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AMENDMENT NUMBER THREE
TO
SUBORDINATE CONTRACT MA-060-24011667
BETWEEN THE
COUNTY OF ORANGE
AND
US METRO GROUP, INC.

This AMENDMENT NUMBER THREE to Contract Number MA-060-24011667 (hereinafter "AMENDMENT NUMBER THREE") between the County of Orange, a political subdivision of the State of California, operating through its Sheriff-Coroner Department (hereinafter "COUNTY"), and US Metro Group, Inc., (hereinafter referred to as "CONTRACTOR") with a place of business at 135 S. State College Blvd. Suite 200, Brea, CA 92821 is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, the County of Orange, acting through the County Executive Office, and Contractor, executed a Regional Cooperative Agreement RCA-017-22010002 on August 25, 2021 for Janitorial Services, in effect from September 1, 2021, through and including August 31, 2026; and

WHEREAS, COUNTY and CONTRACTOR executed a Subordinate Contract for Janitorial Services on September 10, 2024, as Contract Number MA-060-24011667 for the term of September 13, 2024, through and including August 31, 2026, in an amount not to exceed $1,733,955.60 (hereinafter "ORIGINAL SUBORDINATE CONTRACT"); and

WHEREAS, COUNTY and CONTRACTOR amended the ORIGINAL SUBORDINATE CONTRACT on April 8, 2025 to increase the not to exceed amount by $192,147.66 for a new not to exceed amount of $1,926,103.26 (hereinafter "AMENDMENT NUMBER ONE"); and

WHEREAS, COUNTY and CONTRACTOR amended Section 7, Invoicing of the ORIGINAL SUBORDINATE CONTRACT on May 8, 2026 to add James A. Musick Facility and Intake Release Center as invoicing locations, as well as revise Attachment B, Scope of Work, to add the service schedules for James A. Musick Facility, Intake Release Center, and update the Central Jail Facility service schedule; and

WHEREAS, COUNTY and CONTRACTOR increased the ORIGINAL SUBORDINATE CONTRACT on May 8, 2028 by $186,000 to add James A. Musick Facility as an additional service location for a new not to exceed amount of $2,112,103.26, as well as, add Section 10, Facility Sublease (hereinafter "AMENDMENT NUMBER TWO"); and

WHEREAS, the County of Orange, acting through the County Procurement Office and Contractor issued AMENDMENT NUMBER ONE to Regional Cooperative Agreement RCA-017-22010002 on May 28, 2026, to extend services for one (1) year effective September 1, 2026 through and including August 31, 2027; and

WHEREAS, COUNTY desires to extend the ORIGINAL SUBORDINATE CONTRACT for a one (1) year term of September 1, 2026 through and including August 31, 2027, in an amount not to exceed $1,021,072.92 and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and CONTRACTOR agree as follows:

ARTICLES

a. Additional Terms and Conditions, Section 5, Term of Subordinate Contract, of the ORIGINAL SUBORDINATE CONTRACT is amended to read in its entirety as follows:

5. Term of Subordinate Contract:

This Subordinate Contract shall commence upon execution of all necessary signatures, and continue in effect from September 10, 2024 through and including August 31, 2027, unless otherwise terminated by COUNTY

b. Additional Terms and Conditions, Section 6, Compensation & Payment, of the ORIGINAL SUBORDINATE CONTRACT is amended in its entirety to read as follows:

6. Compensation & Payment:
Contractor agrees to provide the Services in accordance with the terms and conditions of the RCA, including its attachments, and at the fixed rates set forth in Attachment B – Compensation and Pricing of the RCA. The total cost of this Subordinate Contract shall not exceed $3,133,176.18. The County shall have no obligation to pay any sum in excess of this amount unless authorized by written amendment signed by both Parties.

2. All other terms and conditions in this Contract shall remain unchanged and with full force and effect

IN WITNESS WHERE OF, the Parties have executed this AMENDMENT NUMBER THREE to Contract number MA-060-24011667

*Contractor: US Metro Group, Inc.

By: Signed by: Brian Lee 6789F3AA3D9E4B9... Title: CFO

Print Name: Brian Lee Date: 8/13/2026 | 15:42:09 PDT

*Contractor: US Metro Group, Inc.

By: Signed by: Evelyn Lee 466F3465224B434... Title: Chairman of the Board

Print Name: Evelyn Lee Date: 8/17/2026 | 11:40:36 PDT

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California

Sheriff-Coroner Department

By: _____ Title: _____

Print Name: _____ Date: _____

Approved as to Form
Office of the County Counsel
Orange County, California

By: DocuSigned by: Christopher Anderson ED52599179CA41C...
Deputy

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CONSENTED TO (Pursuant to a Facility Sublease Dated October 15, 2024 between the Department of Corrections and Rehabilitation of the State of California and the County of Orange and the County certificate to the Tax Certification referenced therein).

CONSENT
STATE PUBLIC WORKS BOARD OF THE STATE OF CALIFORNIA

By _____ _____
Koreen H. van Ravenhorst, Deputy Director Date

DEPARTMENT OF CORRECTIONS AND REHABILITATION OF THE STATE OF CALIFORNIA

By _____ _____
Michelle Weaver, Deputy Director Date

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AMENDMENT NUMBER TWO
TO
SUBORDINATE CONTRACT MA-060-24011667
BETWEEN THE
COUNTY OF ORANGE
AND
US METRO GROUP INC.

This AMENDMENT NUMBER TWO to Contract Number MA-060-24011667 (hereinafter "AMENDMENT NUMBER TWO") between the County of Orange, a political subdivision of the State of California, operating through its Sheriff-Coroner Department (hereinafter "COUNTY"), and US Metro Group, Inc., (hereinafter referred to as "CONTRACTOR") with a place of business at 135 S. State College Blvd. Suite 200, Brea, CA 92821 is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, the County of Orange, acting through the County Executive Office, and Contractor, executed a Regional Cooperative Agreement RCA-017-22010002 on August 25, 2021 for Janitorial Services, in effect from September 1, 2021, through and including August 31, 2026; and

WHEREAS, COUNTY and CONTRACTOR executed a Subordinate Contract for Janitorial Services on September 10, 2024, as Contract Number MA-060-24011667 for the term of September 13, 2024, through and including August 31, 2026, in an amount not to exceed $1,733,955.60 (hereinafter "ORIGINAL SUBORDINATE CONTRACT");

WHEREAS, COUNTY and CONTRACTOR amended the ORIGINAL SUBORDINATE CONTRACT on April 8, 2025 to increase the not to exceed amount by $192,147.66 for a new not to exceed amount of $1,926,103.26 (hereinafter "AMENDMENT NUMBER ONE");

WHEREAS, COUNTY desires to amend Section 7, Invoicing of the ORIGINAL SUBORDINATE CONTRACT, to add James A. Musick Facility and Intake Release Center as invoicing locations, as well as revise Attachment B, Scope of Work, to add the service schedules for James A. Musick Facility, Intake Release Center, and update the Central Jail Facility service schedule; and

WHEREAS, COUNTY desires to increase the ORIGINAL SUBORDINATE CONTRACT by $186,000 to add James A. Musick Facility as an additional service location for a new not to exceed amount of $2,112,103.26, as well as, add Section 10, Facility Sublease, and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in this AMENDMENT NUMBER TWO;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and CONTRACTOR agree as follows:

ARTICLES

a. Agreement, Section 4, of the ORIGINAL SUBORDINATE CONTRACT is restated notwithstanding any unintentional amendment in AMENDMENT NUMBER ONE as follows:

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

4. Contractor recognizes the nature of the work in a secured facility and assumes and accepts all risk of personal harm, bodily injury, death and/or damage to property. Contractor agrees that the County will not be liable for any such harm, injury, death and/or damage that may occur at the secured facility. Contractor shall ensure that its staff are aware of and adhere to Sheriff-Coroner's security procedures and relevant policies at all times.

b. Agreement, Section 6, Compensation & Payment, of the ORIGINAL SUBORDINATE CONTRACT is amended in its entirety to read as follows:

6. Compensation & Payment:
Contractor agrees to provide the Services in accordance with the terms and conditions of the RCA, including its attachments, and at the fixed rates as set forth in Attachment B – Payment / Compensation of the RCA. The total cost of this Subordinate Agreement shall not exceed $2,112,103.26. The County shall have no obligation to pay any sum in excess of this amount unless authorized by written amendment signed by both Parties.

c. Agreement, Section 7, Invoicing, of the ORIGINAL SUBORDINATE CONTRACT is amended in its entirety to read as follows:

7. Invoicing:
Invoicing shall be done in accordance with the terms and conditions of Attachment B-Compensation and Pricing of the RCA. Vendor shall reference Subordinate Contract MA-060-24011667 on invoices. Invoices are to be submitted to the Sheriff-Coroner Division requesting the services.

County of Orange Sheriff-Coroner Department 501 The City Drive South Orange, CA 92868 Theo Lacy Facility Attn: Israel Hernandez Em: ihernandez@ocsheriff.gov	County of Orange Sheriff-Coroner Department 550 N. Flower St. Santa Ana, CA 92703 Central Jail Facility Attn: Fransico Martinez Em: fmartinez@ocsheriff.gov	**County of Orange** **Sheriff-Coroner** **Department** **13420 Alton Pkwy** **Irvine, CA 92618** **James A. Musick Facility** **Attn: Marjorie Siciliano** **Em:** **msiciliano@ocsheriff.gov**	**County of Orange** **Sheriff-Coroner** **Department** **550 N. Flower St.** **Santa Ana, CA 92703** **Intake Release Center** **Attn: Fransico Martinez** **Em:** **fmartinez@ocsheriff.gov**

d. The following Section 10, Facility Sublease, is added in its entirety to the ORIGINAL SUBORDINATE CONTRACT and reads as follows:

10. Facility Sublease: Notwithstanding anything in this Contract the Parties agree:

1) (a) This Contract in all respects is subordinate and subject to the terms of the Indenture for the State Public Works Board of the State of California Lease Revenue Bonds 2024 Series D (Various Capital Projects) (the "Bonds"), and the Site Lease, the Facility Lease, and the Facility Sublease (including but not limited to, reletting rights) related to the Bonds that involve, or are executed by, the County of Orange and any subsequent indenture or amended or restated site lease, facility lease, and facility sublease entered into to facilitate a refunding of the Bonds; (b) to the extent the Bonds are refunded, the foregoing subordination shall be self-executing and effective automatically without the requirement that any further agreement or confirmation be executed or delivered by County; provided,

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

however, that upon written request from the State Public Works Board in connection with any State Public Works Board Financing, County shall execute such further writings as may be reasonably required to separately document any such subordination; and

2) This Contract is subject to the review and written consent of the State Public Works Board and Department of Corrections and Rehabilitation (CDCR) prior to execution, as is any amendment or modification thereto; and

This Contract shall be terminable by the County, CDCR, or at the direction of the State Public Works Board upon thirty (30) days' written notice, without penalty or cause.

e. ATTACHMENT B, Scope of Work, of the ORIGINAL SUBORDINATE CONTRACT is amended in its entirety to read as follows:

Scope of Work

Contractor shall provide Janitorial Services to the Orange County Central Jails and Theo Lacy Facility. The services will be conducted seven (7) days a week (Monday – Sunday) including County Holidays during the normal business hours of 7:00 a.m. to 5:00 p.m. (Pacific Standard Time). Due to the sensitive nature of OC Sheriff's operations, janitorial services shall be performed in the presence and escort of a designated OC Sheriff's employee. Contractor shall provide the following cleaning services on a daily basis unless otherwise specified.

All personnel shall wear uniforms/shirts with name tag, furnished by the Contractor at all times during the performance of duties within the facility. No ripped pants or leggings will be allowed. All personnel shall provide California Driver's License when entering facility.

Restrictions
Contractor or its employees shall not disturb any papers on desks or in open drawers or cabinets, including reading, copying, photographing, altering or otherwise tampering with them. Contractor's personnel shall not use any County equipment or materials, which include, but not limited to: computers, phones, fax machines, printers, copiers etc. Any disruption of papers or use of equipment will be considered a violation of the Contract and grounds for immediate Contract termination.

Unless specified otherwise, the following services shall be provided by Contractor, Monday through Sunday as follows:

I. Central Jail Facility, 550 N. Flower St., Santa Ana, CA 92703

Anticipated schedule (subject to change):

Service Hours Between 7:00 a.m. – 12:00 p.m. Pacific Time *Start time will be agreed upon between the Project Manager and Contractor	Mon hours	Tue hours	Wed hours	Thu hours	Fri hours	Sat hours	Sun hours

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

Number of Workers	2	2	2	2	2	2	2
Total minimum number of service hours	16	16	16	16	16	16	16

1. Men's Jail Facility
   Contractor shall provide cleaning services as follows:

   A. Men's locker room (Large):
      a. Remove trash and replace trash liners as necessary
      b. Clean toilets and urinals
         i. Sanitize entire porcelain toilet with disinfect
         ii. Scrub inside toilet bowl and wipe down outside from top to bottom
      c. Disinfect sinks and refill soap dispensers
      d. Clean mirrors
      e. Sweep, mop and dry mop restroom, shower area and locker room area
      f. Showers
         i. Scrub shower walls, shower mats, and shower dividers
      g. Sanitize all benches
      h. Replenish bathroom supplies as necessary (i.e. : toilet paper, paper towels, trash can liners, soap dispensers)
      i. Sanitize and disinfect all doors and door handles
      j. Dust the top of lockers once a week

   B. Administrative office:
      a. Remove trash and replace trash liners as needed.
      b. Vacuum carpet daily
      c. Sanitize and disinfect all doors and door handles daily

   C. Female's locker room:
      a. Remove trash and replace trash liners as necessary
      b. Clean toilets
         i. Sanitize entire porcelain toilet with disinfect
         ii. Scrub inside toilet bowl and wipe down outside from top to bottom
      c. Disinfect sinks and refill soap dispensers
      d. Clean mirrors
      e. Sweep, mop and dry mop restroom and shower area
      f. Showers
         i. scrub shower walls, shower mats, and shower dividers
      g. Sanitize all benches
      h. Replenish bathroom supplies as necessary (i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags and soap dispensers)
      i. Sanitize and disinfect all doors and door handles
      j. Dust the top of lockers once a week

   D. Men's locker room (small):
      a. Remove trash and replace trash liners as necessary

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

b. Clean toilets and urinals
    i. Sanitize entire porcelain toilet with disinfect
    ii. Scrub inside toilet bowl and wipe down outside from top to bottom
c. Disinfect sinks and refill soap dispensers
d. Clean mirrors
e. Sweep, mop and dry mop restroom, shower area and locker room area
f. Showers
    i. scrub shower walls, shower mats, and shower dividers
g. Sanitize all benches
h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners and soap dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

E. Gym:
a. Remove all trash and replace trash liners as necessary
b. Vacuum mats daily
c. Disinfect floor mats by spraying and dry mopping
d. Disinfect gym equipment two times a day
    i. Machines
    ii. Dumbbells
    iii. Benches
    iv. Bars
    v. Floors

F. Sergeant's locker room:
a. Remove trash and replace trash liners as necessary
b. Clean toilets and urinals
    i. Sanitize entire porcelain toilet with disinfect
    ii. Scrub inside toilet bowl and wipe down outside from top to bottom
c. Disinfect sinks and refill soap dispensers
d. Clean mirrors
e. Sweep, mop and dry mop restroom, shower area and locker room area
f. Showers
    i. Scrub shower walls, shower mats, and shower dividers
g. Sanitize all benches
h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, soaps dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

G. Hallway:
a. Sweep, mop, dry mop the hallway
b. Vacuum the Men's Jail entry rug daily
c. Sanitize and disinfect all doors and door handles

H. Briefing room:

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

a. Vacuum daily
b. Sweep, mop and dry mop the kitchenette
c. Disinfect sinks and refill soap dispensers daily
d. Sanitize and disinfect all chairs, doors and door handles

I. Medical Office / CHS Administrative:
   a. Remove trash and replace trash liners as necessary
   b. Vacuum two times a week (Tuesdays and Thursdays)
   c. Clean toilets
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   d. Showers
      i. scrub shower walls, shower mats, and shower dividers
   e. Sweep, mop and dry mop restroom and shower area
   f. Disinfect sinks and refill soap dispensers
   g. Clean mirrors
   h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags, soaps dispensers)
   i. Conference room : wipe down and disinfect all tables, chairs, doors and door handles

J. Lobby:
   a. Sweep, mop and dry mop
   b. Vacuum rug daily
   c. Clean the entry glass doors and adjacent windows by removing any smudges and or fingerprints as needed
   d. Sanitize and disinfect doors and door handles

K. Attorney Bonds:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilet and urinal
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sink and refill soap dispenser
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom area and common area
   f. Sanitize and disinfect all doors and door handles

L. Outside trash cans (5):
   a. Remove trash and replace trash liners as necessary

2. Women's Jail Facility

A. Lobby:
   a. Remove trash and replace trash liners as necessary
   b. Clean the entry glass door and adjacent windows by removing any smudges and or fingerprints
   c. Sweep, mop and dry mop

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

d. Sanitize and disinfect doors and door handles

B. District Attorney's office:
   a. Remove trash and replace trash liners as necessary
   b. Vacuum carpet two times per week (Tuesdays and Thursdays)
   c. Sanitize and disinfect doors and door handles

C. Attorney Bonds:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilet and urinal
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sink and refill soap dispenser
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom area and common area
   f. Sanitize and disinfect all doors and door handles

D. Programs:
   a. Remove trash and replace trash liners as necessary
   b. Vacuum two times per week (Tuesdays and Thursdays)
   c. Clean toilet
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   d. Disinfect sink and refill soap dispenser
   e. Clean mirrors
   f. Sweep, mop and dry mop restroom
   g. Sanitize and disinfect doors and door handles

E. Briefing room:
   a. Vacuum carpet daily
   b. Sanitize and disinfect all chairs, doors and door handles

F. Hallway:
   a. Sweep, mop and dry mop hallway floor
   b. Sanitize and disinfect doors and door handles

G. Female locker room:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilets
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sinks and refill soap dispensers
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom and shower area
   f. Showers
      i. scrub shower walls, shower mats, and shower dividers
   g. Sanitize all benches

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags, soap dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

H. Outside trash cans (2):
a. Remove trash and replace trash liners as necessary

I. Description of Facility (Men's and Women's)
a. Total Square Footage: 12,899 sq. ft.

Hard Surface/Tile: 8,537 sq. ft.

Carpet: 4,362 sq. ft.

3. Intake Release Center (IRC)

A. Employee Entrance:

a. Clean and disinfect door handles and rails
b. Clean glass door
c. Empty trash bin and replace liners as necessary
d. Water down entrance area
e. Remove trash and debris from lawn bushes

B. Employee Hallway:

a. Vacuum Carpet
b. Dust picture frames, logos and umbrella stand
c. Clean and disinfect lockers and door handles
d. Dust walls every Wednesday
e. Remove trash and replace liners as necessary

C. Administration:
a. Offices – Secretarial Area
i. Dust all surfaces
ii. Vacuum Carpet
iii. Empty trash and replace liners as necessary

b. Kitchenette Area
i. Clean and disinfect counter tops
ii. Restock supplies
iii. Empty trash and replace liners as necessary

c. Restrooms
i. Sweep, mop and dry mop floor

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

ii. Clean and disinfect toilets and sinks
    1. Sanitize entire porcelain toilet with disinfect
    2. Scrub inside toilet bowl and wipe down outside from top to bottom
    3. Sanitize entire sink.
iii. Restock Supplies
iv. Empty trash and replace liners as necessary

d. Conference Room
    i. Dust and clean all surfaces
    ii. Vacuum Carpet
    iii. Dust TV and wall mountings as needed
    iv. Empty trash and replace liners as necessary

e. Hallways
    i. Vacuum Carpet
    ii. Dust picture frames and wall décor
    iii. Clean Doors, door jams and handles

D. Locker Rooms – 4 Total:
    a. Vacuum Carpet
    b. Clean and disinfect toilets, stall partitions, urinals, sinks, counter tops, mirrors, showers and benches
        i. Sanitize entire porcelain toilet with disinfect
        ii. Scrub inside toilet bowl and wipe down outside from top to bottom
    c. Restock Supplies
        i. Towels
        ii. Toilet paper
        iii. Paper towels
        iv. Refill soap dispensers
    d. Sweep, mop and dry mop floors
    e. Empty Trash / towel bins and replace liners as necessary
    f. Dust lockers every Wednesday
    g. Clean vents above toilet area as needed

E. Bunk Rooms – 2 Total:
    a. Vacuum Carpet
    b. Restock Linen
        i. Empty dirty linen bin
    c. Clean and disinfect bunk beds

F. Gym – 2 Total:
    a. Sweep, mop and vacuum floors
    b. Clean and disinfect all gym equipment
    c. Restock supplies
        i. Towels
        ii. Cups
        iii. Water

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

iv. Paper Towels
v. Refill disinfectant in spray bottles

d. Clean mirrors
e. Dust all surfaces as needed
f. Restock towels
    i. Empty dirty towel bin
g. Empty trash bins and replace linens as necessary

G. Visiting Guard Station – Restroom:
    a. Vacuum Carpet
    b. Clean windows and sills
    c. Clean and disinfect counters, door handles, toilet, and sink
        i. Sanitize entire porcelain toilet with disinfect
        ii. Scrub inside toilet bowl and wipe down outside from top to bottom
        iii. Sanitize entire sink.
    d. Sweep and mop floor
    e. Restock supplies
    f. Empty trash and replace linens as necessary

H. Facility Maintenance Room – Only when occupied:
    a. Vacuum Carpet
    b. Dust all surfaces as needed
    c. Empty trash and replace linens as necessary

I. Main Control Sally-Port:
    a. Sweep, mop and dry mop floors
    b. Clean windows, window sill and counter
    c. Dust door frames and walls as needed

J. Briefing Room – Hallway – Restroom – Break Room – Patio Area:
    a. Sweep, mop and dry mop all floors
    b. Clean and disinfect bathroom
        i. Toilets
            1. Sanitize entire porcelain toilet with disinfect
            2. Scrub inside toilet bowl and wipe down outside from top to bottom
        ii. Sinks
            1. Sanitize entire sink
        iii. Counter tops
        iv. Mirrors
    c. Restock supplies
    d. Clean reachable vents every Wednesday
    e. Dust walls as needed
    f. Vacuum back break room
    g. Clean and disinfect tables, benches and all hard surfaces
    h. Clean windows
    i. Dust all surfaces as needed
    j. Clean and disinfect podium

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

k. Sweep and water down patio area
l. Remove foliage debris
m. Empty Trash and replace linens as needed

K. Public Visiting Entrance – Quad Area:
   a. Remove trash and debris from lawn and bushes
   b. Clean windows and entrance doors
   c. Clean and disinfect door handles
   d. Sweep quad area
      i. Water down area when water spigot is installed
   e. Empty trash and replace liners when necessary

L. Intake Release Center Visiting Lobby – Stairs – Elevator:
   a. Sweep, mop and dry mop floor
   b. Clean and disinfect
      i. All Windows
      ii. Telephones
      iii. Visiting Guard Countertops
      iv. Lockers
      v. Door handles
      vi. Seats
      vii. Rails
   c. Remove graffiti as needed
   d. Clean elevator floor and buttons
   e. Sweep all stairs

M. Intake Release Center Visiting Area – Hallway:
   a. Sweep, mop and dry mop floor
   b. Clean and dust walls as needed
   c. Clean and disinfect each visiting booth
      i. Telephone
      ii. Counter
      iii. Seat
      iv. Window
      v. Partition (45 Total)
   d. Remove graffiti as needed
   e. Clean reachable vents
   f. Clean doors, handles and door jams

N. Cashier / Release Area – Hallway – Stairs:
   a. Sweep, mop and dry mop floor
   b. Sweep stairs
   c. Clean and disinfect
      i. Rails
      ii. Counters
      iii. Water Fountain
      iv. Walls as needed

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

d. Clean and disinfect Male/Female release area
e. Empty trash and replace liners as necessary

O. Public Restrooms:
   a. Sweep, mop and dry mop floors
   b. Clean and disinfect
      i. Toilets
         1. Sanitize entire porcelain toilet with disinfect
         2. Scrub inside toilet bowl and wipe down outside from top to bottom
      ii. Sinks
         1. Sanitize entire sink
      iii. Urinals
      iv. Countertops
      v. Door handles
      vi. Stall partitions
      vii. Clean all mirrors
      viii. Restock supplies
      ix. Remove graffiti as needed
      x. Clean vents as needed

P. CJI Public Lobby (Video Arraignment) – Restroom – Outdoor Area:
   a. Sweep, mop and dry mop floor
   b. Clean and disinfect
      i. All windows
      ii. Seats
      iii. Door handles
      iv. Toilets
         1. Sanitize entire porcelain toilet with disinfect
         2. Scrub inside toilet bowl and wipe down outside from top to bottom
      v. Sink
         1. Sanitize entire sink
      vi. All mirrors
      vii. Dust walls as needed
      viii. Sweep and remove leaves in patio area

Q. Central Women's Jail / Central Men's Jail Visiting:
   a. Sweep, mop and dry mop floor
   b. Clean and disinfect each visiting booth
      i. Telephone
      ii. Countertops
      iii. Windows
      iv. Seats
      v. Partitions (92 Total)
   c. Remove graffiti as needed
      i. Clean and disinfect all benches

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

R. Description of Facility

a. Total Square Footage: 32,113 sq. ft.

Carpet: 9,936 sq. ft.

Tile/Hard Surface: 20,286 sq. ft.

Rubber Mats: 1,891 sq. ft.

4. Central Jail Facility – Floor Maintenance.

a. Contractor shall perform routine maintenance of carpeted and tiled floors within the facilities of the Men's Jail, Women's Jail, and IRC. Floor maintenance shall be performed on an as needed basis and include but not limited to the following;

i. Shampooing of carpeted floors
ii. Stripping, Sealing, Waxing, and Spray Buffing of tiled floors

b. Floor maintenance projects shall be scheduled by the County's project manager. The number of technicians required to perform floor maintenance shall be agreed to in advance of project, and shall be based on the volume of work scheduled by the County's project manager.

II. Theo Lacy Facility, 501 The City Dr. S., Orange, CA 92868

Anticipated schedule (subject to change):

Service Hours Between 7:00 a.m. – 12:00 p.m. Pacific Time *Start time will be agreed upon between the Project Manager and Contractor	Mon hours	Tue hours	Wed hours	Thu hours	Fri hours	Sat hours	Sun hours
Number of Workers	**4**	**4**	**4**	**4**	**4**	**4**	**4**
Total minimum number of service hours	**20**	**20**	**20**	**20**	**20**	**20**	**20**

1. Composition Floors:

a. Dust and mop with chemically treated dust/wet mops
b. Spot clean high traffic areas to remove spillage and foreign matter

2. Carpets:
Carpets shall be vacuumed two (2) times per week (on Tuesday and Thursday).

3. Gym:
a. Mirrors - Cleaned

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

b. Machines and Furnishings - Disinfected
c. Floors and Mats – Mopped/Vacuumed
d. Trash removed and liners replaces

4. Desk & Office Furnishings dusted with treated cloths:
   a. Desktops washed upon request and when left clear of all papers and miscellaneous items (at no additional charge).
   b. Wipe Cabinet tops, partition tops, printer and counter tops.

5. Clean all table glass and counter tops with a chemically treated damp cloth.

6. Empty wastebaskets and other trash receptacles, removing all trash from the building to the designated site dumpster.

7. Replace wastebasket liners as necessary.

8. Return wastebasket and chairs to proper position, papers left on desk undisturbed and office doors are to be closed once the office is cleaned.

9. Spot clean doors, doorknobs, doorframes and round all switches removing fingerprints and smudges.

10. Clean Lobby/Entrance glass doors/Employees glass doors/Patio glass doors, Stairs and Elevators:
    a. Janitors to clean lobby during visiting hours

11. Clean and sanitize all Kitchens, Kitchenettes, breakrooms, lunchrooms, common areas, and conference rooms, including but not limited to: Clean and Sanitize kitchen floors, sinks, cabinetry knobs, countertops, tables, refrigerator (exterior only), chairs, toaster, water cooler, microwave ovens (exterior only), and all tables and chairs.
12. Clean and sanitize all public visiting areas:
    a. Spot clean common areas, door handles, counter tops and chairs.

13. Clean and sanitize the Special Services Building:
    a. Cleaned similarly to admin offices

14. Clean and sanitize all bathrooms:
    a. Refill toilet tissue, paper towels, seat covers, soap dispensers
    b. Clean and refill with trash liners all waste receptacles
    c. Empty and replace/insert of napkin containers
    d. Clean and sanitize all toilet bowls, urinals, removing any stains and keep free of scale
    e. Clean stall walls and dividers
    f. Toilet seats thoroughly cleaned and disinfected
    g. Clean and sanitize washbasins using a non-abrasive cleaner, rinse and wipe dry

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

h. Clean/Wipe all air vents every other week
i. Male/Female Locker rooms sweep/mop wipe down benches and top of the lockers
j. Clean shower twice a week
k. Clean/Polish all metal work and plumbing fixtures
l. Clean and polish all mirrors and dispensers
m. Thoroughly wash and sanitize all restroom floors with approved germicidal solution
n. Spot clean walls and around waste basins for fingerprints and smudges

15. Description of facility
Total square footage: 189,000 (9 floors X 21,000 square feet per floor)

Offices and warehouse // Sheriff's employees and visitors: (average 350-400 employees plus limited amount of visitors)

Hard surface/vinyl tile: 89,000 sq. ft.

Carpet: 100,000 sq. ft.

III. James A. Musick Facility, 13420 Alton Pkwy, Irvine, CA 92618

Anticipated schedule (subject to change, at County's sole discretion):

Service Hours Between 7:00 a.m. – 4:00 p.m. Pacific Time *Start time will be agreed upon between the Project Manager and Contractor	Mon hours	Tue hours	Wed hours	Thu hours	Fri hours
Number of Workers	4	4	4	4	4
Total minimum number of service hours	32	32	32	32	32

1. James A. Musick Facility

Contractor shall provide cleaning services as follows:

A. Public Entrance
a. Clean and disinfect door handles and rails
b. Empty trash bins and replace liners as necessary
c. Hose down paver area at the entrance as needed
d. Remove all trash and debris from the landscape
e. Clean windows
f. Polish metal

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

B. Administration: 7 Offices, Reception, Conference Room, 2 Restrooms, Breakroom, Copy Room
   a. Sweep, wet mop, and dry mop floor
   b. Clean offices, 7 in total
      i. Vacuum carpet
      ii. Empty trash bin and replace liners when necessary
      iii. Clean windows and glass
      iv. Shampoo carpet as needed
   c. Clean breakroom:
      i. Sweep, wet mop, and dry mop floor
      ii. Empty trash bin and replace liners when necessary
      iii. Wipe table and chairs
      iv. Clean sink, wipe counter and appliances
      v. Strip and wax floor as needed
   d. Clean restrooms:
      i. Scrub toilet
      ii. Clean sink
      iii. Clean mirror
      iv. Sweep, wet mop, and dry floor
      v. Replenish supplies

C. Lobby:
   a. Sweep, wet mop, and dry mop floor
   b. Empty all trash bins and replace liners as necessary
   c. Clean windows
   d. Wipe and disinfect counter surfaces
   e. Clean restrooms:
      i. Scrub toilet
      ii. Clean sink
      iii. Clean mirror
      iv. Sweep, wet mop, and dry floor
      v. Replenish supplies
   f. Strip and wax floor when needed
   g. Clean visiting video room
      i. Wipe tables and chairs
      ii. Wipe top of partitions
      iii. Sweep, wet mop, and dry mop floor
      iv. Strip and wax floor as needed

D. Visiting
   a. Sweep, wet mop, and dry mop floor
   b. Wipe and disinfect counter tops and chairs
   c. Wipe and disinfect partitions
   d. Clean windows
   e. Strip and wax floor as needed

E. Attorney Bonds:

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

a. Sweep, wet mop, and dry mop floor
b. Empty trash bins and replace liners as necessary
c. Wipe and disinfect chairs in office and rooms
d. Wipe and disinfect counter tops in office and rooms
e. Clean windows and glass
f. Strip and wax floor as needed
g. Wipe and disinfect chair in corridor
h. Sweep, wet mop, and dry mop floor in corridor
i. Wipe and disinfect door handles corridor
j. Strip and wax floor as needed in corridor
k. Sweep, wet mop, and dry mop floor in stairwell
l. Wipe and disinfect handrails in stairwell
m. Wipe and disinfect door handle stairwell

F. Stairwell:
a. Sweep, wet mop, and dry mop floor/stairs
b. Wipe and disinfect hand rails
c. Wipe and disinfect door handle

G. Elevator:
a. Sweep, wet mop, and dry mop floor/stairs
b. Wipe and disinfect hand rails
c. Polish metal
d. Strip and wax floor as needed

H. Men's Locker room:
a. Sweep, wet mop, and dry mop floor
b. Empty trash bins and replace liners as necessary
c. Wipe the tops of the lockers Every Tuesday
d. Wipe/disinfect benches
e. Clean mirrors
f. Strip and wax floor as needed
g. Clean restroom area
i. Scrub toilets and urinals
ii. Clean sink and vanity
iii. Clean mirrors
iv. Scrub showers
v. Sweep, wet mop, and dry mop floor
vi. Replenish supplies such as toilet paper, paper towels, toilet seat covers

I. Women's Locker room:
a. Sweep, wet mop, and dry mop floor
b. Empty trash bins and replace liners as necessary
c. Wipe the tops of the lockers Every Tuesday
d. Wipe/disinfect benches
e. Clean mirrors

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

f. Strip and wax floor as needed
g. Clean restroom area
    i. Scrub toilets
    ii. Clean sink and vanity
    iii. Clean mirrors
    iv. Scrub showers
    v. Sweep, wet mop, and dry mop floor
    vi. Replenish supplies such as toilet paper, paper towels, toilet seat covers, feminine hygiene products

J. Main Control:
    a. Sweep, wet mop, and dry mop floor
    b. Empty trash bins and replace liners as necessary
    c. Wipe counter tops
    d. Clean sink in kitchenette area
    e. Wipe counter and appliances in kitchenette area
    f. Clean windows
    g. Strip and wax floor as needed
    h. Clean restroom area
        i. Scrub toilet
        ii. Clean sink
        iii. Clean mirror
        iv. Sweep, wet mop, and dry floor
        v. Replenish supplies
K. Main Control Sally Port:
    a. Sweep, wet mop, and dry mop floor
    b. Clean windows
    c. Polish metal
    d. Wipe key watcher systems
    e. Strip and wax floor as needed
L. Briefing Room:
    a. Wipe all tables and chairs
    b. Wipe all counter tops
    c. Vacuum carpet
    d. Empty trash bin(s) and replace liner(s) as necessary
    e. Shampoo carpet when needed
M. Employee Breakroom:
    a. Sweep, wet mop, and dry mop floor
    b. Wipe all tables and chairs
    c. Wipe/disinfect all counter tops and appliances
    d. Empty trash bin(s) and replace liner(s) as necessary
    e. Clean windows
    f. Strip and wax floor as needed
    g. Wipe down chair, table, refrigerator, and door handle of lactation room
N. Employee Entrance and hallway:

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

a. Sweep, wet mop, and dry mop floor
b. Clean and disinfect lockers and door handles
c. Dust walls every Monday
d. Strip and wax floor as needed

O. Employee Entrance Outside:
a. Clean and disinfect door handles and rails
b. Empty trash bins and replace liners as necessary
c. Hose down the entrance area, all pavers as needed
d. Remove all trash and debris from the landscape
e. Wipe all tables and chairs
f. Clean windows
g. Clean BBQ and Griddle

P. Warehouse:
a. Clean office windows
b. Vacuum Carpeted areas
c. Clean restroom inside the Warehouse
d. Employee breakroom:
i. Sweep, wet mop, and dry mop floor
ii. Empty trash bin and replace liners when necessary
iii. Wipe table and chairs
iv. Clean sink, wipe counter and appliances
v. Strip and wax floor as needed
vi. Clean restrooms
1. Scrub toilet
2. Clean sink
3. Clean mirror
4. Sweep, wet mop, and dry floor
5. Replenish supplies

Q. Facility Operations
i. Sweep, wet mop, and dry mop floor
ii. Empty trash bin and replace liners when necessary
iii. Vacuum carpeted areas
iv. Sweep and mop floor
v. Strip and wax floor as needed
vi. Clean restrooms
1. Scrub toilets
2. Scrub urinals
3. Clean sink
4. Clean mirror
5. Sweep, wet mop, and dry floor
6. Replenish supplies
vii. Employee breakroom:
7. Sweep, wet mop, and dry mop floor
8. Empty trash bin and replace liners when necessary

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

9. Wipe table and chairs
10. Clean sink, wipe counter and appliances
11. Strip and wax floor as needed

IV. Intake Release Center, 550 N. Flower St., Santa Ana, CA 92703

Anticipated schedule (subject to change):

Service Hours Between 7:00 a.m. – 12:00 p.m. Pacific Time *Start time will be agreed upon between the Project Manager and Contractor	Mon hours	Tue hours	Wed hours	Thu hours	Fri hours	Sat hours	Sun hours
Number of Workers	**4**	**3**	**3**	**3**	**4**	**4**	**4**
Total minimum number of service hours	**32**	**24**	**24**	**24**	**32**	**32**	**32**

1. Men's Jail Facility

Contractor shall provide cleaning services as follows:

A. Men's locker room (Large):
   a. Remove trash and replace trash liners as necessary
   b. Clean toilets and urinals
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sinks and refill soap dispensers
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom, shower area and locker room area
   f. Showers
      i. Scrub shower walls, shower mats, and shower dividers
   g. Sanitize all benches
   h. Replenish bathroom supplies as necessary (i.e. : toilet paper, paper towels, trash can liners, soap dispensers)
   i. Sanitize and disinfect all doors and door handles
   j. Dust the top of lockers once a week

B. Administrative office:
   a. Remove trash and replace trash liners as needed.
   b. Vacuum carpet daily
   c. Sanitize and disinfect all doors and door handles daily

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

C. Female's locker room:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilets
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sinks and refill soap dispensers
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom and shower area
   f. Showers
      i. scrub shower walls, shower mats, and shower dividers
   g. Sanitize all benches
   h. Replenish bathroom supplies as necessary (i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags and soap dispensers)
   i. Sanitize and disinfect all doors and door handles
   j. Dust the top of lockers once a week

D. Men's locker room (small):
   a. Remove trash and replace trash liners as necessary
   b. Clean toilets and urinals
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sinks and refill soap dispensers
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom, shower area and locker room area
   f. Showers
      i. scrub shower walls, shower mats, and shower dividers
   g. Sanitize all benches
   h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners and soap dispensers)
   i. Sanitize and disinfect all doors and door handles
   j. Dust the top of lockers once a week

E. Gym:
   a. Remove all trash and replace trash liners as necessary
   b. Vacuum mats daily
   c. Disinfect floor mats by spraying and dry mopping
   d. Disinfect gym equipment two times a day
      i. Machines
      ii. Dumbbells
      iii. Benches
      iv. Bars
      v. Floors

F. Sergeant's locker room:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilets and urinals
      i. Sanitize entire porcelain toilet with disinfect

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

ii. Scrub inside toilet bowl and wipe down outside from top to bottom

c. Disinfect sinks and refill soap dispensers
d. Clean mirrors
e. Sweep, mop and dry mop restroom, shower area and locker room area
f. Showers
    i. Scrub shower walls, shower mats, and shower dividers
g. Sanitize all benches
h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, soaps dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

G. Hallway:
    a. Sweep, mop, dry mop the hallway
    b. Vacuum the Men's Jail entry rug daily
    c. Sanitize and disinfect all doors and door handles

H. Briefing room:
    a. Vacuum daily
    b. Sweep, mop and dry mop the kitchenette
    c. Disinfect sinks and refill soap dispensers daily
    d. Sanitize and disinfect all chairs, doors and door handles

I. Medical Office / CHS Administrative:
    a. Remove trash and replace trash liners as necessary
    b. Vacuum two times a week (Tuesdays and Thursdays)
    c. Clean toilets
        i. Sanitize entire porcelain toilet with disinfect
        ii. Scrub inside toilet bowl and wipe down outside from top to bottom
    d. Showers
        i. scrub shower walls, shower mats, and shower dividers
    e. Sweep, mop and dry mop restroom and shower area
    f. Disinfect sinks and refill soap dispensers
    g. Clean mirrors
    h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags, soaps dispensers)
    i. Conference room : wipe down and disinfect all tables, chairs, doors and door handles

J. Lobby:
    a. Sweep, mop and dry mop
    b. Vacuum rug daily
    c. Clean the entry glass doors and adjacent windows by removing any smudges and or fingerprints as needed
    d. Sanitize and disinfect doors and door handles

K. Attorney Bonds:
    a. Remove trash and replace trash liners as necessary

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

b. Clean toilet and urinal
    i. Sanitize entire porcelain toilet with disinfect
    ii. Scrub inside toilet bowl and wipe down outside from top to bottom
c. Disinfect sink and refill soap dispenser
d. Clean mirrors
e. Sweep, mop and dry mop restroom area and common area
f. Sanitize and disinfect all doors and door handles

L. Outside trash cans (5):
    a. Remove trash and replace trash liners as necessary

2. Women's Jail Facility

A. Lobby:
    a. Remove trash and replace trash liners as necessary
    b. Clean the entry glass door and adjacent windows by removing any smudges and or fingerprints
    c. Sweep, mop and dry mop
    d. Sanitize and disinfect doors and door handles

B. District Attorney's office:
    a. Remove trash and replace trash liners as necessary
    b. Vacuum carpet two times per week (Tuesdays and Thursdays)
    c. Sanitize and disinfect doors and door handles

C. Attorney Bonds:
    a. Remove trash and replace trash liners as necessary
    b. Clean toilet and urinal
        i. Sanitize entire porcelain toilet with disinfect
        ii. Scrub inside toilet bowl and wipe down outside from top to bottom
    c. Disinfect sink and refill soap dispenser
    d. Clean mirrors
    e. Sweep, mop and dry mop restroom area and common area
    f. Sanitize and disinfect all doors and door handles

D. Programs:
    a. Remove trash and replace trash liners as necessary
    b. Vacuum two times per week (Tuesdays and Thursdays)
    c. Clean toilet
        i. Sanitize entire porcelain toilet with disinfect
        ii. Scrub inside toilet bowl and wipe down outside from top to bottom
    d. Disinfect sink and refill soap dispenser
    e. Clean mirrors
    f. Sweep, mop and dry mop restroom
    g. Sanitize and disinfect doors and door handles

E. Briefing room:

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

a. Vacuum carpet daily
b. Sanitize and disinfect all chairs, doors and door handles

F. Hallway:
   a. Sweep, mop and dry mop hallway floor
   b. Sanitize and disinfect doors and door handles

G. Female locker room:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilets
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sinks and refill soap dispensers
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom and shower area
   f. Showers
      i. scrub shower walls, shower mats, and shower dividers
   g. Sanitize all benches
   h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags, soap dispensers)
   i. Sanitize and disinfect all doors and door handles
   j. Dust the top of lockers once a week

H. Outside trash cans (2):
   a. Remove trash and replace trash liners as necessary

I. Description of Facility (Men's and Women's)
   a. Total Square Footage: 12,899 sq. ft.

      Hard Surface/Tile: 8,537 sq. ft.

      Carpet: 4,362 sq. ft.

3. Intake Release Center (IRC)

A. Employee Entrance:
   a. Clean and disinfect door handles and rails
   b. Clean glass door
   c. Empty trash bin and replace liners as necessary
   d. Water down entrance area
   e. Remove trash and debris from lawn bushes

B. Employee Hallway:

   a. Vacuum Carpet
   b. Dust picture frames, logos and umbrella stand
   c. Clean and disinfect lockers and door handles

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

d. Dust walls every Wednesday
e. Remove trash and replace liners as necessary

C. Administration:
   a. Offices – Secretarial Area
      i. Dust all surfaces
      ii. Vacuum Carpet
      iii. Empty trash and replace liners as necessary

   b. Kitchenette Area
      i. Clean and disinfect counter tops
      ii. Restock supplies
      iii. Empty trash and replace liners as necessary

   c. Restrooms
      i. Sweep, mop and dry mop floor
      ii. Clean and disinfect toilets and sinks
         1. Sanitize entire porcelain toilet with disinfect
         2. Scrub inside toilet bowl and wipe down outside from top to bottom
         3. Sanitize entire sink.
      iii. Restock Supplies
      iv. Empty trash and replace liners as necessary

   d. Conference Room
      i. Dust and clean all surfaces
      ii. Vacuum Carpet
      iii. Dust TV and wall mountings as needed
      iv. Empty trash and replace liners as necessary

   e. Hallways
      i. Vacuum Carpet
      ii. Dust picture frames and wall décor
      iii. Clean Doors, door jams and handles

D. Locker Rooms – 4 Total:
   i. Vacuum Carpet
   ii. Clean and disinfect toilets, stall partitions, urinals, sinks, counter tops, mirrors, showers and benches
      1. Sanitize entire porcelain toilet with disinfect
      2. Scrub inside toilet bowl and wipe down outside from top to bottom
   iii. Restock Supplies
      1. Towels
      2. Toilet paper
      3. Paper towels
      4. Refill soap dispensers
   iv. Sweep, mop and dry mop floors
   v. Empty Trash / towel bins and replace liners as necessary

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

vi. Dust lockers every Wednesday
vii. Clean vents above toilet area as needed

E. Bunk Rooms – 2 Total:
   i. Vacuum Carpet
   ii. Restock Linen
      1. Empty dirty linen bin
   iii. Clean and disinfect bunk beds

F. Gym – 2 Total:
   i. Sweep, mop and vacuum floors
   ii. Clean and disinfect all gym equipment
   iii. Restock supplies
      1. Towels
      2. Cups
      3. Water
      4. Paper Towels
      5. Refill disinfectant in spray bottles
   iv. Clean mirrors
   v. Dust all surfaces as needed
   vi. Restock towels
      1. Empty dirty towel bin
   vii. Empty trash bins and replace linens as necessary

G. Visiting Guard Station – Restroom:
   i. Vacuum Carpet
   ii. Clean windows and sills
   iii. Clean and disinfect counters, door handles, toilet, and sink
      1. Sanitize entire porcelain toilet with disinfect
      2. Scrub inside toilet bowl and wipe down outside from top to bottom
      3. Sanitize entire sink.
   iv. Sweep and mop floor
   v. Restock supplies
   vi. Empty trash and replace linens as necessary

H. Facility Maintenance Room – Only when occupied:
   i. Vacuum Carpet
   ii. Dust all surfaces as needed
   iii. Empty trash and replace linens as necessary

I. Main Control Sally-Port:
   i. Sweep, mop and dry mop floors
   ii. Clean windows, window sill and counter
   iii. Dust door frames and walls as needed

J. Briefing Room – Hallway – Restroom – Break Room – Patio Area:
   i. Sweep, mop and dry mop all floors

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

ii. Clean and disinfect bathroom
    1. Toilets
        a. Sanitize entire porcelain toilet with disinfect
        b. Scrub inside toilet bowl and wipe down outside from top to bottom
    2. Sinks
        a. Sanitize entire sink
    3. Counter tops
    4. Mirrors
iii. Restock supplies
iv. Clean reachable vents every Wednesday
v. Dust walls as needed
vi. Vacuum back break room
vii. Clean and disinfect tables, benches and all hard surfaces
viii. Clean windows
ix. Dust all surfaces as needed
x. Clean and disinfect podium
xi. Sweep and water down patio area
xii. Remove foliage debris
xiii. Empty Trash and replace linens as needed

K. Public Visiting Entrance – Quad Area:
    i. Remove trash and debris from lawn and bushes
    ii. Clean windows and entrance doors
    iii. Clean and disinfect door handles
    iv. Sweep quad area
        1. Water down area when water spigot is installed
    v. Empty trash and replace liners when necessary

L. Intake Release Center Visiting Lobby – Stairs – Elevator:
    i. Sweep, mop and dry mop floor
    ii. Clean and disinfect
        1. All Windows
        2. Telephones
        3. Visiting Guard Countertops
        4. Lockers
        5. Door handles
        6. Seats
        7. Rails
    iii. Remove graffiti as needed
    iv. Clean elevator floor and buttons
    v. Sweep all stairs

M. Intake Release Center Visiting Area – Hallway:
    i. Sweep, mop and dry mop floor
    ii. Clean and dust walls as needed
    iii. Clean and disinfect each visiting booth
        1. Telephone

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

2. Counter
3. Seat
4. Window
5. Partition (45 Total)

iv. Remove graffiti as needed
v. Clean reachable vents
vi. Clean doors, handles and door jams

N. Cashier / Release Area – Hallway – Stairs:
i. Sweep, mop and dry mop floor
ii. Sweep stairs
iii. Clean and disinfect
1. Rails
2. Counters
3. Water Fountain
4. Walls as needed
iv. Clean and disinfect Male/Female release area
v. Empty trash and replace liners as necessary

O. Public Restrooms:
i. Sweep, mop and dry mop floors
ii. Clean and disinfect
1. Toilets
a. Sanitize entire porcelain toilet with disinfect
b. Scrub inside toilet bowl and wipe down outside from top to bottom
2. Sinks
a. Sanitize entire sink
3. Urinals
4. Countertops
5. Door handles
6. Stall partitions
7. Clean all mirrors
8. Restock supplies
9. Remove graffiti as needed
10. Clean vents as needed

P. CJI Public Lobby (Video Arraignment) – Restroom – Outdoor Area:
i. Sweep, mop and dry mop floor
ii. Clean and disinfect
1. All windows
2. Seats
3. Door handles
4. Toilets
a. Sanitize entire porcelain toilet with disinfect
b. Scrub inside toilet bowl and wipe down outside from top to bottom
5. Sink
a. Sanitize entire sink

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6. All mirrors
7. Dust walls as needed
8. Sweep and remove leaves in patio area

Q. Central Women's Jail / Central Men's Jail Visiting:
   i. Sweep, mop and dry mop floor
   ii. Clean and disinfect each visiting booth
      1. Telephone
      2. Countertops
      3. Windows
      4. Seats
      5. Partitions (92 Total)
   iii. Remove graffiti as needed
   Clean and disinfect all benches

R. Description of Facility

a. Total Square Footage: 32,113 sq. ft.

Carpet: 9,936 sq. ft.

Tile/Hard Surface: 20,286 sq. ft.

Rubber Mats: 1,891 sq. ft.

4. Central Jail Facility – Floor Maintenance.

a. Contractor shall perform routine maintenance of carpeted and tiled floors within the facilities of the Men's Jail, Women's Jail, and IRC. Floor maintenance shall be performed on an as needed basis and include but not limited to the following;

- Shampooing of carpeted floors
- Stripping, Sealing, Waxing, and Spray Buffing of tiled floors

b. Floor maintenance projects shall be scheduled by the County's project manager. The number of technicians required to perform floor maintenance shall be agreed to in advance of project, and shall be based on the volume of work scheduled by the County's project manager.

V. Monthly Cost for Janitorial Services

Location	Address	Hours Per Month	Hourly Rate For Janitorial Services	Total
Theo Lacy Facility	501 The City Dr. S., Orange, CA 92868	628.86	$33.95	$21,349.74
Central Jail Facility – Men's	550 N. Flower St., Santa Ana, CA 92703	519.06	$33.95	$17,622.03

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Intake Release Center	550 N. Flower St., Santa Ana, CA 92703	1284.66	$33.95	$43,614.15
James A. Musick Facility (during business hours)	**13420 Alton Pkwy, Irvine, CA 92618**	**696**	**$33.95**	**$23,629.20**
James A. Musick Facility (after business hours)	**13420 Alton Pkwy, Irvine, CA 92618**	**696**	**$36.60**	**$25,473.60**

VI. Special Note

All urinals to be scrubbed and wiped down inside and out with a damp cloth (without chemicals) For ZURN waterless urinals please use only AQUAGREEN sealant from ZURN plumbing supplies. DO NOT USE ANY OTHER CHEMICALS TO CLEAN OR MAINTAIN THE URINALS

All maintenance/custodial personnel will report any problems they observe, e.g., damage, breakage, serious plumbing problems, etc. immediately to the designated OC Sheriff's employee (escort) as well as their direct supervisor.

All preceding area measurements for the buildings are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications/additions.

VII. Supplies & Equipment

- **Can liners/trash bags** **24x24 10 gal**
- **Can liners/trash bags** **40x48 40-45 gal**

VIII. Trash

Contractor shall remove all trash from the building on a daily schedule basis. Dumpsters and other trash containers are provided by the facility for the disposal of trash. Contractor shall only throw away what is in a trash can (i.e. do not pick papers off the floor and throw away).

Contractor shall provide containers on wheels or similar methods to move trash from any part of the building to other. **Under no circumstances** shall trash containers or other equipment be slid on the floor or carpeting.

Contractor shall not recycle trash or store recycled materials on the premises.

IX. Security

Contractor shall keep all exterior doors closed and locked at all times while working in the building.

Contractor shall not admit any person into the building that is not a direct employee of the Contractor or the Sheriff's Department. All Contractor personnel working inside Sheriff's facilities must pass a background/security check. Please maintain the same personnel for duration of the contract. No rotational crew accepted.

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X. Uniforms/Identification

All personnel shall wear uniforms/shirt with name tag, furnished by the Contractor, at all times during the performance of this work.

No ripped pants or leggings allowed.

XI. Restrictions

Contractor or its employees shall not disturb any papers on desks or in open drawers or cabinets. Contractor's personnel shall not use any County equipment or materials, which include, but are not limited to: computers, phones, fax machines, printers, copiers etc.

Any use of this equipment will be considered a violation of the Contract and grounds for immediate Contract termination.

Phones are to be used only during breaks/lunch times at designated locations.

XII. Protection/Restoration

Contractor shall protect all furnishings and equipment from damage by its operations. All damaged furnishings and equipment shall be repaired or replaced (at option of the County) at the Contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to the original in all aspects.

f. All other terms and conditions in this Contract shall remain unchanged and with full force and effect.

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IN WITNESS WHERE OF, the Parties have executed this AMENDMENT NUMBER TWO to Contract number MA-060-24011667

*Contractor: US Metro Group, Inc.

By: _____ Title: Chairman of the Board

Print Name: Evelyn Lee Date: 02/26/2026

*Contractor: US Metro Group, Inc.

By: _____ Title: CFO

Print Name: Brian Lee Date: 02/26/2026

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California

Sheriff-Coroner Department

Signed by:
By: Adam Mitchell A0A8A6AA44EE477... Title: Deputy Procurement Agent

Print Name: Adam Mitchell Date: 5/8/2026 | 15:40:57 PDT

Approved by the Board of Supervisors: April 28, 2026
Approved as to Form
Office of the County Counsel
Orange County, California

DocuSigned by:
By: Christopher Anderson FD52599179CA41C...
Deputy

Docusign Envelope ID: 695BE31F-A4B6-8BE1-804C-9EDC964CB149

CONSENTED TO (Pursuant to a Facility Sublease Dated October 15, 2024 between the Department of Corrections and Rehabilitation of the State of California and the County of Orange and the County certificate to the Tax Certification referenced therein).

CONSENT AND APPROVAL
STATE PUBLIC WORKS BOARD OF THE STATE OF CALIFORNIA

By _____ May 26, 2026
Koreen H. van Ravenhorst, Deputy Director Date

DEPARTMENT OF CORRECTIONS AND REHABILITATION OF THE STATE OF CALIFORNIA

DocuSigned by:
By Michelle Weaver 5/26/2026
Michelle Weaver, Deputy Director Date

AMENDMENT NUMBER ONE
TO
SUBORDINATE CONTRACT MA-060-24011667
BETWEEN THE
COUNTY OF ORANGE
AND
US METRO GROUP INC.

This AMENDMENT NUMBER ONE to Contract Number MA-060-24011667 (hereinafter "AMENDMENT NUMBER ONE") between the County of Orange, a political subdivision of the State of California, operating through its Sheriff-Coroner Department (hereinafter "COUNTY"), and US Metro Group, Inc., (hereinafter referred to as "CONTRACTOR") with a place of business at 135 S. State College Blvd. Suite 200, Brea, CA 92821 is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, the County of Orange, acting through the County Executive Office, and Contractor, executed a Regional Cooperative Agreement RCA-017-22010002 on August 25, 2021 for Janitorial Services, in effect from September 1, 2021, through and including August 31, 2026; and

WHEREAS, COUNTY and CONTRACTOR executed a Subordinate Contract for Janitorial Services on September 10, 2024, as Contract Number MA-060-24011667 for the term of September 13, 2024, through and including August 31, 2026, in an amount not to exceed $1,733,955.60 (hereinafter "ORIGINAL SUBORDINATE CONTRACT");

WHEREAS, COUNTY desires to amend the ORIGINAL SUBORDINATE CONTRACT to increase the not to exceed amount by $192,147.66 for a new not to exceed amount of $1,926,103.26 and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in the ORIGINAL SUBORDINATE CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and CONTRACTOR agree as follows:

ARTICLES

a. Agreement, Section 3, Compensation & Payment, of the ORIGINAL SUBORDINATE CONTRACT is amended in its entirety as follows:

    3. Compensation & Payment:
    Contractor agrees to provide the Services in accordance with the terms and conditions of the RCA, including its attachments, and at the fixed rates as set forth in Attachment B – Payment / Compensation of the RCA. The total cost of this Subordinate Agreement shall not exceed $1,926,103.26. The County shall have no obligation to pay any sum in excess of this amount unless authorized by written amendment signed by both Parties.

b. Agreement, Section 4, Invoicing, of the ORIGINAL SUBORDINATE CONTRACT is amended in its entirety as follows:

    4 Invoicing: Invoicing shall be done in accordance with the terms and conditions of Attachment B –Compensation and Pricing of the RCA. Vendor shall reference Subordinate

Contract MA-060-24011667 on invoices. Invoices are to be submitted to the Sheriff-Coroner Division requesting the Services:

County of Orange Sheriff-Coroner Department 501 The City Drive South Orange, CA 92868 Theo Lacy Facility Attn: Israel Hernandez Em: ihernandez@ocsheriff.gov	County of Orange Sheriff-Coroner Department 550 N. Flower St. Santa Ana, CA 92703 Central Jail Facility Attn: Julio Robles Em: jrobles@ocsheriff.gov

b. Agreement, Attachment B, Scope of Work, of the ORIGINAL SUBORDINATE CONTRACT is amended in part to read as follows:

II. Theo **Lacy Facility, 501 The City Dr. S., Orange, CA 92868**

Anticipated schedule (subject to change, at County's sole discretion):

Service Hours Between 7:00 a.m. – 12:00 p.m. Pacific Time *Start time will be agreed upon between the Project Manager and Contractor	Mon hours	Tue hours	Wed hours	Thu hours	Fri hours	Sat hours	Sun hours
Number of Workers	4	4	4	4	4	4	4
Total minimum number of service hours	20	20	20	20	20	20	20

X. Monthly Cost for Janitorial Services

Location	Address	Hours Per Month	Hourly Rate For Janitorial Services	Total
Theo Lacy Facility	501 The City Dr. S., Orange, CA 92868	628.86	$33.95	$21,349.74
Central Jail Facility – Men's	550 N. Flower St., Santa Ana, CA 92703	519.06	$33.95	$17,622.03
Central Jail Facility – Women's	550 N. Flower St., Santa Ana, CA 92703	1284.66	$33.95	$43,614.15

2. All other terms and conditions in this Contract shall remain unchanged and with full force and effect.

IN WITNESS WHERE OF, the Parties have executed this AMENDMENT NUMBER ONE to Contract number MA-060-24011667

*Contractor: US Metro Group, Inc.

By: _____ Title: Chairman of the Board

Print Name: Evelyn Lee Date: 03/04/2025

*Contractor: US Metro Group, Inc.

By: _____ Title: Chief Financial Officer

Print Name: Brian Lee Date: 03/04/2025

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California

Sheriff-Coroner Department

By: _____ Title: Purchasing Manager

Print Name: Yvette Torres Date: 4.8.25

Approved by the Board of Supervisors: 4/8/2025
Approved as to Form
Office of the County Counsel
Orange County, California

By: DocuSigned by: Annie Loo
B7726751D1E947E...
Deputy

SUBORDINATE CONTRACT

SUBORDINATE CONTRACT NO. MA-060-24011667 with US Metro Group Inc. is hereby issued per the terms and conditions of Regional Cooperative Agreement RCA-017-22010002 for Janitorial Services.

This Contract MA-060-24011667 is made and entered into upon execution of all necessary signatures between US Metro Group Inc., having its principal place of business at 135 S. State College Blvd., Suite 200, Brea, CA 92821 (hereinafter referred to as "Contractor"), and the County of Orange, a political subdivision of the State of California (hereinafter referred to as "County"), acting through the Orange County Sheriff-Coroner Department, with a place of business at 320 N. Flower Street, 2nd Floor, Santa Ana, CA 92703 (hereinafter referred to as "Sheriff-Coroner"), which are sometimes individually referred to as "Party" or collectively referred to as "Parties".

ATTACHMENTS

This Contract is comprised of this document and the following Attachment, which is incorporated by reference into this Subordinate Contract:

Attachment A – Regional Cooperative Agreement No. RCA-017-22010002
Attachment B – Scope of Work
Attachment C - Orange County Sheriff's Department Tool Control Policy

RECITALS

WHEREAS, the County of Orange, acting through the County Executive Office, and Contractor executed a Regional Cooperative Agreement RCA-017-22010002 on August 25, 2021 for Janitorial Services (hereinafter referred to as "RCA"), now in effect from September 1, 2021 through and including August 31, 2026; and

WHEREAS, Term 38 of the RCA, entitled "Regional Cooperative Agreement (RCA)", allows other California local or state governmental entities to utilize the RCA with the same provision and pricing; and

WHEREAS, County, acting through the Sheriff-Coroner, and Contractor desire to enter into a Subordinate Contract for Janitorial Services pursuant to the terms, conditions and pricing of the RCA, which is attached hereto and incorporated herein by reference as Attachment A; and

WHEREAS, Contractor agrees to provide Janitorial Services to the County as further set forth in the Scope of Work, attached hereto as Attachment B;

NOW, THEREFORE, the parties mutually agree:

1. Scope of Contract: This Subordinate Contract specifies the terms and conditions by which the County, acting through the Sheriff-Coroner, will procure Janitorial Services from the Contractor



(hereinafter referred to as "Services") as more fully detailed in Attachment A, Regional Cooperative Agreement RCA-017-22010002.

2. Precedence: In the event of a conflict between the terms and conditions in this Contract and terms and conditions in the Attachments, the conflict shall be resolved by giving precedence first to the terms and conditions of this Contract, then the terms and conditions of any Attachments.

3. Confidentiality: Contractor must maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. This includes any information obtained by virtue of working in areas specified in the Scope of Work. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.

4. Contractor recognizes the nature of the work in a secured facility and assumes and accepts all risk of personal harm, bodily injury, death and/or damage to property. Contractor agrees that the County will not be liable for any such harm, injury, death and/or damage that may occur at the secured facility. Contractor shall ensure that its staff are aware of and adhere to Sheriff-Coroner's security procedures and relevant policies at all times.

5. Term of Subordinate Contract: This Subordinate Contract shall commence on September 13, 2024 and continue through August 31, 2026, unless otherwise terminated by the County pursuant to the termination provision of the RCA or renewed by a duly executed written amendment between the Parties according to the RCA.

6. Compensation & Payment: Contractor agrees to provide the Services in accordance with the terms and condition of the RCA, including its attachments, and at the fixed rates as set forth in Attachment B –Compensation and Pricing of the RCA. The total cost of this Subordinate Agreement shall not exceed $1,733,955.60. The County shall have no obligation to pay any sum in exess of this amount unless authorized by written amendment signed by both Parties.

7. Invoicing: Invoicing shall be done in accordance with the terms and conditions of Attachment B –Compensation and Pricing of the RCA. Vendor shall reference Subordinate Contract MA-060-24011667 on invoices. Invoices are to be submitted to the Sheriff-Coroner Division requesting the Services:

   County of Orange
   Sheriff-Coroner Department
   501 The City Drive South
   Orange, CA 92868
   Theo Lacy Facility
   Attn: Israel Hernandez
   Em: ihernandez@ocsheriff.gov

Folder: 2673406

SUBORDINATE CONTRACT

8. Notices: Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing with a copy provided to the assigned Deputy Purchasing Agent (DPA), except through the course of the Parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

   Contractor:
   US Metro Group Inc.
   135 S. State College Blvd
   Brea, CA 92821
   Attn: Bonnie Manning
   Ph: 213-382-6435
   Em: bonnie.m@usmetrogroup.com

   County:
   County of Orange
   Sheriff-Coroner Department
   501 The City Drive South
   Orange, CA 92868
   Theo Lacy Facility
   Attn: Israel Hernandez
   Em: ihernandez@ocsheriff.gov

   Assigned DPA:
   County of Orange
   Sheriff-Coroner Department/Purchasing Services Unit
   320 N. Flower Street, 2nd Floor
   Santa Ana, CA 92703
   Attn: Tyrone Waiters, DPA
   Ph: 714-834-4385

9. Security Requirements:

   A. Contractor shall, with respect to all employees of Contractor performing services hereunder:

      1. Perform background checks as to past employment history.
      2. Inquire as to past criminal felony convictions.



3. Ascertain that those employees who are required to drive in the course of performing services hereunder have valid California driver's licenses and no DUI convictions within two (2) years prior to commencement of services hereunder.
4. Perform drug screening to determine that such employees are not users of illegal drugs or other substances.

B. Criminal Justice Information Services (CJIS) Requirements:
All Contractors staff with physical or logical access to County data shall pass a fingerprint-based state and federal background check consistent with:
a. 5 CFR 731.106; and/or
b. Office of Personnel Management policy, regulations, and guidance; and/or
c. Agency policy, regulations, and guidance.

C. Contractor shall not assign to County property any Contractor personnel as to whom the foregoing procedures indicate:

1. Inability or unwillingness to perform in a competent manner.

2. Past criminal convictions for theft, burglary or conduct causing property damage or mental or physical harm to persons.

3. Where such employee's duties include driving a vehicle, absence of a valid California driver's license or a DUI conviction within the prior two (2) years.

4. Usage of illegal controlled substances as defined by federal law.

D. If any of the problems identified with respect to Contractor's employees are discovered after assignment of an employee to County property, or if County otherwise reasonably deems an assigned employee unacceptable, Contractor shall remove and replace such employee at the County property.

E. Nothing herein shall render any employee of Contractor an employee of County.

THE CONTRACTOR'S PERSONNEL REQUIREMENTS:

All employees must pass the County's background check and meet all requirements as set forth below:

1. All personnel to be employed in performance of the work under this Contract shall be subject to security clearance. Clearance must be updated and renewed every twelve (12) months from original date of clearance.



2. No person, who is required to enter a secured facility of the Sheriff, shall be assigned to perform work under this contract that has not received prior clearance from the Sheriff-Coroner Department.

3. Within fifteen (15) days of the effective date of this Contract, Contractor shall prepare and submit a complete and accurate "Contractor Security Clearance" information form for all Contractor's employee who will be working on or who will need access to the Sheriff-Coroner's facilities to perform work covered by this Contract. County project manager shall provide form(s) to Contractor's project manager. Contractor is also responsible for ensuring that anytime an employee is assigned to work on Sheriff-Coroner's facilities under this contract that a Security Clearance form is submitted and approved prior to that employee requiring access to such premises for providing services under this contract.

4. Contractor shall inform employees assigned to perform work within secured facilities of the Sheriff-Coroner that the employee is required to inform Contractor if/when any information provided on the security clearance form changes. Contractor shall submit an updated security clearance form whenever there is a change in information provided by an employee. Contractor shall be responsible for ensuring to submit Security Clearance forms in order to renew the Security Clearance(s) every twelve months. Renewal forms shall be submitted at least ten (10) County working days prior to the expiration of an existing clearance; a security clearance is valid for 12 months from the date of issuance. If Contractor is submitting an updated form due to a change in information, said form shall be submitted within in 10 county working days of the employer becoming aware of the updated information.

5. Contractor Security Clearance information forms will be provided by County Project Manager upon request and will be screened by the Sheriff-Coroner's Department.

6. Contractor Security Clearance information forms shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance.

7. County will not give Contactor the reason an individual's clearance is denied, but will provide explanation to individual affected via U.S. Mail.

E. GENERAL SECURITY REQUIREMENT-AT WORKSITE:

1. When performing work at a Sheriff-Coroner facility, all work areas shall be secured prior to the end of each workday.

2. Workers shall have no contact, either verbal or physical, with inmates in any facility while preforming work under this contract. Specifically:

   a. Do not give names or addresses to inmates.



b. Do not receive any names or addresses from inmates.

c. Do not disclose the identity of any inmate to anyone outside the facility.

d. Do not give any materials to inmates.

e. Do not receive any materials from inmates (including materials to be passed to another individual or inmate).

3. Contractor's personnel shall not smoke or use profanity or other inappropriate language while on site.

4. Contractor's personnel shall not enter the facility while under the influence of alcohol, illegal controlled substances as defined under federal law, or other intoxicants, and shall not have such materials in their possession.

5. Failure to comply with these requirements is a criminal act and can result in prosecution.

6. Contractor's personnel shall plan their activities to minimize the number of times they must enter and exit a facility, i.e., transport all tools, equipment, and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.

7. Contractor's personnel shall follow any special security requirements issued by the on-site contact person or escort Deputy.

8. Contractor's personnel shall report either to the on-site contact person when leaving the facility, temporarily or at the end of the workday.

9. Contractor's personnel shall immediately report all accidents, spills, damage, unusual conditions and/or unusual activities to the on-site contact person or any Sheriff's Deputy.

10. Contractor's personnel shall securely close and check all gates and doors to ensure that they are tightly closed and locked as they enter and exit various areas of the County facilities.

11. Contractor's personnel shall restrict all activities to the immediate work site and adjacent assigned areas necessary to performing work under this Contract.

12. Contractor's personnel shall remain with the assigned escort at all times, unless otherwise directed by the on-site contact person.

F. POTENTIAL DELAYS/INTERRUPTIONS:

1. Contractor shall acknowledge that the primary purpose of the detention facilities is the safe and secure operation of those facilities.

2. Contractor's personnel who enter a Sheriff facility but have not passed the security screening, or who have falsified the security screening information are subject to immediate removal from the facility. Contractor's personnel who are assigned to

work in a Sheriff facility who are determined to have outstanding wants or warrants may be detained by the Sheriff.

3. Contractor's personnel shall immediately comply with all directions and orders issued by Sheriff's personnel, other than changes regarding the quality or quantity of work, which will be controlled by County's project manager.

4. Contractor's personnel may be delayed or denied access to the facility due to unforeseen events that may affect the availability of security escorts.

5. Contractor's personnel may be ordered to leave a facility prior to the completion of their work or the end of the workday by unforeseen incidents occurring within secure environments. Such unforeseen incidents may also cause Contractor's personnel to be held inside the facility until the incident is resolved by the Sheriff's personnel.

6. Contractor may be subject to an inventory requirement where the Contractor shall supply an inventory list of all tools. The Facility will use this list for verification of tools entering and exiting security. Any and all time required to comply with the tool inventory and control program will not be considered a compensable delay and no requests for equitable adjustment in time or additional compensation for this time will be considered.

- Signature Page follows -

SUBORDINATE CONTRACT

The Parties hereto have executed this Contract MA-060-24011667 on the dates shown opposite their respective signatures below.

CONTRACTOR* US Metro Group, Inc,

Evelyn Lee	Chairman of the Board
Print Name	Title
	08/06/2024
Signature	Date
Brian Lee	Chief Financial Office
Print Name	Title
	08/06/2024
Signature	Date

* If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth.

The first corporate officer signature must be one of the following:1) the Chairman of the Board; 2) the President; 3) any Vice President.

The second corporate officer signature must be one of the following: a) Secretary; b) Assistant Secretary; c) Chief Financial Officer; d) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

****

County of Orange, a political subdivision of the State of California

Olivia Prudencio	Administrative Manager I
Print Name	Title
	9/10/24
Signature	Date

Approved by the Board of Supervisors: 9/10/24

Approved as to Form
Office of the County Counsel
Orange County, California

By: DocuSigned by: Annie Loo
B7726751D1E947E...
Deputy

SUBORDINATE CONTRACT

ATTACHMENT A

Regional Cooperative Agreement RCA-017-2201002

Folder: 2673406

SUBORDINATE CONTRACT

ATTACHMENT B

Scope of Work

Contractor shall provide Janitorial Services to the Orange County Central Jails and Theo Lacy Facility. The services will be conducted seven (7) days a week (Monday – Sunday) including County Holidays during the normal business hours of 7:00 a.m. to 5:00 p.m. (Pacific Standard Time). Due to the sensitive nature of OC Sheriff's operations, janitorial services shall be performed in the presence and escort of a designated OC Sheriff's employee. Contractor shall provide the following cleaning services on a daily basis unless otherwise specified.

All personnel shall wear uniforms/shirts with name tag, furnished by the Contractor at all times during the performance of duties within the facility. No ripped pants or leggings will be allowed.
All personnel shall provide California Driver's License when entering facility.

Restrictions
Contractor or its employees shall not disturb any papers on desks or in open drawers or cabinets, including reading, copying, photographing, altering or otherwise tampering with them. Contractor's personnel shall not use any County equipment or materials, which include, but not limited to: computers, phones, fax machines, printers, copiers etc. Any disruption of papers or use of equipment will be considered a violation of the Contract and grounds for immediate Contract termination.

Unless specified otherwise, the following services shall be provided by Contractor, Monday through Sunday as follows:

I. **Central Jail Facility, 550 N. Flower St., Santa Ana, CA 92703**

Anticipated schedule (subject to change, at County's sole discretion):

Service Hours Between 7:00 a.m. – 4:00 p.m. Pacific Time *Start time will be agreed upon between the Project Manager and Contractor	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Number of Workers	8	6	6	6	8	8	8
Total minimum number of service hours	64	48	48	48	64	64	64

1. Men's Jail Facility

Contractor shall provide cleaning services as follows:

A. Men's locker room (Large):

a. Remove trash and replace trash liners as necessary
b. Clean toilets and urinals
    i. Sanitize entire porcelain toilet with disinfect
    ii. Scrub inside toilet bowl and wipe down outside from top to bottom
c. Disinfect sinks and refill soap dispensers
d. Clean mirrors
e. Sweep, mop and dry mop restroom, shower area and locker room area
f. Showers
    i. Scrub shower walls, shower mats, and shower dividers
g. Sanitize all benches
h. Replenish bathroom supplies as necessary (i.e. : toilet paper, paper towels, trash can liners, soap dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

B. Administrative office:
    a. Remove trash and replace trash liners as needed.
    b. Vacuum carpet daily
    c. Sanitize and disinfect all doors and door handles daily

C. Female's locker room:
    a. Remove trash and replace trash liners as necessary
    b. Clean toilets
        i. Sanitize entire porcelain toilet with disinfect
        ii. Scrub inside toilet bowl and wipe down outside from top to bottom
    c. Disinfect sinks and refill soap dispensers
    d. Clean mirrors
    e. Sweep, mop and dry mop restroom and shower area
    f. Showers
        i. scrub shower walls, shower mats, and shower dividers
    g. Sanitize all benches
    h. Replenish bathroom supplies as necessary (i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags and soap dispensers)
    i. Sanitize and disinfect all doors and door handles
    j. Dust the top of lockers once a week

D. Men's locker room (small):
    a. Remove trash and replace trash liners as necessary
    b. Clean toilets and urinals
        i. Sanitize entire porcelain toilet with disinfect
        ii. Scrub inside toilet bowl and wipe down outside from top to bottom
    c. Disinfect sinks and refill soap dispensers
    d. Clean mirrors
    e. Sweep, mop and dry mop restroom, shower area and locker room area
    f. Showers

i. scrub shower walls, shower mats, and shower dividers
g. Sanitize all benches
h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners and soap dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

E. Gym:
a. Remove all trash and replace trash liners as necessary
b. Vacuum mats daily
c. Disinfect floor mats by spraying and dry mopping
d. Disinfect gym equipment two times a day
i. Machines
ii. Dumbbells
iii. Benches
iv. Bars
v. Floors

F. Sergeant's locker room:
a. Remove trash and replace trash liners as necessary
b. Clean toilets and urinals
i. Sanitize entire porcelain toilet with disinfect
ii. Scrub inside toilet bowl and wipe down outside from top to bottom
c. Disinfect sinks and refill soap dispensers
d. Clean mirrors
e. Sweep, mop and dry mop restroom, shower area and locker room area
f. Showers
i. Scrub shower walls, shower mats, and shower dividers
g. Sanitize all benches
h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, soaps dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

G. Hallway:
a. Sweep, mop, dry mop the hallway
b. Vacuum the Men's Jail entry rug daily
c. Sanitize and disinfect all doors and door handles

H. Briefing room:
a. Vacuum daily
b. Sweep, mop and dry mop the kitchenette
c. Disinfect sinks and refill soap dispensers daily
d. Sanitize and disinfect all chairs, doors and door handles

SUBORDINATE CONTRACT

I. Medical Office / CHS Administrative:
   a. Remove trash and replace trash liners as necessary
   b. Vacuum two times a week (Tuesdays and Thursdays)
   c. Clean toilets
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   d. Showers
      i. scrub shower walls, shower mats, and shower dividers
   e. Sweep, mop and dry mop restroom and shower area
   f. Disinfect sinks and refill soap dispensers
   g. Clean mirrors
   h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags, soaps dispensers)
   i. Conference room : wipe down and disinfect all tables, chairs, doors and door handles

J. Lobby:
   a. Sweep, mop and dry mop
   b. Vacuum rug daily
   c. Clean the entry glass doors and adjacent windows by removing any smudges and or fingerprints as needed
   d. Sanitize and disinfect doors and door handles

K. Attorney Bonds:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilet and urinal
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sink and refill soap dispenser
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom area and common area
   f. Sanitize and disinfect all doors and door handles

L. Outside trash cans (5):
   a. Remove trash and replace trash liners as necessary

2. Women's Jail Facility

A. Lobby:
   a. Remove trash and replace trash liners as necessary
   b. Clean the entry glass door and adjacent windows by removing any smudges and or fingerprints
   c. Sweep, mop and dry mop
   d. Sanitize and disinfect doors and door handles

B. District Attorney's office:

a. Remove trash and replace trash liners as necessary
b. Vacuum carpet two times per week (Tuesdays and Thursdays)
c. Sanitize and disinfect doors and door handles

C. Attorney Bonds:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilet and urinal
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sink and refill soap dispenser
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom area and common area
   f. Sanitize and disinfect all doors and door handles

D. Programs:
   a. Remove trash and replace trash liners as necessary
   b. Vacuum two times per week (Tuesdays and Thursdays)
   c. Clean toilet
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   d. Disinfect sink and refill soap dispenser
   e. Clean mirrors
   f. Sweep, mop and dry mop restroom
   g. Sanitize and disinfect doors and door handles

E. Briefing room:
   a. Vacuum carpet daily
   b. Sanitize and disinfect all chairs, doors and door handles

F. Hallway:
   a. Sweep, mop and dry mop hallway floor
   b. Sanitize and disinfect doors and door handles

G. Female locker room:
   a. Remove trash and replace trash liners as necessary
   b. Clean toilets
      i. Sanitize entire porcelain toilet with disinfect
      ii. Scrub inside toilet bowl and wipe down outside from top to bottom
   c. Disinfect sinks and refill soap dispensers
   d. Clean mirrors
   e. Sweep, mop and dry mop restroom and shower area
   f. Showers
      i. scrub shower walls, shower mats, and shower dividers
   g. Sanitize all benches

h. Replenish bathroom supplies as necessary(i.e. : toilet paper, paper towels, trash can liners, sanitary napkin bags, soap dispensers)
i. Sanitize and disinfect all doors and door handles
j. Dust the top of lockers once a week

H. Outside trash cans (2):
a. Remove trash and replace trash liners as necessary

I. Description of Facility (Men's and Women's)
a. Total Square Footage: 12,899 sq. ft.

Hard Surface/Tile: 8,537 sq. ft.

Carpet: 4,362 sq. ft.

3. Intake Release Center (IRC)

A. Employee Entrance:

i. Clean and disinfect door handles and rails
ii. Clean glass door
iii. Empty trash bin and replace liners as necessary
iv. Water down entrance area
v. Remove trash and debris from lawn bushes

B. Employee Hallway:

i. Vacuum Carpet
ii. Dust picture frames, logos and umbrella stand
iii. Clean and disinfect lockers and door handles
iv. Dust walls every Wednesday
v. Remove trash and replace liners as necessary

C. Administration:
a. Offices – Secretarial Area
i. Dust all surfaces
ii. Vacuum Carpet
iii. Empty trash and replace liners as necessary

b. Kitchenette Area
i. Clean and disinfect counter tops
ii. Restock supplies
iii. Empty trash and replace liners as necessary

c. Restrooms
    i. Sweep, mop and dry mop floor
    ii. Clean and disinfect toilets and sinks
        1. Sanitize entire porcelain toilet with disinfect
        2. Scrub inside toilet bowl and wipe down outside from top to bottom
        3. Sanitize entire sink.
    iii. Restock Supplies
    iv. Empty trash and replace liners as necessary

d. Conference Room
    i. Dust and clean all surfaces
    ii. Vacuum Carpet
    iii. Dust TV and wall mountings as needed
    iv. Empty trash and replace liners as necessary

e. Hallways
    i. Vacuum Carpet
    ii. Dust picture frames and wall décor
    iii. Clean Doors, door jams and handles

D. Locker Rooms – 4 Total:
    i. Vacuum Carpet
    ii. Clean and disinfect toilets, stall partitions, urinals, sinks, counter tops, mirrors, showers and benches
        1. Sanitize entire porcelain toilet with disinfect
        2. Scrub inside toilet bowl and wipe down outside from top to bottom
    iii. Restock Supplies
        1. Towels
        2. Toilet paper
        3. Paper towels
        4. Refill soap dispensers
    iv. Sweep, mop and dry mop floors
    v. Empty Trash / towel bins and replace liners as necessary
    vi. Dust lockers every Wednesday
    vii. Clean vents above toilet area as needed

E. Bunk Rooms – 2 Total:
    i. Vacuum Carpet
    ii. Restock Linen
        1. Empty dirty linen bin
    iii. Clean and disinfect bunk beds

F. Gym – 2 Total:
    i. Sweep, mop and vacuum floors
    ii. Clean and disinfect all gym equipment

iii. Restock supplies
    1. Towels
    2. Cups
    3. Water
    4. Paper Towels
    5. Refill disinfectant in spray bottles
iv. Clean mirrors
v. Dust all surfaces as needed
vi. Restock towels
    1. Empty dirty towel bin
vii. Empty trash bins and replace linens as necessary

G. Visiting Guard Station – Restroom:
    i. Vacuum Carpet
    ii. Clean windows and sills
    iii. Clean and disinfect counters, door handles, toilet, and sink
        1. Sanitize entire porcelain toilet with disinfect
        2. Scrub inside toilet bowl and wipe down outside from top to bottom
        3. Sanitize entire sink.
    iv. Sweep and mop floor
    v. Restock supplies
    vi. Empty trash and replace linens as necessary

H. Facility Maintenance Room – Only when occupied:
    i. Vacuum Carpet
    ii. Dust all surfaces as needed
    iii. Empty trash and replace linens as necessary

I. Main Control Sally-Port:
    i. Sweep, mop and dry mop floors
    ii. Clean windows, window sill and counter
    iii. Dust door frames and walls as needed

J. Briefing Room – Hallway – Restroom – Break Room – Patio Area:
    i. Sweep, mop and dry mop all floors
    ii. Clean and disinfect bathroom
        1. Toilets
            a. Sanitize entire porcelain toilet with disinfect
            b. Scrub inside toilet bowl and wipe down outside from top to bottom
        2. Sinks
            a. Sanitize entire sink
        3. Counter tops
        4. Mirrors
    iii. Restock supplies
    iv. Clean reachable vents every Wednesday

v. Dust walls as needed
vi. Vacuum back break room
vii. Clean and disinfect tables, benches and all hard surfaces
viii. Clean windows
ix. Dust all surfaces as needed
x. Clean and disinfect podium
xi. Sweep and water down patio area
xii. Remove foliage debris
xiii. Empty Trash and replace linens as needed

K. Public Visiting Entrance – Quad Area:
   i. Remove trash and debris from lawn and bushes
   ii. Clean windows and entrance doors
   iii. Clean and disinfect door handles
   iv. Sweep quad area
      1. Water down area when water spigot is installed
   v. Empty trash and replace liners when necessary

L. Intake Release Center Visiting Lobby – Stairs – Elevator:
   i. Sweep, mop and dry mop floor
   ii. Clean and disinfect
      1. All Windows
      2. Telephones
      3. Visiting Guard Countertops
      4. Lockers
      5. Door handles
      6. Seats
      7. Rails
   iii. Remove graffiti as needed
   iv. Clean elevator floor and buttons
   v. Sweep all stairs

M. Intake Release Center Visiting Area – Hallway:
   i. Sweep, mop and dry mop floor
   ii. Clean and dust walls as needed
   iii. Clean and disinfect each visiting booth
      1. Telephone
      2. Counter
      3. Seat
      4. Window
      5. Partition (45 Total)
   iv. Remove graffiti as needed
   v. Clean reachable vents
   vi. Clean doors, handles and door jams

N. Cashier / Release Area – Hallway – Stairs:
   i. Sweep, mop and dry mop floor
   ii. Sweep stairs
   iii. Clean and disinfect
      1. Rails
      2. Counters
      3. Water Fountain
      4. Walls as needed
   iv. Clean and disinfect Male/Female release area
   v. Empty trash and replace liners as necessary

O. Public Restrooms:
   i. Sweep, mop and dry mop floors
   ii. Clean and disinfect
      1. Toilets
         a. Sanitize entire porcelain toilet with disinfect
         b. Scrub inside toilet bowl and wipe down outside from top to bottom
      2. Sinks
         a. Sanitize entire sink
      3. Urinals
      4. Countertops
      5. Door handles
      6. Stall partitions
      7. Clean all mirrors
      8. Restock supplies
      9. Remove graffiti as needed
      10. Clean vents as needed

P. CJI Public Lobby (Video Arraignment) – Restroom – Outdoor Area:
   i. Sweep, mop and dry mop floor
   ii. Clean and disinfect
      1. All windows
      2. Seats
      3. Door handles
      4. Toilets
         a. Sanitize entire porcelain toilet with disinfect
         b. Scrub inside toilet bowl and wipe down outside from top to bottom
      5. Sink
         a. Sanitize entire sink
      6. All mirrors
      7. Dust walls as needed
      8. Sweep and remove leaves in patio area

Q. Central Women's Jail / Central Men's Jail Visiting:
   i. Sweep, mop and dry mop floor

ii. Clean and disinfect each visiting booth
1. Telephone
2. Countertops
3. Windows
4. Seats
5. Partitions (92 Total)

iii. Remove graffiti as needed
Clean and disinfect all benches

R. Description of Facility

a. Total Square Footage: 32,113 sq. ft.

Carpet: 9,936 sq. ft.

Tile/Hard Surface: 20,286 sq. ft.

Rubber Mats: 1,891 sq. ft.

4. Central Jail Facility – Floor Maintenance.

a. Contractor shall perform routine maintenance of carpeted and tiled floors within the facilities of the Men's Jail, Women's Jail, and IRC. Floor maintenance shall be performed on an as needed basis and include but not limited to the following;

- Shampooing of carpeted floors
- Stripping, Sealing, Waxing, and Spray Buffing of tiled floors

b. Floor maintenance projects shall be scheduled by the County's project manager. The number of technicians required to perform floor maintenance shall be agreed to in advance of project, and shall be based on the volume of work scheduled by the County's project manager.

II. **Theo Lacy Facility, 501 The City Dr. S., Orange, CA 92868**

Anticipated schedule (subject to change, at County's sole discretion):

Service Hours Between 7:00 a.m. – 12:00 p.m. Pacific Time *Start time will be agreed upon between the Project Manager and Contractor	Mon hours	Tue hours	Wed hours	Thu hours	Fri hours	Sat hours	Sun hours
Number of Workers	2	2	2	2	2	2	2
Total minimum number of service hours	10	10	10	10	10	10	10

Folder: 2673406

SUBORDINATE CONTRACT

1. Composition Floors:
- Dust and mop with chemically treated dust/wet mops
- Spot clean high traffic areas to remove spillage and foreign matter

2. Carpets :
   Carpets shall be vacuumed two (2) times per week (on Tuesday and Thursday).

3. Gym:
   a. Mirrors - Cleaned
   b. Machines and Furnishings - Disinfected
   c. Floors and Mats – Mopped/Vacuumed
   d. Trash removed and liners replaces

4. Desk & Office Furnishings dusted with treated cloths:
- Desktops washed upon request and when left clear of all papers and miscellaneous items (at no additional charge).
- Wipe Cabinet tops, partition tops, printer and counter tops.

5. Clean all table glass and counter tops with a chemically treated damp cloth.

6. Empty wastebaskets and other trash receptacles, removing all trash from the building to the designated site dumpster.

7. Replace wastebasket liners as necessary.

8. Return wastebasket and chairs to proper position, papers left on desk undisturbed and office doors are to be closed once the office is cleaned.

9. Spot clean doors, doorknobs, doorframes and round all switches removing fingerprints and smudges.

10. Clean Lobby/Entrance glass doors/Employees glass doors/Patio glass doors, Stairs and Elevators:
    a. Janitors to clean lobby during visiting hours

11. Clean and sanitize all Kitchens, Kitchenettes, breakrooms, lunchrooms, common areas, and conference rooms, including but not limited to: Clean and Sanitize kitchen floors,

sinks, cabinetry knobs, countertops, tables, refrigerator (exterior only), chairs, toaster, water cooler, microwave ovens (exterior only), and all tables and chairs.

12. Clean and sanitize all public visiting areas:
    a. Spot clean common areas, door handles, counter tops and chairs.

13. Clean and sanitize the Special Services Building:
    a. Cleaned similarly to admin offices

14. Clean and sanitize all bathrooms:

- Refill toilet tissue, paper towels, seat covers, soap dispensers
- Clean and refill with trash liners all waste receptacles
- Empty and replace/insert of napkin containers
- Clean and sanitize all toilet bowls, urinals, removing any stains and keep free of scale
- Clean stall walls and dividers
- Toilet seats thoroughly cleaned and disinfected
- Clean and sanitize washbasins using a non-abrasive cleaner, rinse and wipe dry
- Clean/Wipe all air vents every other week
- Male/Female Locker rooms sweep/mop wipe down benches and top of the lockers
- Clean shower twice a week
- Clean/Polish all metal work and plumbing fixtures
- Clean and polish all mirrors and dispensers
- Thoroughly wash and sanitize all restroom floors with approved germicidal solution
- Spot clean walls and around waste basins for fingerprints and smudges

15. Description of facility
    Total square footage: 189,000 (9 floors X 21,000 square feet per floor)

    Offices and warehouse // Sheriff's employees and visitors: (average 350-400 employees plus limited amount of visitors)

    Hard surface/vinyl tile: 89,000 sq. ft.

    Carpet: 100,000 sq. ft.

III. Special Note

All urinals to be scrubbed and wiped down inside and out with a damp cloth (without chemicals)

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For ZURN waterless urinals, Contractor shall only use AQUAGREEN sealant from ZURN plumbing supplies. DO NOT USE ANY OTHER CHEMICALS TO CLEAN OR MAINTAIN THE URINALS

All maintenance/custodial personnel will report any problems they observe, e.g., damage, breakage, serious plumbing problems, etc. immediately to the designated OC Sheriff's employee (escort) as well as their direct supervisor.

All preceding area measurements for the buildings are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications/additions.

IV. Supplies & Equipment shall be provided by Contractor:

- **Can liners/trash bags 24x24 10 gal**
- **Can liners/trash bags 40x48 40-45 gal**

V. Trash

Contractor shall remove all trash from the building on a daily schedule basis. Dumpsters and other trash containers are provided by the facility for the disposal of trash. Contractor shall only throw away what is in a trash can (i.e. do not pick papers off the floor and throw away).

Contractor shall provide containers on wheels or similar methods to move trash from any part of the building to other**. Under no circumstances** shall trash containers or other equipment be slid on the floor or carpeting.

Contractor shall not recycle trash or store recycled materials on the premises.

VI. Security

Contractor shall keep all exterior doors closed and locked at all times while working in the building.

Contractor shall not admit any person into the building that is not a direct employee of the Contractor or the Sheriff's Department. All Contractor personnel working inside Sheriff's facilities must pass a background/security check. Contractor shall maintain the same personnel for duration of the contract. No rotational crew accepted.

VII. Restrictions

Phones are to be used only during breaks/lunch times at designated locations.

VIII. Protection/Restoration

Contractor shall protect all furnishings and equipment from damage by its operations. All damaged furnishings and equipment shall be repaired or replaced (at option of the County) at the Contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to the original in all aspects.

SUBORDINATE CONTRACT

ATTACHMENT C
Orange County Sheriff's Department Tool Control Policy

Tool Control Guidelines for Contractors Working in Correctional Facilities

The Orange County Sheriff's Department has implemented a Tool Control Program at all jail facilities. The purpose of the program is to increase the safety at the facilities by keeping dangerous tools out of the hands of inmates. All contractors entering one of these facilities will be required to comply with the program requirements. The security staff at these facilities will make every effort to minimize any inconvenience caused by this program. We are providing you these guidelines so you can prepare the necessary documentation in advance to minimize any delay entering the facility.

All contractors performing work inside the security area of the facilities will be required to have their tools inventoried upon entry to, and exit from the facility.

Instructions for persons entering the facility:

- Complete the attached inventory form listing all of the tools you will need to take inside (preferably prior to arrival at the facility). Limiting the number of tools needed, will speed your entry and departure.
- Present the written inventory at the entrance to the facility at which you are working.
- A member of the security staff will compare the tools you are taking into the facility to your written inventory and return the form to you after signing it.
- A member of the security staff will repeat the inventory on your way out of the building to make sure you have not left any tools at the job site.
- The security staff will retain the original inventory, but will make you a copy if you need one.
- Contractors performing regular work at these facilities should prepare advance inventories for each toolbox with a few blank lines at the bottom and store the inventories on a computer. When you need to come to a facility, you can print the appropriate pages to take with you and handwrite any additional special tools at the bottom.
- If needed, you will be allowed entry to the facility to look at the work to be done prior to determining what tools you will need to minimize the number of tools subject to the inventory requirement.

Instructions for vehicles entering the facility:

- All vehicles entering the secured parking area of any correctional facility operated by the Orange County Sheriff's Department will be subject to search and will be logged in and out at the gate.
- Vehicles entering the Intake Release Center or Theo Lacy Facility will not need to have the tools inventoried. You will only need to inventory the tools to be carried inside the facility.
- Vehicles entering the James A. Musick Facility will need to be inventoried prior to entering and exiting the facility.

Contact Information if you have questions about this policy or need more information:

James A. Musick Facility • (949) 855-7777

Intake Release Center • (714) 647-6120

Theo Lacy Facility • (714) 935-6216

Folder: 2673406

SUBORDINATE CONTRACT

JOB TOOL INVENTORY LIST

Date: Name: WO#

*Security staff must initial and write down their badge number for both the in and out inventory.

Tool / Id #	In	Out
1)	☐	☐
2)	☐	☐
3)	☐	☐
4)	☐	☐
5)	☐	☐
6)	☐	☐
7)	☐	☐
8)	☐	☐
9)	☐	☐
10)	☐	☐
11)	☐	☐
12)	☐	☐
13)	☐	☐
14)	☐	☐
15)	☐	☐
16)	☐	☐
17)	☐	☐
18)	☐	☐
19)	☐	☐
20)	☐	☐
21)	☐	☐
22)	☐	☐
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