - 6:00 am
13	DHHS Water Pollution	1828 Rankin Rd.	12,213	M-T-W-Th-F	6:00 pm - 6:00 am
14	DHHS Electric Shop	3018 Berry Rd.	1,800	M-T-W-Th-F	6:00 pm - 6:00 am
15	Metropolitan M.S.C.	1475 West Gray	35,947	M-T-W-Th-F	12:00 am - 6:00 am
16	West End H.C.	190 Heights	30,781	M-T-W-Th-F	6:00 pm - 6:00 am
17	West End M.S.C.	170 Heights	21,440	M-T-W-Th-F	12:00 am - 6:00 am
18	DHHS Pollution Control	7411 Park Place	23,350	M-T-W-Th-F	6:00 pm - 6:00 am
19	John Peavy Senior Center	3814 Market	12,055	M-T-W-Th-F	6:00 pm - 6:00 am
20	Hillcroft W.I.C.	6121 Hillcroft	4,790	M-T-W-Th-F-S	6:00 pm - 6:00 am
21	Acres Homes M.S.C.	6719 W. Montgomery	46,774	M-T-W-Th-F	12:00 am - 6:00 am
22	Alief W.I.C.	6787 Wilcrest #A	4,360	M-T-W-Th-F*	6:00 pm - 6:00 am
23	Northwest W.I.C.	8534 Hammerly	4,000	M-T-W-Th-F	6:00 pm - 6:00 am
24	Northeast W.I.C.	9421 Mesa Road #D	4,130	M-T-W-Th-F	6:00 pm - 6:00 am
25	Material Mgmt Warehouse	8272 El Rio	3,070	M-T-W-Th-F	6:00 pm - 6:00 am
26	La Nueva Casa de Amigo	1809 North Main	39,100	M-T-W-Th-F	6:00 pm - 6:00 am
27	Third Ward M.S.C.	3611 Ennis	35,000	M-T-W-Th-F	12:00 am - 6:00 am
28	Huntington Bayou W.I.C.	14430 I-10 # 340	3,090	M-T-W-Th-F	6:00 pm - 6:00 am
29	Braesner W.I.C.	8640 S. Braeswood	1,100	M-T-W-Th-F-S	6:00 pm - 6:00 am
30	Aldine W.I.C.	5180 Aldine Mail Rt	12,000	M-T-W-Th-F	6:00 pm - 6:00 am

\* Facility is also cleaned every 2<sup>nd</sup> and 4<sup>th</sup> Saturday.

**HEALTH AND HUMAN SERVICES DEPARTMENT DAY PORTER LOCATIONS**

<u>Item</u>	<u>Location</u>	<u>Address</u>	<u>Sq Feet</u>	<u>Daily Hours</u>	<u>Weekly Hours</u>
1	Sunnyside H.C.	9314 Cullen	21,774	8	40
2	Sunnyside M.S.C.	4605 Wilmington	37,758	8	40
3	Braeswood Clinic	1115 Braeswood	80,750	8	40
4	Riverside H.C.	3315 Delano	23,825	8	40
5	Animal Control Adm	2700 Evella	12,410	8	40
6	Fifth Ward M.S.C.	4014 Market	24,965	8	40
7	Lyons H.C.	5602 Lyons	20,262	8	40
8	Kashmere H.C.	4802 Lockwood	26,521	8	40
9	Northside H.C.	8523 Arkansas	51,344	16	80
10	Magnolia H.C.	7037 Capital	17,360	8	40

15	Metropolitan M.S.C.	1475 West Gray	35,947	16	80
16	West End H.C.	190 Heights	30,781	8	40
17	West End M.S.C.	170 Heights	21,440	8	40
18	Pollution Control	7411 Park Place	23,350	2	10
19	John Peavy Senior Center	3814 Market	12,055	4	20
21	Acres Homes	6719 W. Montgomery	46,774	8	40
26	La Nueva Casa De Amigo	1809 North Main	39,100	12	60
27	Third Ward M.S.C.	3611 Ennis	35,000	8	40

**EXHIBIT B5**

**HOUSTON AIRPORT SYSTEM LOCATION LIST**

<b>Item</b>	<b>Airport</b>	<b>Building</b>	<b>Address</b>	<b>Approx. Square Feet</b>
1	IAH	Technical Services Division	4500 Will Clayton	10,000
2	IAH	PPM	4500 Will Clayton	10,000
3	IAH	A&G	4500 Will Clayton	7,000
4	IAH	Taxi Lounge	Col. Fisher Drive	1,600
5	IAH	OPS	4775 Will Clayton	5,000
6	IAH	Grounds Transportation (2 Story)	5050 Wright Road	12,159
7	IAH	Panalpina (2 Story)	18600 Lee Road	34,000
8	EFD	B510 Admin Building	6100 Farley	3,700
9	EFD	A & G	6100 Farley	2,045
10	EFD	T Hanger A Four Restrooms	Airfield	144
11	EFD	T Hanger B Four Restrooms	Airfield	144
12	EFD	T Hanger D Two Restrooms	Airfield	72

(NOTE: Square Footages are estimates only.)

**EXHIBIT B6**

**HOUSTON AIRPORT SYSTEM**

<u>IAH FACILITY</u>	<u>DAYS</u>	<u>HOURS</u>
Technical Services	Monday through Friday	17:00 through 19:30
PPM	Monday through Friday	14:30 through 17:00
A&G	Monday through Friday Monday through Saturday	09:30 through 11:30 17:00 through 21:00
Taxi Lounge Col. Fisher Drive	7 days per week – 3x daily	08:00 through 09:30 13:30 through 15:00 18:30 through 20:00
Taxi Lounge Parking Lot	7 Days per week	TBA
Grounds Transportation 5050 Wright Road	Monday thru Friday	17:00 thru 19:30
OPS Office 4775 Will Clayton	Monday thru Friday	17:00 thru 19:30
Panalpina Building 18600 Lee Road	Monday thru Friday	17:00 thru 19:30

<u>EFD Facility</u>	<u>DAYS</u>	<u>HOURS</u>
Admin Building	Monday through Friday	17:00 through 19:30
6100 Farley	Monday through Friday	15:30 through 17:00
T-Hangars A, B, D (Restrooms only)	Monday and Friday	17:00 through 18:00

**EXHIBIT "C"**  
**EQUAL EMPLOYMENT OPPORTUNITY**

1. The contractor, subcontractor, vendor, supplier, or lessee will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or age. The contractor, subcontractor, vendor, supplier, or lessee will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin, or age. Such action will include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor, subcontractor, vendor, supplier or lessee agrees to post in conspicuous places available to employees, and applicants for employment, notices to be provided by the City setting forth the provisions of this Equal Employment Opportunity Clause.
2. The contractor, subcontractor, vendor, supplier, or lessee states that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or age.
3. The contractor, subcontractor, vendor, supplier, or lessee will send to each labor union or representatives of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the said labor union or worker's representative of the contractor's and subcontractor's commitments under Section 202 of Executive Order No. 11246, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor, subcontractor, vendor, supplier, or lessee will comply with all provisions of Executive Order No. 11246 and the rules, regulations, and relevant orders of the Secretary of Labor or other Federal Agency responsible for enforcement of the equal employment opportunity and affirmative action provisions applicable and will likewise furnish all information and reports required by the Mayor and/or Contractor Compliance Officer(s) for purposes of investigation to ascertain and effect compliance with this program.
5. The contractor, subcontractor, vendor, supplier, or lessee will furnish all information and reports required by Executive Order No. 11246, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to all books, records, and accounts by the appropriate City and Federal Officials for purposes of investigations to ascertain compliance with such rules, regulations, and orders. Compliance reports filed at such times as directed shall contain information as to the employment practice policies, program, and work force statistics of the contractor, subcontractor, vendor, supplier, or lessee.
6. In the event of the contractor's, subcontractor's, vendor's, supplier's, or lessee's non-compliance with the non-discrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor, subcontractor, vendor, supplier, or lessee may be declared ineligible for further City contracts in accordance with procedures provided in Executive Order No. 11246, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order, or by rule, regulation, or order of the Secretary of Labor, or as may otherwise be provided by law.
7. The contractor shall include the provisions of paragraphs 1-8 of this Equal Employment Opportunity Clause in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. The contractor shall file and shall cause his or her subcontractors, if any, to file compliance reports with the City in the form and to the extent as may be prescribed by the Mayor. Compliance reports filed at such times as directed shall contain information as to the practices, policies, programs, and employment policies and employment statistics of the contractor and each subcontractor.

## EXHIBIT "D"

### MWBE SUBCONTRACT TERMS

Contractor shall ensure that all subcontracts with MWBE subcontractors and suppliers are clearly labeled "THIS CONTRACT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT" and contain the following terms:

1. \_\_\_\_\_ (MWBE subcontractor) shall not delegate or subcontract more than 50% of the work under this subcontract to any other subcontractor or supplier without the express written consent of the City of Houston's Affirmative Action Director ("the Director").
  2. \_\_\_\_\_ (MWBE subcontractor) shall permit representatives of the City of Houston, at all reasonable times, to perform (1) audits of the books and records of the subcontractor, and (2) inspections of all places where work is to be undertaken in connection with this subcontract. Subcontractor shall keep such books and records available for such purpose for at least four (4) years after the end of its performance under this subcontract. Nothing in this provision shall affect the time for bringing a cause of action nor the applicable statute of limitations.
  3. Within five business days of execution of this subcontract, Contractor (prime contractor) and Subcontractor shall designate in writing to the Director an agent for receiving any notice required or permitted to be given pursuant to Chapter 15 of the Houston City Code of Ordinances, along with the street and mailing address and phone number of such agent.
  4. As concluded by the parties to this subcontract, and as evidenced by their signature hereto, any controversy between the parties involving the construction or application of any of the terms, covenants or conditions of this subcontract shall, on the written request of one party served upon the other or upon notice by Director served on both parties, be submitted to binding arbitration, under the Texas General Arbitration Act (Tex. Civ. Prac. & Rem. Code Ann., Ch. 171 -- "the Act"). Arbitration shall be conducted according to the following procedures:
    - a. Upon the decision of the Director or upon written notice to the Director from either party that a dispute has arisen, the Director shall notify all parties that they must resolve the dispute within thirty (30) days or the matter may be referred to arbitration.
    - b. If the dispute is not resolved within the time specified, any party or the Director may submit the matter to arbitration conducted by the American Arbitration Association under the rules of the American Arbitration Association, except as otherwise required by the City's contract with American Arbitration Association on file in the Office of the City's Affirmative Action Division.
- Upon submittal of the matter to arbitration each party shall pay all fees required by the American Arbitration Association and sign a form releasing the American Arbitration Association and its arbitrators from liability for decisions reached in the arbitration.
- In the event the American Arbitration Association no longer administers Affirmative Action arbitration for the City, the Director shall prescribe alternate procedures as necessary to provide arbitration by neutrals in accordance with the requirements of Chapter 15 of the Houston City Code of Ordinances.
- e. All arbitrations shall be conducted in Houston, Texas, unless the parties agree to a different location.

**EXHIBIT "E"**  
**DRUG POLICY COMPLIANCE AGREEMENT**

I, Curtis McLemore CEO as an owner or officer of  
(Name) (Print/Type) (Title)  
McLemore Building Maintenance, Inc. (Contractor)  
(Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed:

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

Date 6-13-05

Contractor Name Curtis McLemore

Signature Curtis McLemore

Title CEO

**EXHIBIT "F"**  
**Contractor's Certification Of No Safety Impact Positions  
In Performance Of A City Contract**

I, Curtis McEmore CEO  
(Name)(Print/Type) (Title)

as an owner or officer of McEmore Building Maintenance, Inc. (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

6-13-05  
Date

Curtis McEmore  
Contractor Name

Curtis McEmore  
Signature

CEO  
Title

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**CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF  
CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES  
FOR CONTRACTORS**

I, \_\_\_\_\_ as an  
(NAME) (PRINT/TYPE)

owner or officer of \_\_\_\_\_ (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**EXHIBIT "G"**  
**DRUG POLICY COMPLIANCE DECLARATION**

I, Curtis Mclemore CEO as an owner or officer of  
(Name) (Print/Type) (Title)

Mclemore Building Maintenance, Inc. (Contractor or Vendor)  
(Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding 6 months from Oct to March, 2004-05.

CM  
Initials A written Drug Free Workplace Policy has been implemented and employees notified.  
The policy meets the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

CM  
Initials Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31. Employees have been notified of such procedures.

CM  
Initials Collection/testing has been conducted in compliance with federal Health and Human Services (HHS) guidelines.

CM  
Initials Appropriate safety impact positions have been designated for employee positions performing on the City of Houston contract. The number of employees in safety impact positions during this reporting period is 0.

CM  
Initials From 10/1/03 to 3/30/04 the following test has occurred  
(Start date) (End date)

	Random	Reasonable Suspicion	Post Accident	Total
Number Employees Tested	3	0	0	3
Number Employees Positive	0	0	0	0
Percent Employees Positive	0	0	0	0

N/A  
Initials Any employee who tested positive was immediately removed from the City worksite consistent with the Mayor's Policy and Executive Order No. 1-31.

CM  
Initials I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my personal knowledge and are true and correct.

6/13/05  
(Date)

Curtis Mclemore  
(Typed or Printed Name)  
Curtis Mclemore  
(Signature)  
CEO  
(Title)

# EXHIBIT "H"

## FEEES AND COSTS

### Year One

Group One-Section One

Building Services Department

### Janitorial Monthly Cost

1	Police Headquarters	\$36,201.00
2	Morrison Police Academy	\$10,446.00
3	Clear Lake Police Station	\$2,218.00
4	Northeast Police Station	\$4,512.00
5	Stringfellow South Police Station	\$19,189.00
6	West Police Station	\$11,927.00
7	North Police Station	\$10,525.00
8	Northwest Police Station	\$2,451.00
9	Magnolia Park Police Station	\$2,451.00
10	Southwest Police Station	\$2,451.00
11	Bush IAH Police Station	\$2,955.00
12	Kingwood Police Substation	\$2,498.00
13	Fire Logistics Complex	\$3,710.00
14	DHHS Administration Building	\$9,784.00
15	Municipal Courts Building	\$12,580.00
16	South Central Police Station	\$786.00
17	Police S.W.A.T.	\$786.00
18	Police Memorial	\$105.00
19	Police Special Operations	\$1,811.00
20	Police Mounted Patrol	\$629.00

21	Police Fleet Administration	\$393.00
22	Police Fleet Transportation	\$131.00
23	Police Motor Pool	\$131.00
24	Police Bike Detail	\$105.00
25	Police Fleet Maintenance	\$385.00
26	Police Vehicle Exam/Auto Theft	\$210.00
27	Police Uniform Supply	\$786.00
28	Police Helicopter Patrol	\$786.00
29	Police Lake Patrol	\$210.00
30	Airport Police K-9 Unit	\$262.00
31	Aldine Police Storefront	\$393.00
32	Jeanetta Police Storefront	\$314.00
33	Gulfton Police Storefront	\$393.00
34	Ranchester Police Storefront	\$393.00
35	Reed Road Police Storefront	\$471.00
36	Stella Link Police Storefront	\$393.00
37	Willowbrook Police Storefront	\$393.00
38	Independence Heights Police Storefront	\$314.00
39	Near North Police Storefront	\$471.00
40	Near town Police Storefront	\$314.00
41	Denver Harbor Police Storefront	\$157.00
42	Irvington Village Storefront	\$210.00
43	Jensen Police Storefront	\$210.00
44	Palm Center Police Storefront	\$210.00
45	Westbury Police Storefront	\$210.00

46	Hiram Clarke Police Storefront	\$262.00
47	Northline Police Storefront	\$210.00
48	Southmore Police Storefront	\$262.00
49	Ripley Police Storefront	\$210.00
50	Broadway Police Storefront	\$210.00
51	Heights Police Storefront	\$210.00
52	Braeburn Police Storefront	\$786.00
53	Fifth Ward Police Storefront	\$210.00
54	Spring Branch Police Storefront	\$524.00
55	Acres Home Police Storefront	\$210.00
56	Telephone Road Police Storefront	\$210.00
57	East Freeway Police Storefront	\$236.00
58	Fire Arson Building	\$629.00
59	Fire Warehouse	\$1,284.00
60	Fire Training Academy	\$524.00

**Building Services**  
**Group OneE-Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Day Porter Labor Hours (Overtime Rate)	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

<b>Year One</b>		<b>Janitorial</b>	<b>Day Porter</b>
<b>Group Two-Public Works &amp; Engineering Dept.</b>		<b>Monthly</b>	<b>Monthly</b>
<b>Section One</b>		<b>Cost</b>	<b>Cost</b>
1	PWE Houston Transtar	\$2,534.00	N/A
2	PWE Southeast Quadrant	\$1,654.00	\$1,465.00
3	PWE Southwest Quadrant	\$2,097.00	\$1,465.00
4	PWE Northwest Quadrant	\$1,359.00	\$1,465.00

5	PWE Northeast Quadrant	\$1,369.00	\$1,465.00
6	PWE Wastewater Tech Services	\$880.00	\$733.00

**Year One  
Group Two-Public Works & Engineering Deptl  
Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Day Porter Labor Hours (Overtime Rate)	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per hour

**Year One  
Goup Three - Health & Human Services  
Section One**

**Janitorial  
Monthly  
Cost**                      **Day Porter  
Monthly  
Cost**

1	Sunnyside H.C.	\$1,242.00	\$1,465.00
2	Sunnyside M.S.C.	\$2,145.00	\$1,465.00
3	Braeswood Clinic	\$4,185.00	\$1,465.00
4	Riverside H.C.	\$1,497.00	\$1,465.00
5	Animal Control Adm. Kennel	\$813.00	\$1,465.00
6	Fifth Ward M.S.C.	\$1,422.00	\$1,465.00
7	Lyons H.C.	\$1,156.00	\$1,465.00
8	Kashmer M.S.C.	\$1,510.00	\$1,465.00
9	Northside H.C.	\$1,900.00	\$2,931.00
10	Magnolia H.C. & M.S.C.	\$3,107.00	\$1,465.00
11	Tri-Community Senior Center	\$407.00	NA
12	DHHS Facilities	\$362.00	NA
13	DHHS Water Pollution	\$690.00	NA
14	DHHS Electric Shop	\$362.00	NA
15	Metropolitan M.S.C.	\$2,054.00	\$2,931.00
16	West End H.C.	\$1,931.00	\$1,465.00
17	West End M.S.C.	\$1,223.00	\$1,465.00

18	DHHS Pollution Control	\$1,323.00	\$366.00
19	John Peavy Senior Center	\$687.00	\$733.00
20	Hillcroft W.I.C.	\$664.00	NA
21	Acres Homes M.S.C.	\$2,929.00	\$1,465.00
22	Alief W.I.C.	\$594.00	NA
23	Northwest W.I.C.	\$543.00	NA
24	Northeast W.I.C.	\$543.00	NA
25	Material Management Warehouse	\$407.00	NA
26	La Nueva Casa de Amigo H.C.	\$2,227.00	\$2,198.00
27	Third Ward M.S.C.	\$1,990.00	\$1,465.00
28	Huntingron Bayou W.I.C.	\$407.00	NA
29	Braesner W.I.C.	\$452.00	NA
30	Aldine W.I.C.	\$724.00	NA

**Group Three - Health & Human Services  
Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Supplemental Porter Labor Hours for Extended Hours of Operations	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

**Year One**

**Group Four - Houston Airport System  
Section One**

	Janitorial Monthly Cost	
1	IAH Technical Services	\$1,186.00
2	IAH/PPM/Electrical/Tech Services	\$877.00
3	IAH Airfield & Grounds Section	\$604.00
4	IAH Taxi Drive's Lounge	\$2,206.00
5	IAH-Operations	\$905.00

6	IAH-Grounds Transportation	\$972.00
7	IAH-Panalpina Building	\$2,862.00
8	EFD Bldg #510 Administration	\$877.00
9	EFD Airfield & Grounds Facility	\$549.00
10	EFD T Hanger "A"	\$161.00
11	EFD T Hanger "B"	\$161.00
12	EFD T Hanger "D"	\$161.00

**Year One**

**Group Four - Houston Airport System**

**Section Two**

1	Mops/Sweep/Vacum	\$0.05 per sq. ft.
2	Wet Vacum Floors	\$0.02 per sq. ft.
3	Clean Rugs/Carpets	\$0.05 per sq. ft.
4	Strip/Sea/Wax/Buff	\$0.02 per sq. ft.

Year Two (Option Year One)

**Group One-Section One**

**Building Services Department**

**Janitorial  
Monthly  
Cost**

1	Police Headquarters	\$36,382.00
2	Morrison Police Academy	\$10,498.00
3	Clear Lake Police Station	\$2,229.00
4	Northeast Police Station	\$4,535.00
5	Stringfellow South Police Station	\$19,285.00
6	West Police Station	\$11,987.00
7	North Police Station	\$10,578.00
8	Northwest Police Station	\$2,464.00
9	Magnolia Park Police Station	\$2,464.00
10	Southwest Police Station	\$2,464.00
11	Bush IAH Police Station	\$2,969.00

12	Kingwood Police Substation	\$2,511.00
13	Fire Logistics Complex	\$3,729.00
14	DHHS Administration Building	\$9,833.00
15	Municipal Courts Building	\$12,642.00
16	South Central Police Station	\$790.00
17	Police S.W.A.T.	\$790.00
18	Police Memorial	\$105.00
19	Police Special Operations	\$1,820.00
20	Police Mounted Patrol	\$632.00
21	Police Fleet Administration	\$395.00
22	Police Fleet Transportation	\$132.00
23	Police Motor Pool	\$132.00
24	Police Bike Detail	\$105.00
25	Police Fleet Maintenance	\$387.00
26	Police Vehicle Exam/Auto Theft	\$211.00
27	Police Uniform Supply	\$790.00
28	Police Helicopter Patrol	\$790.00
29	Police Lake Patrol	\$211.00
30	Airport Police K-9 Unit	\$263.00
31	Aldine Police Storefront	\$395.00
32	Jeanetta Police Storefront	\$316.00
33	Gulfton Police Storefront	\$395.00
34	Ranchester Police Storefront	\$395.00
35	Reed Road Police Storefront	\$474.00
36	Stella Link Police Storefront	\$395.00

37	Willowbrook Police Storefront	\$395.00
38	Independence Heights Police Storefront	\$316.00
39	Near North Police Storefront	\$474.00
40	Near North Police Storefront	\$316.00
41	Denver Harbor Police Storefront	\$158.00
42	Irvington Village Storefront	\$211.00
43	Jensen Police Storefront	\$211.00
44	Palm Center Police Storefront	\$211.00
45	Westbury Police Storefront	\$211.00
46	Hiram Clarke Police Storefront	\$263.00
47	Northline Police Storefront	\$211.00
48	Southmore Police Storefront	\$263.00
49	Ripley Police Storefront	\$211.00
50	Broadway Police Storefront	\$211.00
51	Heights Police Storefront	\$211.00
52	Braeburn Police Storefront	\$790.00
53	Fifth Ward Police Storefront	\$211.00
54	Spring Branch Police Storefront	\$526.00
55	Acres Home Police Storefront	\$211.00
56	Telephone Road Police Storefront	\$211.00
57	East Freeway Police Storefront	\$237.00
58	Fire Arson Building	\$632.00
59	Fire Warehouse	\$1,291.00
60	Fire Training Academy	\$526.00

**Year Two (Option Year One)**  
**Building Services**  
**Group OneE-Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Day Porter Labor Hours (Overtime Rate)	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

**Year Two (Option Year One)**

**Group Two-Public Works & Engineering Dept.  
Section One**

		<b>Janitorial Monthly Cost</b>	<b>Day Porter Monthly Cost</b>
1	PWE Houston Transtar	\$2,546.00	\$0.00
2	PWE Southeast Quadrant	\$1,662.00	\$1,473.00
3	PWE Southwest Quadrant	\$2,107.00	\$1,473.00
4	PWE Northwest Quadrant	\$1,365.00	\$1,473.00
5	PWE Northeast Quadrant	\$1,376.00	\$1,473.00
6	PWE Wastewater Tech Services	\$885.00	\$736.00

**Year Two (Option Year One)**

**Group Two-Public Works & Engineering Dept.  
Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Day Porter Labor Hours (Overtime Rate)	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

**Year Two (Option Year One)**

**Group Three - Health & Human Services  
Section One**

		<b>Janitorial Monthly Cost</b>	<b>Day Porter Monthly Cost</b>
1	Sunnyside H.C.	\$1,254.00	\$1,480.00
2	Sunnyside M.S.C.	\$2,167.00	\$1,480.00
3	Braeswood Clinic	\$4,226.00	\$1,480.00
4	Riverside H.C.	\$1,512.00	\$1,480.00
5	Animal Control Adm. Kennel	\$821.00	\$1,480.00
6	Fifth Ward M.S.C.	\$1,436.00	\$1,480.00
7	Lyons H.C.	\$1,168.00	\$1,480.00

8	Kashmer M.S.C.	\$1,525.00	\$1,480.00
9	Northside H.C.	\$1,919.00	\$2,960.00
10	Magnolia H.C. & M.S.C.	\$3,138.00	\$1,480.00
11	Tri-Community Senior Center	\$411.00	NA
12	DHHS Facilities	\$365.00	NA
13	DHHS Water Pollution	\$697.00	NA
14	DHHS Electric Shop	\$365.00	NA
15	Metropolitan M.S.C.	\$2,074.00	\$2,960.00
16	West End H.C.	\$1,950.00	\$1,480.00
17	West End M.S.C.	\$1,235.00	\$1,480.00
18	DHHS Pollution Control	\$1,336.00	\$370.00
19	John Peavy Senior Center	\$694.00	\$740.00
20	Hillcroft W.I.C.	\$671.00	NA
21	Acres Homes M.S.C.	\$2,958.00	\$1,480.00
22	Alief W.I.C.	\$600.00	NA
23	Northwest W.I.C.	\$548.00	NA
24	Northeast W.I.C.	\$548.00	NA
25	Material Management Warehouse	\$411.00	NA
26	La Nueva Casa de Amigo H.C.	\$2,249.00	\$2,220.00
27	Third Ward M.S.C.	\$2,009.00	\$1,480.00
28	Huntington Bayou W.I.C.	\$411.00	NA
29	Braesner W.I.C.	\$457.00	NA
30	Aldine W.I.C.	\$731.00	NA

**Year Two (Option Year One)**  
**Group Three - Health & Human Services**  
**Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
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2	Supplemental Porter Labor Hours for Extended Hours of Operation	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

**Year Two (Option Year One)  
Group Four - Houston Airport System  
Section One**

**Janitorial  
Monthly  
Cost**

1	IAH Technical Services	\$1,198.00
2	IAH/PPM/Electrical/Tech Services	\$886.00
3	IAH Airfield & Grounds Section	\$611.00
4	IAH Taxi Drive's Lounge	\$2,228.00
5	IAH-Operations	\$914.00
6	IAH-Grounds Transportation	\$982.00
7	IAH-Panalpina Building	\$2,891.00
8	EFD Bldg #510 Administration	\$886.00
9	EFD Airfield & Grounds Facility	\$555.00
10	EFD T Hanger "A"	\$163.00
11	EFD T Hanger "B"	\$163.00
12	EFD T Hanger "D"	\$163.00

**Year Two (Option Year One)  
Group Four - Houston Airport System  
Section Two**

1	Mops/Sweep/Vacum	\$0.05 per sq. ft.
2	Wet Vacuum Floors	\$0.02 per sq. ft.
3	Clean Rugs/Carpets	\$0.05 per sq. ft.
4	Strip/Sea/Wax/Buf	\$0.02 per sq. ft.

**Year Three (Option Year Two)  
Group One-Section One  
Building Services Department**

**Janitorial  
Monthly  
Cost**

1	Police Headquarters	\$36,564.00
2	Morrison Police Academy	\$10,551.00
3	Clear Lake Police Station	\$2,240.00
4	Northeast Police Station	\$4,557.00
5	Stringfellow South Police Station	\$19,382.00
6	West Police Station	\$12,047.00
7	North Police Station	\$10,631.00
8	Northwest Police Station	\$2,476.00
9	Magnolia Park Police Station	\$2,476.00
10	Southwest Police Station	\$2,476.00
11	Bush IAH Police Station	\$2,984.00
12	Kingwood Police Substation	\$2,523.00
13	Fire Logistics Complex	\$3,747.00
14	DHHS Administration Building	\$9,882.00
15	Municipal Courts Building	\$12,706.00
16	South Central Police Station	\$794.00
17	Police S.W.A.T.	\$794.00
18	Police Memorial	\$106.00
19	Police Special Operations	\$1,830.00
20	Police Mounted Patrol	\$635.00
21	Police Fleet Administration	\$397.00
22	Police Fleet Transportation	\$132.00
23	Police Motor Pool	\$132.00
24	Police Bike Detail	\$106.00
25	Police Fleet Maintenance	\$389.00
26	Police Vehicle Exam/Auto Theft	\$212.00

27	Police Uniform Supply	\$794.00
28	Police Helicopter Patrol	\$794.00
29	Police Lake Patrol	\$212.00
30	Airport Police K-9 Unit	\$265.00
31	Aldine Police Storefront	\$397.00
32	Jeanetta Police Storefront	\$317.00
33	Gulfton Police Storefront	\$397.00
34	Ranchester Police Storefront	\$397.00
35	Reed Road Police Storefront	\$476.00
36	Stella Link Police Storefront	\$397.00
37	Willowbrook Police Storefront	\$397.00
38	Independence Heights Police Storefront	\$317.00
39	Near North Police Storefront	\$476.00
40	Near town Police Storefront	\$317.00
41	Denver Harbor Police Storefront	\$159.00
42	Irvington Village Storefront	\$212.00
43	Jensen Police Storefront	\$212.00
44	Palm Center Police Storefront	\$212.00
45	Westbury Police Storefront	\$212.00
46	Hiram Clarke Police Storefront	\$265.00
47	Northline Police Storefront	\$212.00
48	Southmore Police Storefront	\$265.00
49	Ripley Police Storefront	\$212.00
50	Broadway Police Storefront	\$212.00
51	Heights Police Storefront	\$212.00

52	Braeburn Police Storefront	\$794.00
53	Fifth Ward Police Storefront	\$212.00
54	Spring Branch Police Storefront	\$529.00
55	Acres Home Police Storefront	\$212.00
56	Telephone Road Police Storefront	\$212.00
57	East Freeway Police Storefront	\$238.00
58	Fire Arson Building	\$635.00
59	Fire Warehouse	\$1,297.00
60	Fire Training Academy	\$529.00

**Year Three (Option Year Two)**  
**Building Services**  
**Group OneE-Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Day Porter Labor Hours (Overtime Rate)	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

**Year Three (Option Year Two)**  
**Group Two-Public Works & Engineering Dept.**  
**Section One**

<b>Janitorial</b>	<b>Day Porter</b>
<b>Monthly</b>	<b>Monthly</b>
<b>Cost</b>	<b>Cost</b>

1	PWE Houston Transtar	\$2,559.00	N/A
2	PWE Southeast Quadrant	\$1,670.00	\$1,480.00
3	PWE Southwest Quadrant	\$2,118.00	\$1,480.00
4	PWE Northwest Quadrant	\$1,372.00	\$1,480.00
5	PWE Northeast Quadrant	\$1,382.00	\$1,480.00
6	PWE Wastewater Tech Services	\$889.00	\$740.00

**Year Three (Option Year Two)**  
**Group Two-Public Works & Engineering Deptl**  
**Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00
2	Day Porter Labor Hours (Overtime Rate)	\$13.50

3 Emergency Clean-up \$0.02

**Year Three (Option Year Two)  
Goup Three - Health & Human Services  
Section One**

**Janitorial  
Monthly  
Cost**

**Day Porter  
Monthly  
Cost**

1	Sunnyside H.C.	\$1,261.00	\$1,487.00
2	Sunnyside M.S.C.	\$2,178.00	\$1,487.00
3	Braeswood Clinic	\$4,248.00	\$1,487.00
4	Riverside H.C.	\$1,520.00	\$1,487.00
5	Animal Control Adm. Kennel	\$825.00	\$1,487.00
6	Fifth Ward M.S.C.	\$1,444.00	\$1,487.00
7	Lyons H.C.	\$1,174.00	\$1,487.00
8	Kashmer M.S.C.	\$1,533.00	\$1,487.00
9	Northside H.C.	\$1,929.00	\$2,975.00
10	Magnolia H.C. & M.S.C.	\$3,154.00	\$1,487.00
11	Tri-Community Senior Center	\$413.00	NA
12	DHHS Facilities	\$367.00	NA
13	DHHS Water Pollution	\$701.00	NA
14	DHHS Electric Shop	\$367.00	NA
15	Metropolitan M.S.C.	\$2,085.00	\$2,975.00
16	West End H.C.	\$1,960.00	\$1,487.00
17	West End M.S.C.	\$1,241.00	\$1,487.00
18	DHHS Pollution Control	\$1,343.00	\$372.00
19	John Peavy Senior Center	\$697.00	\$744.00
20	Hillcroft W.I.C.	\$674.00	NA
21	Acres Homes M.S.C.	\$2,973.00	\$1,487.00
22	Alief W.I.C.	\$603.00	NA

23	Northwest W.I.C.	\$551.00	NA
24	Northeast W.I.C.	\$551.00	NA
25	Material Management Warehouse	\$413.00	NA
26	La Nueva Casa de Amigo H.C.	\$2,260.00	\$2,231.00
27	Third Ward M.S.C.	\$2,019.00	\$1,487.00
28	Huntingron Bayou W.I.C.	\$413.00	NA
29	Braesner W.I.C.	\$459.00	NA
30	Aldine W.I.C.	\$734.00	NA

**Year Three (Option Year Two)**  
**Group Three - Health & Human Services**  
**Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00
2	Supplemental Porter Labor Hours for Extended Hours of Operation	\$13.50
3	Emergency Clean-up	\$0.02

**Year Three (Option Year Two)**  
**Group Four - Houston Airport System**  
**Section One**

**Janitorial  
Monthly  
Cost**

1	IAH Technical Services	\$1,204.00
2	IAH/PPM/Electrical/Tech Services	\$891.00
3	IAH Airfield & Grounds Section	\$614.00
4	IAH Taxi Drive's Lounge	\$2,240.00
5	IAH-Operations	\$918.00
6	IAH-Grounds Transportation	\$987.00
7	IAH-Panalpina Building	\$2,905.00
8	EFD Bldg #510 Administration	\$891.00
9	EFD Airfield & Grounds Facility	\$557.00
10	EFD T Hanger "A"	\$164.00

11	EFD T Hanger "B"	\$164.00
12	EFD T Hanger "D"	\$164.00

**Year Three (Option Year Two)  
Group Four - Houston Airport System  
Section Two**

1	Mops/Sweep/Vacum	\$0.05 per sq. ft.
2	Wet Vacum Floors	\$0.02 per sq. ft.
3	Clean Rugs/Carpets	\$0.05 per sq. ft.
4	Strip/Sea/Wax/Buf	\$0.02 per sq. ft.

**Year Four (Option Year Three)  
Group One-Section One  
Building Services Department**

**Janitorial  
Monthly  
Cost**

1	Police Headquarters	\$36,747.00
2	Morrison Police Academy	\$10,604.00
3	Clear Lake Police Station	\$2,251.00
4	Northeast Police Station	\$4,580.00
5	Stringfellow South Police Station	\$19,479.00
6	West Police Station	\$12,107.00
7	North Police Station	\$10,684.00
8	Northwest Police Station	\$2,488.00
9	Magnolia Park Police Station	\$2,488.00
10	Southwest Police Station	\$2,488.00
11	Bush IAH Police Station	\$2,999.00
12	Kingwood Police Substation	\$2,536.00
13	Fire Logistics Complex	\$3,766.00
14	DHHS Administration Building	\$9,932.00
15	Municipal Courts Building	\$12,769.00
16	South Central Police Station	\$798.00

17	Police S.W.A.T.	\$798.00
18	Police Memorial	\$106.00
19	Police Special Operations	\$1,839.00
20	Police Mounted Patrol	\$638.00
21	Police Fleet Administration	\$399.00
22	Police Fleet Transportation	\$133.00
23	Police Motor Pool	\$133.00
24	Police Bike Detail	\$106.00
25	Police Fleet Maintenance	\$391.00
26	Police Vehicle Exam/Auto Theft	\$213.00
27	Police Uniform Supply	\$798.00
28	Police Helicopter Patrol	\$798.00
29	Police Lake Patrol	\$213.00
30	Airport Police K-9 Unit	\$266.00
31	Aldine Police Storefront	\$399.00
32	Jeanetta Police Storefront	\$319.00
33	Gulfton Police Storefront	\$399.00
34	Ranchester Police Storefront	\$399.00
35	Reed Road Police Storefront	\$479.00
36	Stella Link Police Storefront	\$399.00
37	Willowbrook Police Storefront	\$399.00
38	Independence Heights Police Storefront	\$319.00
39	Near North Police Storefront	\$479.00
40	Neartown Police Storefront	\$319.00
41	Denver Harbor Police Storefront	\$160.00

42	Irvington Village Storefront	\$213.00
43	Jensen Police Storefront	\$213.00
44	Palm Center Police Storefront	\$213.00
45	Westbury Police Storefront	\$213.00
46	Hiram Clarke Police Storefront	\$266.00
47	Northline Police Storefront	\$213.00
48	Southmore Police Storefront	\$266.00
49	Ripley Police Storefront	\$213.00
50	Broadway Police Storefront	\$213.00
51	Heights Police Storefront	\$213.00
52	Braeburn Police Storefront	\$798.00
53	Fifth Ward Police Storefront	\$213.00
54	Spring Branch Police Storefront	\$532.00
55	Acres Home Police Storefront	\$213.00
56	Telephone Road Police Storefront	\$213.00
57	East Freeway Police Storefront	\$239.00
58	Fire Arson Building	\$638.00
59	Fire Warehouse	\$1,304.00
60	Fire Training Academy	\$532.00

**Year Four (Option Year Three)  
Building Services  
Group OneE-Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00
2	Day Porter Labor Hours (Overtime Rate)	\$13.50
3	Emergency Clean-up	\$0.02

**Year Four (Option Year Three)  
Group Two-Public Works & Engineering Dept.  
Section One**

<b>Janitorial Monthly Cost</b>	<b>Day Porter Monthly Cost</b>
--	--

1	PWE Houston Transtar	\$2,572.00	N/A
2	PWE Southeast Quadrant	\$1,679.00	\$1,487.00
3	PWE Southwest Quadrant	\$2,129.00	\$1,487.00
4	PWE Northwest Quadrant	\$1,379.00	\$1,487.00
5	PWE Northeast Quadrant	\$1,389.00	\$1,487.00
6	PWE Wastewater Tech Services	\$893.00	\$744.00

**Year Four (Option Year Three)  
Group Two-Public Works & Engineering Deptl  
Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Day Porter Labor Hours (Overtime Rate)	\$13.50
3	Emergency Clean-up	\$0.02

**Year Four (Option Year Three)  
Goup Three - Health & Human Services  
Section One**

		<b>Janitorial Monthly Cost</b>	<b>Day Porter Monthly Cost</b>
1	Sunnyside H.C.	\$1,267.00	\$1,495.00
2	Sunnyside M.S.C.	\$2,189.00	\$1,495.00
3	Braeswood Clinic	\$4,269.00	\$1,495.00
4	Riverside H.C.	\$1,527.00	\$1,495.00
5	Animal Control Adm. Kennel	\$829.00	\$1,495.00
6	Fifth Ward M.S.C.	\$1,451.00	\$1,495.00
7	Lyons H.C.	\$1,180.00	\$1,495.00
8	Kashmer M.S.C.	\$1,541.00	\$1,495.00
9	Northside H.C.	\$1,938.00	\$2,990.00
10	Magnolia H.C. & M.S.C.	\$3,169.00	\$1,495.00
11	Tri-Community Senior Center	\$415.00	NA
12	DHHS Facilities	\$369.00	NA

13	DHHS Water Pollution	\$704.00	NA
14	DHHS Electric Shop	\$369.00	NA
15	Metropolitan M.S.C.	\$2,095.00	\$2,990.00
16	West End H.C.	\$1,970.00	\$1,495.00
17	West End M.S.C.	\$1,248.00	\$1,495.00
18	DHHS Pollution Control	\$1,349.00	\$374.00
19	John Peavy Senior Center	\$701.00	\$747.00
20	Hillcroft W.I.C.	\$677.00	NA
21	Acres Homes M.S.C.	\$2,988.00	\$1,495.00
22	Alief W.I.C.	\$606.00	NA
23	Northwest W.I.C.	\$554.00	NA
24	Northeast W.I.C.	\$554.00	NA
25	Material Management Warehouse	\$415.00	NA
26	La Nueva Casa de Amigo H.C.	\$2,272.00	\$2,242.00
27	Third Ward M.S.C.	\$2,030.00	\$1,495.00
28	Huntingron Bayou W.I.C.	\$415.00	NA
29	Braesner W.I.C.	\$461.00	NA
30	Aldine W.I.C.	\$738.00	NA

**Year Four (Option Year Three)  
Group Three - Health & Human Services  
Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00	
2	Supplemental Porter Labor Hours for Extended Hours of Operation	\$13.50	
3	Emergency Clean-up	\$0.02	

**Year Four (Option Year Three)  
Group Four - Houston Airport System  
Section One**

**Janitorial  
Monthly  
Cost**

1	IAH Technical Services	\$1,210.00
2	IAH/PPM/Electrical/Tech Services	\$895.00
3	IAH Airfield & Grounds Section	\$617.00
4	IAH Taxi Drive's Lounge	\$2,251.00
5	IAH-Operations	\$923.00
6	IAH-Grounds Transportation	\$992.00
7	IAH-Panalpina Building	\$2,920.00
8	EFD Bldg #510 Administration	\$895.00
9	EFD Airfield & Grounds Facility	\$560.00
10	EFD T Hanger "A"	\$164.00
11	EFD T Hanger "B"	\$164.00
12	EFD T Hanger "D"	\$164.00

**Year Four (Option Year Three)**  
**Group Four - Houston Airport System**  
**Section Two**

1	Mops/Sweep/Vacum	\$0.05 per sq. ft.
2	Wet Vacuum Floors	\$0.02 per sq. ft.
3	Clean Rugs/Carpets	\$0.05 per sq. ft.
4	Strip/Sea/Wax/Buff	\$0.02 per sq. ft.

**Year Five (Option Year Four)**  
**Group One-Section One**  
**Building Services Department**

**Janitorial**  
**Monthly**  
**Cost**

1	Police Headquarters	\$36,930.00
2	Morrison Police Academy	\$10,657.00
3	Clear Lake Police Station	\$2,262.00
4	Northeast Police Station	\$4,603.00
5	Stringfellow South Police Station	\$19,576.00
6	West Police Station	\$12,168.00

7	North Police Station	\$10,737.00
8	Northwest Police Station	\$2,501.00
9	Magnolia Park Police Station	\$2,501.00
10	Southwest Police Station	\$2,501.00
11	Bush IAH Police Station	\$3,014.00
12	Kingwood Police Substation	\$2,548.00
13	Fire Logistics Complex	\$3,785.00
14	DHHS Administration Building	\$9,981.00
15	Municipal Courts Building	\$12,833.00
16	South Central Police Station	\$802.00
17	Police S.W.A.T.	\$802.00
18	Police Memorial	\$107.00
19	Police Special Operations	\$1,848.00
20	Police Mounted Patrol	\$641.00
21	Police Fleet Administration	\$401.00
22	Police Fleet Transportation	\$134.00
23	Police Motor Pool	\$134.00
24	Police Bike Detail	\$107.00
25	Police Fleet Maintenance	\$393.00
26	Police Vehicle Exam/Auto Theft	\$214.00
27	Police Uniform Supply	\$802.00
28	Police Helicopter Patrol	\$802.00
29	Police Lake Patrol	\$214.00
30	Airport Police K-9 Unit	\$267.00
31	Aldine Police Storefront	\$401.00

32	Jeanetta Police Storefront	\$321.00
33	Gulfton Police Storefront	\$401.00
34	Ranchester Police Storefront	\$401.00
35	Reed Road Police Storefront	\$481.00
36	Stella Link Police Storefront	\$401.00
37	Willowbrook Police Storefront	\$401.00
38	Independence Heights Police Storefront	\$321.00
39	Near North Police Storefront	\$481.00
40	Near town Police Storefront	\$321.00
41	Denver Harbor Police Storefront	\$160.00
42	Irvington Village Storefront	\$214.00
43	Jensen Police Storefront	\$214.00
44	Palm Center Police Storefront	\$214.00
45	Westbury Police Storefront	\$214.00
46	Hiram Clarke Police Storefront	\$267.00
47	Northline Police Storefront	\$214.00
48	Southmore Police Storefront	\$267.00
49	Ripley Police Storefront	\$214.00
50	Broadway Police Storefront	\$214.00
51	Heights Police Storefront	\$214.00
52	Braeburn Police Storefront	\$802.00
53	Fifth Ward Police Storefront	\$214.00
54	Spring Branch Police Storefront	\$534.00
55	Acres Home Police Storefront	\$214.00
56	Telephone Road Police Storefront	\$214.00
57	East Freeway Police Storefront	\$240.00

58	Fire Arson Building	\$641.00
59	Fire Warehouse	\$1,310.00
60	Fire Training Academy	\$534.00

**Year Five (Option Year Four)**  
**Building Services**  
**Group OneE-Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Day Porter Labor Hours (Overtime Rate)	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

**Year Five (Option Year Four)**  
**Group Two-Public Works & Engineering Dept.**  
**Section One**

	<b>Janitorial Monthly Cost</b>	<b>Day Porter Monthly Cost</b>	
1	PWE Houston Transtar	\$2,585.00	\$0.00
2	PWE Southeast Quadrant	\$1,687.00	\$1,495.00
3	PWE Southwest Quadrant	\$2,139.00	\$1,495.00
4	PWE Northwest Quadrant	\$1,386.00	\$1,495.00
5	PWE Northeast Quadrant	\$1,396.00	\$1,495.00
6	PWE Wastewater Tech Services	\$898.00	\$747.00

**Year Five (Option Year Four)**  
**Group Two-Public Works & Engineering Deptl**  
**Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00
2	Day Porter Labor Hours (Overtime Rate)	\$13.50
3	Emergency Clean-up	\$0.02

**Year Five (Option Year Four)**  
**Goup Three - Health & Human Services**  
**Section One**

	<b>Janitorial Monthly Cost</b>	<b>Day Porter Monthly Cost</b>	
1	Sunnyside H.C.	\$1,279.00	\$1,510.00
2	Sunnyside M.S.C.	\$2,210.00	\$1,510.00

3	Braeswood Clinic	\$4,311.00	\$1,510.00
4	Riverside H.C.	\$1,542.00	\$1,510.00
5	Animal Control Adm. Kennel	\$837.00	\$1,510.00
6	Fifth Ward M.S.C.	\$1,465.00	\$1,510.00
7	Lyons H.C.	\$1,191.00	\$1,510.00
8	Kashmer M.S.C.	\$1,556.00	\$1,510.00
9	Northside H.C.	\$1,958.00	\$3,020.00
10	Magnolia H.C. & M.S.C.	\$3,201.00	\$1,510.00
11	Tri-Community Senior Center	\$419.00	NA
12	DHHS Facilities	\$373.00	NA
13	DHHS Water Pollution	\$711.00	NA
14	DHHS Electric Shop	\$373.00	NA
15	Metropolitan M.S.C.	\$2,116.00	\$3,020.00
16	West End H.C.	\$1,990.00	\$1,510.00
17	West End M.S.C.	\$1,260.00	\$1,510.00
18	DHHS Pollution Control	\$1,363.00	\$377.00
19	John Peavy Senior Center	\$708.00	\$755.00
20	Hillcroft W.I.C.	\$684.00	NA
21	Acres Homes M.S.C.	\$3,017.00	\$1,510.00
22	Alief W.I.C.	\$612.00	NA
23	Northwest W.I.C.	\$559.00	NA
24	Northeast W.I.C.	\$559.00	NA
25	Material Management Warehouse	\$419.00	NA
26	La Nueva Casa de Amigo H.C.	\$2,294.00	\$2,265.00
27	Third Ward M.S.C.	\$2,050.00	\$1,510.00
28	Huntingron Bayou W.I.C.	\$419.00	NA

29	Braesner W.I.C.	\$466.00	NA
30	Aldine W.I.C.	\$746.00	NA

**Year Five (Option Year Four)**  
**Group Three - Health & Human Services**  
**Section Two**

1	Day Porter Labor Hours (Standard Rate)	\$9.00 per hour
2	Supplemental Porter Labor Hours for Extended Hours of Operation	\$13.50 per hour
3	Emergency Clean-up	\$0.02 per sq. ft.

**Year Five (Option Year Four)**  
**Group Four - Houston Airport System**  
**Section One**

**Janitorial**  
**Monthly**  
**Cost**

1	IAH Technical Services	\$1,216.00
2	IAH/PPM/Electrical/Tech Services	\$900.00
3	IAH Airfield & Grounds Section	\$620.00
4	IAH Taxi Drive's Lounge	\$2,262.00
5	IAH-Operations	\$928.00
6	IAH-Grounds Transportation	\$997.00
7	IAH-Panalpina Building	\$2,934.00
8	EFD Bldg #510 Administration	\$900.00
9	EFD Airfield & Grounds Facility	\$563.00
10	EFD T Hanger "A"	\$165.00
11	EFD T Hanger "B"	\$165.00
12	EFD T Hanger "D"	\$165.00

**Year Five (Option Year Four)**  
**Group Four - Houston Airport System**  
**Section Two**

1	Mops/Sweep/Vacum	\$0.05 per sq. ft.
2	Wet Vacum Floors	\$0.02 per sq. ft.

3	Clean Rugs/Carpets	\$0.05 per sq. ft.
4	Strip/Sea/Wax/Buff	\$0.02 per sq. ft.

**EXHIBIT "I"**  
**PERFORMANCE BOND**

BOND NO. 58625763

THE STATE OF TEXAS    §  
  §  
COUNTY OF HARRIS       §

**KNOW ALL MEN BY THESE PRESENTS**

**THAT WE,** McLEMORE BUILDING MAINTENANCE, INC. as principal, hereinafter called "Contractor" and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of TWO MILLION NINE HUNDRED SEVENTY FIVE THOUSAND THREE HUNDRED FORTY ONE AND 00/100----- DOLLARS. (\$ 2,975,341.00 ) for the payment of which sum, well and truly to be made to the City of Houston, and its successors, the said Contractor and surety do bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally.

**THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:**

**WHEREAS,** the said Contractor has on or about this day entered into a contract in writing with the City of Houston, Texas, entitled CLEANING & JANITORIAL SERVICES FOR VARIOUS DEPARTMENTS, BID #LC-R-0734-027-20439 which is made a part of this instrument as fully and completely as if set in full herein.

**NOW, THEREFORE,** if the said Contractor shall faithfully and strictly perform as set out in said contract in all its terms, provisions, and stipulations in accordance with its true meaning and effect, and shall comply strictly with each and every provision of said contract and with this bond, then this obligation shall become null and void and shall have no further force and effect; otherwise the same is to remain in full force and effect.

It is further understood and agreed that the Surety does hereby relieve the said City of Houston or its representatives from the exercise of any diligence whatever in securing compliance on the part of the said Contractor with the terms of the said contract, and the Surety hereby waives any notice to it of any default, or delay by the Contractor in the performance of his contract and agrees that it, the said Surety, shall be bound to take notice of and shall be held to have knowledge of all acts or omissions of the said Contractor in all matters pertaining to said contract.

It is further expressly agreed by said Surety that the City of Houston or its representatives are at liberty at any time, without notice to the Surety, to make any changes in said contract and in the work to be done thereunder, as provided in said contract, and in the terms and conditions thereof, or to make any changes in, addition to, or deduction from the work to be done thereunder; and that such changes, if made, shall not in any way vitiate the obligation in this bond and undertaking, or release said Surety therefrom.

It is expressly agreed and understood that the Contractor and surety will fully indemnify and save harmless the City of Houston from any liability, loss, cost, expense or damage arising out of or in connection with the work done by the Contractor under said Contract.

In the event that the City of Houston shall bring any suit or other proceeding at law on this bond, the Contractor and Surety agree to pay to the said City the sum of ten percent (10%) of whatever amount may be recovered by the City in said suit or legal proceeding, which sum of ten percent (10%) is agreed by all parties to be payment to the City of Houston for the expense of or time consumed by its City Attorney, his assistants and office force and other cost and damage occasioned to the City. This said amount of ten percent (10%) is fixed and

liquidated by the parties, it being agreed by them that the exact damage to the City would be difficult to ascertain.

This bond and all obligations created hereunder shall be performable in Harris County, Texas.

IN TESTIMONY WHEREOF, witness our hands this 8TH day of JUNE, A.D. 2005.

ATTEST: (Corporate Seal)

McLEMORE BUILDING MAINTENANCE, INC.  
(Principal)

By: Stephanie McLemore  
Name: (Typed) Stephanie McLemore  
Title: CFO

By: Curtis McLemore  
Name: (Typed) Curtis McLemore  
Title: CEO

ATTEST/WITNESS: (Corporate Seal)

WESTERN SURETY COMPANY  
(Full Name of Surety)

By: Sherry Skinner  
Name: (Typed) Sherry Skinner  
Title: Bond Administrator

By: Phyllis Ramirez  
Name: (Typed) Phyllis Ramirez  
Title: Attorney-in-Fact

The foregoing bond is approved and accepted this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

REVIEWED:

David Richards  
Legal Assistant 7-26-05

# Western Surety Company

BOND NO. 58625763

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Janie Cermeno, Philip N Bair, Vicie Coleman, Mildred L Massey, Jimmye Langford, Eric S Feighl, Phyllis Ramirez, Joyce A Johnson, Sherry Skinner, Individually**

of Houston, TX, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Senior Vice President and its corporate seal to be hereto affixed on this 22nd day of May, 2003.



WESTERN SURETY COMPANY

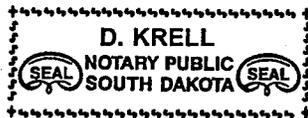
Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 22nd day of May, 2003, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Senior Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

November 30, 2006



D. Krell  
D. Krell, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 8TH day of JUNE, 2005.



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

## **NOTICE**

In accordance with the Terrorism Risk Insurance Act of 2002, we are providing this disclosure notice for bonds and certain insurance policies on which one or more of the Writing Companies identified below is the surety or insurer.

To principals on bonds and insureds on certain insurance policies written by any one or more of the following companies (collectively the "Writing Companies") as surety or insurer: Western Surety Company, Universal Surety of America, Surety Bonding Company of America, Continental Casualty Company, National Fire Insurance Company of Hartford, American Casualty Company of Reading, PA, The Firemen's Insurance Company of Newark, NJ, and The Continental Insurance Company.

### **DISCLOSURE OF PREMIUM**

The premium attributable to coverage for terrorist acts certified under the Act was Zero Dollars (\$0.00).

### **DISCLOSURE OF FEDERAL PARTICIPATION IN PAYMENT OF TERRORISM LOSSES**

The United States will pay ninety percent (90%) of covered terrorism losses exceeding the applicable surety/insurer deductible.

**State of Texas**

**Claim Notice Endorsement**

To be attached to and form a part of Bond No. 58625763 .

In accordance with Section 2253.021(f) of the Texas Government Code and Section 53.202(6) of the Texas Property Code any notice of claim to the named surety under this bond(s) should be sent to:

**CNA Surety  
333 South Wabash  
Chicago, IL 60604**

**Telephone: (312) 822-5000**