

CONSULTANT: CCS Facility Services-Washington, Inc.
CONTACT PERSON: Maryll Betzold, Director Gov't Services
ADDRESS: PO Box 912578
Denver, CO 80291-2578
FEDERAL TAX ID NUMBER/U.B.I. NUMBER: 82-4123633/
TELEPHONE/FAX NUMBER: 702-955-5421
COUNTY DEPT: Facilities and Fleet Management
DEPT. CONTACT PERSON: Anna Morton
TELEPHONE NUMBER: 425-388-3896
PROJECT: Janitorial Services and Facility Cleaning
AMOUNT: \$6,741,587.28
FUND SOURCE: 511.518 031 4122
CONTRACT DURATION: Upon Execution through 3 years, unless
extended or renewed pursuant to Section 2.

AGREEMENT FOR JANITORIAL SERVICES

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County") and CCS Facility Services-Washington, Inc., a Washington Corporation (the "Contractor"). In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services. The purpose of this Agreement is to define the terms by which the Contractor will provide the County with Janitorial Services and Facility Cleaning in its "Buildings and Sites." The scope of services is as defined in Schedules A and A-1 attached hereto and by this reference made a part hereof. This Agreement is the product of County RFP-25-0493RB Janitorial Services and Facility Cleaning.

The services shall be performed in accordance with the requirements of this Agreement and with generally accepted practices prevailing in the western Washington region in the occupation or industry in which the Contractor practices or operates at the time the services are performed. The Contractor shall perform the work in a timely manner and in accordance with the terms of this Agreement. Any materials or equipment used by the Contractor in connection with performing the services shall be of good quality. The Contractor represents that its employees are in compliance with the Washington State statutes relegating the professional registration, if applicable to the work being performed. The Contractor represents that it is fully qualified to perform the services to be performed under this Agreement with the degree of skill and care

ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time in the same or similar locality.

The Contractor will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

2. Term of Agreement; Time of Performance. This Agreement shall be effective upon Execution (the “Effective Date”) and shall terminate three (3) years after execution. PROVIDED, HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional one (1) year terms, at the sole discretion of the County, by written notice from the County to the Contractor. PROVIDED ALSO, HOWEVER, that the County’s obligations after December 31, 2026, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law

3. Compensation.

a. Services. The County will pay the Contractor for services at the rates set forth in Schedule B, which is attached hereto and by this reference made a part of this Agreement.

b. Overhead and Expenses. The Contractor’s compensation for services set forth in section 3a above includes overhead and expenses and no separate claims for reimbursement of overhead or expenses will be allowed under this agreement.

c. Invoices. The Contractor shall submit properly executed invoices to the County no more frequently than monthly. Each invoice shall include an itemization of the dates on which services were provided, list the building name and address where the work was performed, including the number of hours and a brief description of the work performed on each such date. Subject to Section 8 of this Agreement, the County will pay such invoices within thirty (30) calendar days of receipt.

d. Payment. The County’s preferred method of payment under this contract is electronic using the County’s “e-Payable” system with Bank of America. The Contractor is highly encouraged to take advantage of the electronic payment method.

In order to utilize the electronic payment method, the Contractor shall email SnocoEpayables@snoco.org and indicate it was awarded a contract with Snohomish County and will be receiving payment through the County’s e-Payable process. The Contractor needs to provide contact information (name, phone number and email address). The Contractor will be contacted by a person in the Finance Accounts Payable group and assisted with the enrollment process. This should be done as soon as feasible after County award of a contract or purchase order, but not exceeding ten (10) business days.

Department approved invoices received in Finance will be processed for payment within seven calendar days for e-Payable contractors. Invoices are processed for payment by Finance two times a week for contractors who have selected the e-Payable payment option.

In the alternative, if the Contractor does not enroll in the electronic (“e-Payable”) payment method described above, contract payments will be processed by Finance with the

issuance of paper checks or, if available, an alternative electronic method. Alternative payment methods, other than e-Payables, will be processed not more than 30 days from receipt of department approved invoices to Finance.

THE COUNTY MAY MAKE PAYMENTS FOR PURCHASES UNDER THIS CONTRACT USING THE COUNTY'S VISA PURCHASING CARD (PCARD).

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

e. Payment Method. In addition to Payment section above, the County may make payments for purchases under this contract using the County's VISA purchasing card (PCARD).

Are you willing to accept PCARD payments without any fees or surcharges?

Yes No

f. Contract Maximum. Total charges under this Agreement, all fees and expenses included, shall not exceed \$6,741,587.28 for the initial term of this Agreement (excluding extensions or renewals, if any).

4. Independent Contractor. The Contractor agrees that Contractor will perform the services under this Agreement as an independent contractor and not as an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees of the County. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint venturers.

The Contractor shall furnish, employ and have exclusive control of all persons to be engaged in performing the Contractor's obligations under this Agreement (the "Contractor personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Contractor personnel shall for all purposes be solely the employees or agents of the Contractor and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Contractor personnel, the Contractor shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Contractor personnel when required by law.

Because it is an independent contractor, the Contractor shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers' compensation). The Contractor agrees to indemnify, defend and hold the County harmless from claims made to the County because of these obligations.

The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as

to all persons employed by the Contractor and as to all duties, activities and requirements by the Contractor in performance of the work under this Agreement. The Contractor shall assume exclusive liability therefor, and shall meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Ownership. Upon payment in full, any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the Contractor or the Contractor's subcontractors or consultants for delivery to the County under this Agreement shall be the sole and absolute property of the County. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the County at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Contractor uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the County is owned by the Contractor and is not "work made for hire" within the terms of this Agreement.

6. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

7. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name: Anna Morton
Title: Contract Specialist
Department: Facilities and Fleet Management
Telephone: (425) 388-3896
Email: Anna.Morton@snoco.org

8. County Review and Approval. When the Contractor has completed any discrete portion of the services, the Contractor shall verify that the work is free from errors and defects and otherwise conforms to the requirements of this Agreement. The Contractor shall then notify the County that said work is complete. The County shall promptly review and inspect the work to determine whether the work is acceptable. If the County determines the work conforms to the requirements of this Agreement, the County shall notify the Contractor that the County accepts the work. If the County determines the work contains errors, omissions, or otherwise fails to conform to the requirements of this Agreement, the County shall reject the work by providing the Contractor with written notice describing the problems with the work and describing the necessary corrections or modifications to same. In such event, the Contractor shall promptly remedy the problem or problems and re-submit the work to the County. The Contractor shall receive no additional compensation for time spent correcting errors. Payment for the work will not be made until the work is accepted by the County. The Contractor shall be responsible for the accuracy of work even after the County accepts the work.

If the Contractor fails or refuses to correct the Contractor's work when so directed by the County, the County may withhold from any payment otherwise due to the Contractor an amount that the County in good faith believes is equal to the cost the County would incur in correcting the errors, in re-procuring the work from an alternate source, and in remedying any damage caused by the Contractor's conduct.

9. Subcontracting and Assignment. The Contractor shall not subcontract, assign, or delegate any of the rights, duties or obligations covered by this Agreement without prior express written consent of the County. Any attempt by the Contractor to subcontract, assign, or delegate any portion of the Contractor's obligations under this Agreement to another party in violation of the preceding sentence shall be null and void and shall constitute a material breach of this Agreement.

10. Records and Access; Audit; Ineligible Expenditures. The Contractor shall maintain adequate records to support billings. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Contractor. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers and records of the Contractor which are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Contractor, shall be refunded to the County by the Contractor.

11. Indemnification.

a. Professional Liability.

The Contractor agrees to indemnify, but not defend the County and, if any funds for this Agreement are provided by the State, the State and their officers, officials, agents and employees from damages and liability for damages, including reasonable attorneys' fees, court costs, expert witness fees, and other claims-related expenses, arising out of the performance of the Contractor's professional services under this Agreement, to the extent that such liability is caused by the negligent acts, errors or omissions of the Contractor, its principals, employees or subcontractors as ultimately determined by court of competent jurisdiction. The Contractor has no obligation to pay for any of the indemnitees' defense-related cost prior to a final determination of liability or to pay any amount that exceeds Contractor's finally determined percentage of liability based upon the comparative fault of the Contractor, its principals, employees and subcontractors. For the purpose of this section, the County and the Contractor agree that the County's and, if applicable, the State's costs of defense shall be included in the definition of damages above.

b. All Other Liabilities Except Professional Liability.

To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County and, if any funds for this Agreement are provided by the State, the State, the Contractor shall indemnify and hold harmless the County and the State, their officers, officials,

agents and employees, from and against suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the services and/or deliverables provided by or on behalf of the Contractor as ultimately determined by court of competent jurisdiction. In addition, the Contractor shall assume the defense of the County and, if applicable, the State and their officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such services and/or deliverables and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County and, if applicable, the State, on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the County and, if applicable, the State by an employee or former employee of the Contractor or its subcontractors, and the Contractor, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the County and, if applicable, the State, under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

12. Insurance Requirements. The Contractor shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the services hereunder by the Contractor, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

a. General. Each insurance policy shall be written on an "occurrence" form, except that Professional Liability, Errors and Omissions coverage, if applicable, may be written on a claims made basis. If coverage is approved and purchased on a "claims made" basis, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the work which is the subject of this Agreement.

By requiring the minimum insurance coverage set forth in this Section 12, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

b. No Limitation on Liability. The Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

c. Minimum Scope and Limits of Insurance. The Contractor shall maintain coverage at least as broad as, and with limits no less than:

- (i) General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$3,000,000 aggregate limit. CG 00 01 current edition, including Products and Completed Operations;
- (ii) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. CA 0001 current edition, Symbol 1;
- (iii) Workers' Compensation: To meet applicable statutory requirements for workers' compensation coverage of the state or states of residency of the workers providing services under this Agreement;
- (iv) Crime Insurance: Crime Coverage to include employee theft, wire transfer, computer fraud, forgery, and mail, with minimum limit \$500,000 per occurrence. Form should also include client coverage of minimum limit \$500,000.

d. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement for all liability policies except workers' compensation and Professional Liability, if applicable, must contain, or must be endorsed to contain, the following provisions:

(i) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

(ii) The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

(iii) Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor.

(iv) Insurance coverage must be placed with insurers with a Best's Underwriting Guide rating of no less than A:VIII, or, if not rated in the Best's Underwriting

Guide, with minimum surpluses the equivalent of Best's surplus size VIII. Professional Liability, Errors and Omissions insurance coverage, if applicable, may be placed with insurers with a Best's rating of B+:VII. Any exception must be approved by the County.

Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after forty-five (45) calendar days' prior written notice has been given to the County.

If at any time any of the foregoing policies fail to meet minimum requirements, the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

e. Subcontractors. The Contractor shall include all subcontractors as insureds under its policies, or shall furnish separate certificates of insurance and policy endorsements for each subcontractor. **Insurance coverages provided by subcontractors instead of the Contractor as evidence of compliance with the insurance requirements of this Agreement shall be subject to all of the requirements stated herein.**

13. The Contractor shall pay prevailing wages as required by chapter 39.12 RCW.

14. County Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Contractor shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Contractor of the Contractor's compliance with the requirements of Chapter 2.460 SCC. If the Contractor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Contractor's obligations under other federal, state, or local laws against discrimination.

15. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

16. Employment of County Employees. SCC 2.50.075, “Restrictions on future employment of County employees,” imposes certain restrictions on the subsequent employment and compensation of County employees. The Contractor represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

17. Compliance with Other Laws. The Contractor shall comply with all other applicable federal, state and local laws, rules, and regulations in performing this Agreement.

18. Compliance with Grant Terms and Conditions. The Contractor shall comply with any and all conditions, terms and requirements of any federal, state or other grant, if any, that wholly or partially funds the Contractor’s work hereunder.

19. Prohibition of Contingency Fee Arrangements. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

20. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party’s reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a “force majeure event”), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

21. Suspension of Work. The County may, at any time, instruct the Contractor in writing to stop work effective immediately, or as directed, pending either further instructions from the County to resume the work or a notice from the County of breach or termination under Section 22 of this Agreement.

22. Non-Waiver of Breach; Termination.

a. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

the Contractor's performance under this Agreement. The Contractor may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Contractor shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

25. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor agrees to make them promptly available to the County. If the Contractor considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Contractor and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County shall not be liable to the Contractor for releasing records not clearly identified by the Contractor as confidential or proprietary. The County shall not be liable to the Contractor for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

26. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

27. Complete Agreement. The Contractor was selected through the County's RFP identified in Section 1. To the extent of any inconsistency among this Agreement, the RFP, and the Contractor's response, this Agreement shall govern. To the extent of any inconsistency between the RFP and the Contractor's response, the RFP shall govern.

28. Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

29. No Third Party Beneficiaries. The provisions of this Agreement are for the exclusive benefit of the County and the Contractor. This Agreement shall not be deemed to have conferred any rights, express or implied, upon any third parties.

30. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

31. Severability. Should any clause, phrase, sentence or paragraph of this agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

32. Authority. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of the County or the Contractor, as the case may be, and that upon execution of this Agreement it shall constitute a binding obligation of the County or the Contractor, as the case may be.

33. Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive.

34. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

SNOHOMISH COUNTY:

CCS FACILITY SERVICES-
WASHINGTON, INC:

County Executive Director Date

Date

Approved as to insurance
and indemnification provisions:

Approved as to form only:

Risk Management Date

Legal Counsel to the Contractor Date

Approved as to form only:

Deputy Prosecuting Attorney Date

Schedule A Janitorial Services Technical Specifications Snohomish County

All tasks are to be completed as specified where applicable.

All Buildings and Sites ***

		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually
1	Keep space around and under dumpsters and compactors free of litter and debris.	X						
2	Run trash and cardboard compactors as needed and at the end of shift. Do not allow to become full before running.	X						
3	Organize chairs for next day's use in kitchen(s), conference room(s), and public area(s).	X						
4	Sweep building outside entrances.	X						
5	Remove debris, litter, and cigarette butts from outdoor areas adjacent to building, such as walk ways, decks, patios, and entry areas.	X						
6	Empty exterior trash cans, recycling containers, and cigarette urns when needed, and clean receptacle surfaces. Keep entries free of debris, cobwebs, etc. Includes staff area outside of Corrections staff Dining Room and walkways/sidewalks.	X						
7	Upon completion of work, leave only designated night/safety lights on.	X						
8	Follow site-specific instructions and procedures regarding security at all sites. Exterior doors must not be propped open. Instructions for doors that must not be used/remain secure must be followed as priority.	X						
9	Clean/sanitize and polish drinking fountains with a germicidal cleaner, paying attention to the grove at the ring around the drain.	X						
10	Maintain organized, clean, and tidy janitorial closets. Keep supply closets for paper products, hand soaps, etc. well organized. Organization shall allow for easy stocking by Facilities staff. Remove trash, boxes, etc. at each service	X						
11	Clean gang sinks, removing dirt, grime, grease, and debris.	X						
12	Dust/vacuum overhead grills and vents. Damp clean if necessary.				X			
13	Vacuum or dust mop and spot clean walls and vertical surfaces to a height of 7 feet.				X			
14	Dust high partition ledges and moldings. This includes slanted high walls in lobbies and courtrooms.				X			
15	Clean public space video monitors.					X		
16	Vacuum and clean light fixtures, including can lights and display lights, to keep free of dust, cobwebs, and debris. Specific to some sites, inside of LED fixtures must not be accessed by cleaners due to electrical ballasts.					X		

Building Entrances, Lobbies, Interior Public Entries, Halls, Reception Public Areas, Staff Entrances, Meeting Rooms, Jury Rooms, Jury Assembly Rooms, Department Lobbies, Public Entrances, Mud Rooms, Side Rooms, Video Visitation Booths, Sally Ports, Training Rooms, Courtrooms, Chambers, Gymnasium, Classrooms, Conference Rooms, Health Services spaces, Laundry spaces.***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually
1	Dust mop with a dust-control treated mop or vacuum all hard surface floors, including interior aggregate floors, leaving no debris, lint, or dust on floors or edges.	X						
2	Vacuum carpeted areas, including under chairs and walk off mats, leaving no debris on floors or edges. Vacuum walk-off mats. Spot clean carpet and upholstery for spillage and stains. Move obstacles (such as stanchions and mats) to thoroughly complete task.	X						
3	Clean uncarpeted areas, hard floors, tile floors, aggregate floors, etc. Use of an auto scrubber is required where applicable. Clean the edges/molding/"swoop" at corner of floor and wall.	X						
4	Return chairs, receptacles, and other items to their regular positions after cleaning around and under.	X						
5	Empty and clean/wipe sides and tops of all waste and recycle receptacles and replace soiled liners if needed.	X						
6	Damp wipe and clean all marks, scuffs and smudges on doors, doorframes, door windows, walls, light switch plates, push plates, relights, wall panels, doors, and jambs.	X						
7	Clean door thresholds, removing all debris and dirt.	X						
8	Clean all and any entry glass, directory glass, and door glass, leaving surfaces free of streaks and smears on both interior and exterior glass when applicable.	X						
9	Clean all furniture tops (shared work surfaces, tables), chairs, horizontal ledges, moldings, and legs, feet etc., ledges, window sills, and other surfaces within reach. Spot clean any soil or spillage on furniture, including courtroom benches. If required, use a long-handle tool to reach top of video visitation booths.	X						
10	Clean smudges and spots off of glass at public service windows.	X						
11	Dust ledges, tops, and vertical surfaces of laundry washers and dryers.	X						
12	Clean and sanitize all stair railings and door handles, push plates, and push bars.	X						
13	Thoroughly clean and shine glass and aluminum frames on glass entry doors.			X				
14	At Gary Weikel Room at Willis Tucker, clean the VPL flooring using manufacturer's methods on Monday Evenings.			X				
15	Completely clean glass public service windows, leaving streak-free.				X			
16	Dust or vacuum window blinds.				X			
17	Thoroughly vacuum fabric furniture. Damp clean all hard-surface furniture, including courtroom benches.				X			
18	Sweep/vacuum Campus Courthouse tunnel.				X			
All Stairwells***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually
1	Sweep, mop and clean stairwells, treads and edges, landings, handrails, sills, and exposed piping to keep neat and clean. Remove any gum, tar, and other foreign substances.		X					
2	Remove debris and smudges from all stairwells.		X					
3	Wipe door handles and keep glass in doors clean and free of smudges and smears.		X					

4	Dust all horizontal edges and clean smudges to a height of 7 feet.				X				
5	Scrub clean all brushed concrete stairs and landings.								X
All Elevators ***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually	
1	Polish metal work and control panels in elevator cars and in elevator lobbies, and wipe button panels with sanitizer. Clean/wipe and polish elevator walls, doors, control panels and floor indicator lights.	X							
2	Vacuum elevator floors and door tracks to keep free of debris.	X							
3	Clean smudges, soil, and spills on floors.	X							
4	Damp mop or scrub floors to keep clean and free of dirt and grime. Remove any gum, tar, and other foreign substances from floors. Processes, equipment, and products must be chosen to protect elevator equipment and efficiently keep all surface materials looking clean.	X							
Restrooms, Showers, Locker Rooms, Jury Deliberation Restrooms, Chambers Restrooms ***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually	
1	Sweep/vacuum and mop all floors with disinfectant cleaner. Vacuum any carpeted areas.	X							
2	Wash and disinfect all sinks, urinals, toilet bowls, and locker room benches. Clean and disinfect the undersides, pedestals, bowls, flush holes, and rims of toilets and urinals. Clean and disinfect all flush valves, piping, hinges, faucets and other devices.	X							
3	Clean and disinfect all partitions, shower stalls, doors, walls, floor drains, tile walls, sinks, counters, receptacles, shelves, metal doors, and light switch plates/fixtures.	X							
4	Polish and clean all mirrors, metal, and chrome fixtures. Keep counters and fixtures clean and free of streaks and smudges.	X							
5	Empty, clean and disinfect trash and/or recycle receptacles. Replace liners.	X							
6	Clean and polish doors, handles, push, and kick plates.	X							
7	Check and stock all paper products, seat liners and soap dispensers. Rotate partially used paper products to keep stock adequate while minimizing waste. Refill compact, coreless dispensers as spindles become empty.	X							
8	Clean and disinfect locker room benches.	X							
9	Spot clean doors, locker doors, and all tiled walls with a disinfectant.	X							
10	Thoroughly clean/scrub partitions, fixtures, shower floor, and wall surfaces, using appropriate cleaner to remove soap scum, etc. Scrub and disinfect shower curtains (both sides). Shower curtains must not develop a film of soap scum or slime. (Contact Supervisor to inform County contact to replace shower curtains when needed).		X						
11	Clean walls from floor to ceiling. Dust all accessible horizontal and vertical surfaces, tops of lockers, furniture, and chair and bench legs.			X					
12	Pour about 1/2 gallon water into the floor drain to fill the trap.			X					
13	Wipe exposed pipes under sinks and behind fixtures.			X					
14	Machine scrub hard surface floors. Hand scrub where machine scrubber is not advantageous.				X				

15	Dust high partition ledges and moldings. Where applicable, this includes slanted high walls in lobbies and courtrooms.				X		
16	Clean floor drains, removing clogs and debris in and around the area to ensure healthy surroundings and unobstructed drainage.					X	
Office Areas, including all other Rooms not noted in other sections, on all floors, and including all Work Spaces, & Open Work Stations ***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Annually
1	Spot clean tile area and/or carpet areas for spillage.		X				
2	Spot clean walls and furniture for soil and spillage.		X				
3	Vacuum or sweep all floor surfaces, vacuuming under chairs at work stations.		X				
4	Dust desktops, counters, file cabinets, credenzas, and all other furniture. Clean cleared desk tops. Do not disrupt papers on desks or other work surfaces.		X				
5	Clean, vacuum, wipe, and/or spot clean furniture as needed.		X				
6	Spot clean/dust relights and glass stackers, and keep glass free of smudges, fingerprints, and smears.		X				
7	Empty trash and recycle bins, replace soiled liners. Do not line paper recycle. Clean trash and recycle containers as needed to keep free of prints and grime. Empty paper shred machines as necessary.		X				
8	Check and secure all doors and windows and leave as they were found or as directed in each department, office, or conference room.		X				
9	Clean and polish doors, door handles, door jambs, kick plates, and light switch plates.		X				
10	Detail vacuum and/or sweep all floor areas to eliminate buildup on edges and in corners. Detail vacuum to include all areas in departments, hallways, conference rooms, workrooms and lunch rooms.		X				
11	Clean department meeting room tables, furniture, chair bases, and chair legs.		X				
12	Dust other office furniture including tables, counters, windowsills, and other horizontal surfaces. Remove smudges and spillage.			X			
13	Thoroughly clean door glass, relights, and glass stackers/glass partitions, leaving streak free.				X		
14	Vacuum upholstered furniture.				X		
15	Clean vinyl furniture/chairs and tables.				X		
16	Scrub all janitorial sinks and basins.				X		
Break Rooms, Coffee Bars, Kitchens, & Vending Areas, Jury Deliberation Rooms ***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Annually
1	Sweep and mop hard floor surfaces clean. Use of a power scrubber is necessary where advantageous. Ensure edges and spaces, such as, but not limited to, next to refrigerators, under cabinets, and behind waste containers are clean and develop no build up of food, dust, etc.	X					
2	Clean relights, cabinet surfaces, counter tops, and scrub sinks. Remove all debris, food, etc. from sink area. Wipe down back splash area and counter ledges, and polish chrome/bright fixtures.	X					
3	Spot clean walls behind sinks and clean recycle/trash containers.	X					
4	Spot clean walls and light switch covers and door handles.	X					
5	Spot clean exterior glass, buttons, and front of coolers and vending machines.	X					

6	Remove trash and recycling, and transport it to loading dock/exterior containers.	X						
7	Check paper towel and soap dispensers, and stock as needed.	X						
8	Clean countertops and tables.	X						
9	Clean all accessible horizontal and vertical surfaces, including exterior of cabinets, refrigerators, microwaves, vending, phones, chairs, and table legs.			X				

Day Porters (Porters)***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually
<p>The Porter is responsible for making sure the site looks clean, presentable, and inviting throughout the day. The Porter is responsible for stocking restroom and kitchen supplies throughout shifts, responding to Facilities' requests for on-demand cleaning, and cleaning that requires a daytime escort or access. A Porter is not the cleaner who is responsible for the tasks on the Contract Specifications, unless specified or requested by the County.</p>								
<p>At Campus, two day porters must be on site Monday through Friday. One designated to the Courthouse complex and one to Administration Buildings. Hours may overlap, but one must be available to respond to calls Campus-wide between the hours of 8 a.m. and 5 p.m.</p> <p>Duties to include:</p>								
1	Check restrooms a minimum of twice daily. Restock paper products. Empty trash receptacles as needed. **No extra loose paper stock to be placed in restrooms**	X						
2	Clean and polish restroom fixtures as needed.	X						
3	Empty trash cans in elevator lobbies and public areas as needed.	X						
4	Clean fingerprints off glass.	X						
5	Clean, vacuum, and dust designated offices and office areas during business hours. Areas defined by Facilities.	X						
6	Check kitchen areas daily to remove trash and recycle if needed. Spot clean tables and counters.	X						
7	Keep elevator cars clear of spills, trash, and debris. Wipe elevator doors and controls, and leave streak free.	X						
8	Respond to all Facilities/Maintenance/Admin leadership requests. Day Porters must be accessible by cell phone.	X						
9	Keep exterior sidewalk/entryway free of trash and debris.	X						
Floor Care (including Elevators) Contractor Responsible to Verify Finishes for Proper Care***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually
1	Vacuum all carpeted areas.	X						
2	Thoroughly edge vacuum with a wand tool or equipment that meets requirement to leave corners and edges free of cobwebs, dirt, dust, and debris, paying special attention to areas surrounding potted plants, the edges of furniture, and under desks, tables, and chairs.	X						
3	Dust mop all hard surfaces. Wet mop for spillage.	X						
4	Spot clean carpeting for spillage and stains. Cleaners must report spots and spills too large for their equipment, and Supervisor or Lead will ensure spot is cleaned appropriately.	X						
5	Special Care must be noted: Marmoleum requires pH-neutral, "non-shiny" product for areas including, but not limited to; Carnegie, Mission Clerk Breakroom; Gun Range (use of D-Lead, provided by County, wet/steam extraction);	X						
6	Sweep, damp mop and/or treat/wax and buff as appropriate for type of floor.			X				
7	Machine scrub and buff hard surface floors				X			
8	Tiled Areas - Restrooms and locker rooms: Scrub, disinfect and rinse ceramic floor tile and baseboards, and clean all tile grout, including tile on walls.				X			
9	For areas not listed elsewhere scrub, treat/wax, and buff hard surface floors, including terrazzo, granite, finished concrete, and ceramic tile floors. Where efficient to space size and shape, a machine scrubber must be used.					X		
10	Damp mop raised floor (data centers) areas and remove all scuff marks. Ensure that mop is wrung out so that there is no excess water.					X		

11	Unless frequency exception is stated for site, strip/treat/buff/refinish hard surface flooring per manufacturer directions. Methods that maintain floor surface must be used.									X	
12	Shampoo all carpet. Only "dry clean" carpet cleaning shall be used unless another low-water extraction method is authorized or requested by the County on a case-by-case incidence.										X
Seasonal Service (May through September)***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually			
1	Clean benches, railings, and tables on Grounds during the summer months (May-September).			X							
Garage Structures***		Mon-Fri or as frequently as site is serviced.	Every Other Day M-F*	Weekly	Monthly	Quarterly	Semi-Annually	Annually			
1	Empty waste receptacles in lobbies/foyers on each level of Parking Garage, and by stairwell doors. Remove and transport waste to loading dock dumpsters, and replace liners. Damp wipe receptacles with disinfectant. M, W, F		X								
2	Sweep all lobby hard surface floors, removing all spills. Spot clean stains and hand marks on entrance doors and walls.	X									
3	Clean Parking Garage Office and restroom. Remove trash/recycle. Vacuum, sweep and mop hard-surface floor. Dust sills. Clean relights, leaving streak free.		X								
4	Sweep, police, and remove debris from concrete stairwells and parking areas. Scrape up/remove gum, tar, and other sticky debris.	X									
5	High dust molding, door, and window casings, and other horizontal surface accessible without the use of a ladder. Clean both sides of windows at each floor elevator lobby.			X							
6	Coordinate with Parking Garage management to schedule during garage pavement cleaning: Thoroughly clean lobby floors, using necessary equipment and products to effectively clean brushed concrete and other textured surfaces. Remove walk-off mats for cleaning, and replace when complete.									X	
7	Surface Water Management storage closet at Parking Garage, Level A, across from Pacific Avenue toll booth. Remove garbage and recycling.			X							
Areas Requiring Special Attention to Cleaning Schedule & Escort***		Mon-Fri or as frequently as site is serviced.	Every Other Day N	Weekly	Monthly	Quarterly	Semi-Annually	Annually			
Services of this contract shall begin after 5:00 p.m. daily, except for the following locations, which require the cleaning to be complete by 5:00 p.m. The cleaning requirements for these areas shall be the same as for office areas as shown in the specifications. Periodic work will need to be scheduled with escorted access for these areas.											
1	County Clerk's Vault – 2nd floor of Mission Building				X						
2	Sheriff's Office Administration Area – 4th floor of the Courthouse		X								
3	EEO Office – Administration West Building 6th floor		X								
4	Various office areas in Human Services Area RJD 4th floor and Administration West 4th Floor.										
5	Vacuuming in the RJD 1st floor customer service area, behind the gates, but in front of the counter. Typically at 8:30 a.m. on Tuesdays and Thursdays.		X								
6	At Prosecuting Attorney offices, Robert J. Drewel Building floors 6, 7 & 8, and Mission Building floor 1, no janitorial staff shall enter the space until after 6 p.m. At any time, if a door to an individual office is closed, do not enter. If trash is in hallway, empty it. This does not include conference rooms on these floors.										
7	Tucker Traffic Management Center, 5th floor of Administration West Building, needs to be cleaned the first Monday of each month between mid-morning and mid-afternoon.				X						

8	Jury Restrooms and Deliberation rooms clean only when signs are down		X				
---	--	--	---	--	--	--	--

General ***

1	Upon implementation of the contract and beginning to provide service at any particular site, the Contractor will complete all "yearly/annual" and "quarterly" periodic specification tasks (as applicable) within 90 days of the commencement of service at the particular site.
2	All Contractor employees are expected to exhibit professional, courteous conduct and to be in uniforms that bear the company name or logo affixed in a sufficient manner to be read easily. Uniforms shall present a neat appearance. All Contractor employees, shall complete and pass a fingerprint based background check administered by the Snohomosh County Sheriff's Office prior to coming on-site. Contractor shall be responsible for all costs association with its employees background check. Once they successfully complete and pass the background check, the County will issue Contractor's employee a County-Issued picture ID. Constrctor employees must visably wear or display thier County issue ID when on County premises. If a Contractor employee does not have thier County issued ID, the individual may be removed from the site by the Sheriff's Office or security personnel.
3	The contractor is required to provide a detailed list of the individuals working at each facility with monthly updates. Janitorial staff changes to the list will be communicated to Facilities Management as they occur.
4	The Contractor will provide training to each employee for Bio-Hazard Waste cleaning and disposal. The Contractor will supply an onsite Bio-Hazard Cleaning Kit. The Contractor is solely responsible for providing Bio-Hazard protective equipment and training for janitorial staff.
5	The Contractor will provide a cleaning schedule for this site to the County that will detail what floors/areas/spaces will be cleaned on the every-other-day schedule. Any changes to the schedule will be communicated to the County through an updated schedule prior to change in service schedule.
6	Every other day M-F reflects cleaning on Monday, Wednesday and Friday.
7	The Contractor will notify the County immediately if service is missed or if a day porter shift is going unstaffed.
8	Report any fixture or dispenser malfunctions to Supervisor/Lead who will report to County contact, or leave notice for site contact, of any irregularities noted during service (for example, defective plumbing fixtures, broken dispensers, etc.).
9	For all locations with a main entrance with card key reader access, the cleaner(s) must use the electronic reader to enter and exit the facility. For example, do not use alternate entrances or piggy-backing onto another employee's entrance. For security and accountability, the County will be able to go back and look at janitorial access history.
10	Contractor shall provide all materials, commercial-grade equipment, tools and janitorial supplies necessary to perform Janitorial Services.
11	All cleaning chemicals (other than disinfectants) used by the Contractor must carry one of the following: Green Seal, UL EcoLogo, EPA Safter Choice, or Cradle-to-Cradle (Silver or higher). Disinfectants must use only hydrogen peroxide, citric acid, lactic acid. or ethanol as active ingredients. no chlirine bleach, quaternary ammonium compounds, or aerosols without written approval. Fragrance-free products are heavily preferred-mandatory at certain locations due to allergies.
12	Clean, color-coded microfiber towels that designate use for bathrooms, windows, or dusting/cleaning must be available to cleaners and stocked at each site or mobile equipment supply vehicle. Supervisors/Leads will report via email to County contact each month that they have checked that cleaners are using rags as prescribed.
13	For an extra fee, specified in Contract, Contractor will be able to provide Blood-Born Pathogen or Gross Bio-Hazard cleans beginning within 4 hours of request. Bio-hazard service will be provided within 2 hours of request.
14	The County reserves the right to alter the specifications contained in the Scope of Work by adding to or reducing services or buildings from the original scope without invalidating this agreement. All changes or alterations shall be made only when ordered in writing, and both parties agreeing to the adjustments to the Contract Sum.
15	Where applicable, Contractor shall not allow reserve stock to run out, advise site contact or leave notice that supplies need to be ordered. This includes paper towels, t.p., hand soap, waste/recycle bags, and toilet paper covers.
16	Where applicable, Contractor shall not allow reserve stock to run out, pick up supplies during regular business hours at Cathcart or Campus and deliver to off-site locations.

17	Keys or access cards that are checked out from site must be returned to key box or designated place at the end of every shift. These keys must not be removed from site(s).
18	Cleaners, regardless of staff turnover or site moves, must understand specifics to site, including, but not limited to "Biohazard Waste Info Sheet," "Cell Phone-Restricted Areas" information and acknowledgement signature page, "DO NOT REMOVE" shred boxes under desks instructions, alarm code(s), & secure facility instructions.
19	For cleanings that have a schedule that is not daily, the schedule will remain consistent. For example, if a site is cleaned once a week, it will always be cleaned on the same day of the week. Any change to the schedule, must be pre-approved by the Snohomish County designated contact.
20	The Director of the Department of Facilities and Fleet may authorize the Contractor to perform Specialty Cleaning Services and Additional Services on an as needed basis, so long as the total annual cost does not exceed the maximum costs set forth in Schedule B, sections 3 and 4, as applicable.

***** Refers to the location, facility name, buildings and sites as indicated, but not limited to those listed in Schedule B.**

Schedule A-1 Janitorial Services Site-Specific Detail Specifications

	All cleaning must be done between the hours of 6 p.m. and 4 a.m. For "summer schedule" (approximately the second week of February until the second week of November), the days the shop requires cleaning are Monday through Thursday. The rest of the year is "winter hours" when cleaning is required Monday through Friday.
Arlington Bridge Crew	
Arlington Bridge Crew	Report to site contact when paper supplies or hand soaps need to be ordered.
Arlington Fleet Facility	Services shall be performed between the hours of 5 p.m. and 10 p.m.
Arlington Fleet Facility	Pressure wash exterior of building annually.
Mission Building	Sweep and remove debris from Mission Building employee and storage room entrances off of Pacific. Inform Facilities immediately of need for further necessary attention.
Gun Range	Gun Range Building hard-surface floors require meticulous attention to use of clean wash water, clean rinse water, regularly changed mop heads (including S.O.P. of separate mop heads used for the restroom and other floors), and with strict adherence to the instruction from the Range Master on the use of de-lead solution and all other instructions for mitigating any lead dust. An appropriate HEPA filter vacuum in proper working condition and with filters that are regularly changed out must be used. On-site daily checklist (Excel template provided by County) will be completed daily at janitor closet, and must be maintained and inspected no less than weekly by Contractor Supervisor/Lead. Site must be inspected no less than weekly by Contractor Supervisor/Lead, and be free of dust, debris, and meet all other specifications with complete adherence.
Corrections Medical Unit	Cleaning will occur at 4 p.m.
Corrections Video Visitation Booths	May require special tool/step ladder to dust/clean tall, wide booths.
Corrections Vehicle Sally Port	Day Porter empty trash/recycle weekly.
Corrections	Monitor material in bio bags/bins/containers. Put materials into designated boxes and label correctly to prepare for waste removal. Place bins/boxes on designated waste pallet on loading dock for pick up. Do not use Food Services' pallets.
Corrections	Thoroughly clean staff Dining Hall twice each day.
Corrections	Pressure wash stairs between level C dining room and loading dock annually.
Corrections C-Level Sally Port	Each Wednesday
Denney North/Center Bldg.	Visitation carpet cleaning (vacuuming) occurs daily after 8:30 p.m.
Denney Kitchen (Center Building Basement)	Clean Daily after 6 p.m. when staff has vacated space.
Denney South Building (Administration)	Red dots on door jams indicated doors that must be pulled closed and secured.
Denney South Building (Administration)	Clerk's Office serviced during business hours (M, W, F)
Department of Emergency Management (DEM)	Cleaning will occur between 2:00 p.m. and 4 p.m.
Medical Examiner (ME) Building	Periodic tasks at ME to be done after business hours/on weekends @ County's discretion. Work must be scheduled and coordinated with Administration/Management.

Medical Examiner (ME) Building	Do not clean autopsy areas, evidentiary areas, or coolers.
Medical Examiner (ME) Building	Site must be cleaned during business hours no later than 5 p.m. on Mondays and Thursdays.
Evergreen State Fairgrounds-Administration Offices	No access when gate is locked between 11 pm. and 6 a.m.
Willis Tucker Park	Must key IN & OUT at each exit/entry. (Refer to site's "Keycard User Instructions").
Willis Tucker Park	Weekly, clean inside foyer (west-side) glass and conference room (Vista Room) glass that can be reached without a ladder.
Willis Tucker Park	Mondays, complete wet mop floor in large activity room (Gary Weikel Room).
Willis Tucker Park	Mondays, after weekend rentals, clean VCT floor in the Gary Weikel Room using manufacturer's methods.
Willis Tucker Park	Monthly, spot clean walls of Gary Weikel Room (using Mr. Clean eraser pad or similar).
Records Building (Including Evidence Facility)	Cleaning shall take place any time between 7:00 a.m. and 3:00 p.m. Cleaners may need to call for access.
Records Building -Records Storage	Weekly, sweep and damp mop, or treat as necessary to remove all dust and debris from floor.

Cleanings During the Day Only

Records	7:00 a.m. to 3:00 p.m.
Mission	Vault Data
CH	Sheriff's Office 4th Floor
Parking Garage Office	Anytime between 7:00 a.m. to 3:00 p.m.
Admin West	Basement-Mail Room Print Shop
Admin West	Basement- IT Service Desk Computers
Admin West	Basement- IT Computers Room
Admin West	2nd Floor-Fire Investigations Office
Admin West	5th Floor-Tuker Traffic Management Center
Admin East (RJD)	4th Floor-4CO7 ITA-DCR's-24 Hour Crisis Room
Admin East (RJD)	7th Floor-7C08-Doug Cavit's Office

Schedule B-Compensation

1. Regular Janitorial Monthly Services

Facility Name	Sq. Ft. Requiring Cleaning	Service Frequency	Cost per Sq.Ft.	Monthly Cost	Annual Cost
Courthouse	98,703	5 x Week	\$ 0.1927	\$ 19,019.20	\$ 228,230.40
Courthouse Annex	24,511	5 x Week	\$ 0.1694	\$ 4,151.80	\$ 49,821.60
Mission	41,741	5 x Week	\$ 0.1857	\$ 7,751.00	\$ 93,012
Jail - Oakes	20,000	5 x Week	\$ 0.3105	\$ 6,210.20	\$ 74,522.40
Jail – Wall Street	10,000	5 x Week	\$ 0.8596	\$ 8,595.80	\$ 103,149.60
Admin West	100,990	5 x Week	\$ 0.1893	\$ 19,114.20	\$ 229,370.40
Admin East – RJ Drewel Bldg.	147,879	5 x Week	\$ 0.1760	\$ 26,026.80	\$ 312,321.60
Parking Garage	5,000	3 x Week	\$ 0.3276	\$ 1,638	\$ 19,656
North Campus Bldg. A	1,420	5 x Week	\$ 0.3563	\$ 506	\$ 6,072
North Campus Bldg. B	720	5 x Week	\$ 0.6625	\$ 477	\$ 5,724
North Campus Bldg. C	2,000	5 x Week	\$ 0.2650	\$ 530	\$ 6,360
Carnegie – LL Only	3,600	5 x Week	\$ 0.2069	\$ 745	\$ 8,940
Health District	40,000	5 x Week	\$ 0.2252	\$ 9,009	\$ 108,108
Records	20,000	2 x Week	\$ 0.1108	\$ 2,215	\$ 26,580
Denney Juvenile Justice Center (DJJC)	121,771	5 x Week	\$ 0.1591	\$ 19,368	\$ 232,416
CASA	3,600	5 x Week	\$ 0.2069	\$ 745	\$ 8,940
McDougall Fleet	8,940	5 x Week	\$ 0.1748	\$ 1,563	\$ 18,756
Medium Risk Waste (MRW) SW	1,500	5 x Week	\$ 0.3393	\$ 509	\$ 6,108
Solid Waste Intermodal Yard	720	5 x Week	\$ 0.6625	\$ 477	\$ 5,724
Cascade District Court	6,500	5 x Week	\$ 0.1332	\$ 866	\$ 10,392
NCRTS (N County Recycle & Transfer Station)	1,200	5 x Week	\$ 0.4133	\$ 496	\$ 5,952
Arlington Fleet	1,500	5 x Week	\$ 0.3393	\$ 509	\$ 6,108
Bridge Crew Trailer	1,500	5 x Week	\$ 0.3393	\$ 509	\$ 6,108
Arlington Road Maintenance	1,500	5 x Week	\$ 0.3393	\$ 509	\$ 6,108
North Precinct	10,800	7 x Week	\$ 0.2337	\$ 2,524	\$ 30,288
ARTS (Airport Recycle & Transfer Station)	3,000	5 x Week	\$ 0.2400	\$ 720	\$ 8,640
BOMARC-Airport	40,259	5 x Week	\$ 0.1439	\$ 5,795	\$ 69,540
Sheriff C3 Hangar	2,000	5 x Week	\$ 0.3395	\$ 679	\$ 8,148

Medical Examiner	14,057	5 x Week	\$ 0.1673	\$ 2,352	\$ 28,224
South District Court	17,377	5 x Week	\$ 0.1608	\$ 2,794.18	\$ 33,530.16
Department of Emergency Management	8,072	5 x Week	\$ 0.1892	\$ 1,527	\$ 18,324
Mariner Square Station	2,080	5 x Week	\$ 0.2563	\$ 533	\$ 6,396
SWRTS (SW Recycle & Transfer Station)	1,500	5 x Week	\$ 0.3393	\$ 509	\$ 6,108
East Precinct	1,952	5 x Week	\$ 0.2705	\$ 528	\$ 6,336
Evergreen District Court	5,265	5 x Week	\$ 0.1546	\$ 814	\$ 9,768
East Station-Monroe	1,904	5 x Week	\$ 0.2763	\$ 526	\$ 6,312
Evergreen Fair Admin	5,000	5 x Week	\$ 0.1606	\$ 803	\$ 9,636
Search & Rescue	3,875	5 x Week	\$ 0.1954	\$ 757	\$ 9,084
Gun Range	600	5 x Week	\$ 0.6667	\$ 400	\$ 4,800
Cathcart Admin	27,587	5 x Week	\$ 0.1496	\$ 4,127	\$ 49,524
Cathcart Fleet	21,120	5 x Week	\$ 0.1545	\$ 3,262	\$ 39,144
Cathcart Bldg. C - Heated Shops	1,200	5 x Week	\$ 0.4133	\$ 496	\$ 5,952
Solid Waste Pre-Treat Bldg. K	1,500	5 x Week	\$ 0.3393	\$ 509	\$ 6,108
Solid Waste Offices-Bldg. M	6,000	5 x Week	\$ 0.1408	\$ 845	\$ 10,140
CWRTS (Cathcart Recycle & Transfer Station)	5,000	5 x Week	\$ 0.1606	\$ 803	\$ 9,636
Willis Tucker Admin	9,648	5 x Week	\$ 0.1651	\$ 1,593	\$ 19,116
Total Regular Janitorial Services Monthly Cost:				\$ 164,436.18	
Total Regular Janitorial Services Annual Cost:					\$1,973,234.16

2. Day Porter Services

Location	Hours per Week	Hourly Rate	Monthly Cost	Annual Cost
DJJC Weekends Only Porter	16	\$ 28.80	\$ 1,996.80	\$ 23,961.60
Total Day Porter Annual Cost:				\$ 23,961.60

Service	Unit of Measure	Unit Price
Emergency Call-Out (Standard Hours)	Hour	\$ 45.00

Emergency Call-Out (After Hours/Weekends)	Hour	\$ 67.50
---	------	----------

3. Specialty Cleaning Services-As Needed

Service	Unit of Measure	Unit Price	Est. Annual Qty	Annual Cost
Window Washing – Interior & Exterior (up to 9 stories)	Sq. Ft.	\$ 1.00	150,000	\$ 150,000
Carpet Shampoo (low-moisture method)	Sq. Ft.	\$ 0.22	50,000	\$ 11,000
VCT Strip & Wax	Sq. Ft.	\$ 0.50	40,000	\$ 20,000
Tile & Grout Deep Cleaning	Sq. Ft.	\$ 0.45	30,000	\$ 13,500
Gun Range – D-Lead Specialized Cleaning	Hour	\$ 45.00		\$ 45 / Hour
Arlington Fleet Building Exterior Power Washing		Each	1	\$ 880
Jail Oakes Building Level C Stairs Power Washing Between Dining Room and Loading Dock		Each	1	\$880
Total Specialty Cleaning Services – As Needed Shall Not Exceed				\$200,000

4. Additional Services

Additional Unscheduled Porter Hours	Hour	\$ 40.00
One-Time Deep Cleaning – Secure Facility	Hour	\$ 45.00
Total Additional Services Shall Not Exceed		\$50,000.00

Totals

Regular Janitorial Annual Cost (1)		\$ 1,973,234.16
Day Porter Services (2)		\$ 23,961.60
Specialty Cleaning Services-As Needed (3)	Max Amount	\$ 200,000.00
Additional Services (4)	Max Amount	\$ 50,000.00
Yearly Total for All Services in Scope		\$ 2,247,195.76