

Contract Summary Form OC

Expediter Requisition# 1768051, 1786537

US Metro Group, Inc.

SUMMARY OF SIGNIFICANT CHANGES

N/A

SUBCONTRACTORS

This contract does not currently include subcontractors or pass through to other providers.

CONTRACT OPERATING EXPENSES

See attached excerpt from the contract, which details the term ending August 31, 2026.

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:

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
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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,

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

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

- 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

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:
- 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

- 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

- 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

- 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

- 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

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	Tue	Wed	Thu	Fri	Sat	Sun
hours	hours	hours	hours	hours	hours	hours	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

- 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

- 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	Tue	Wed	Thu	Fri
	hours	hours	hours	hours	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

- 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:

- 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

- 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:

- 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

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	Tue	Wed	Thu	Fri	Sat	Sun
hours	hours	hours	hours	hours	hours	hours	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

- 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

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:
- 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
 - 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.

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

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.

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.

