Contract No. BW9562-1/24

Janitorial Services for Various County Departments

THIS AGREEMENT made and entered into as of this 1st day of August, 2014 by and between Florida Association of Rehabilitation Facilities, Inc. (RESPECT of Florida) , a corporation organized and existing under the laws of the State of Florida, having its principal office at 2475 Apalachee Parkway, Suite 205, Tallahassee, Florida 32301-4946 (hereinafter referred to as the "Contractor"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 N.W. 1st Street, Miami, Florida 33128 (hereinafter referred to as the "County"), contains the mutual covenants and agreements between the parties as follows:

ARTICLE 1. ORDER OF PRECEDENCE

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) these terms and conditions, 2) Special Conditions (Appendix A), 3) Scope of Services (Appendix B), 4) Facility Details (Appendix C), 5) Price Schedule (Appendix D) and 6) Supplemental General Conditions (Appendix E).

ARTICLE 2. CONTRACT TERM

The Contract shall become effective on the date indicated above and shall continue for 60 months. The County, at its sole discretion, reserves the right to exercise the option to renew this Contract for a period for sixty (60) additional months. The County reserves the right to exercise its option to extend this Contract for up to one hundred-eighty (180) calendar days beyond the current Contract period and will notify the Contractor in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the Contractor, upon approval by the Board of County Commissioners.

ARTICLE 3. DEFINITIONS

The following words and expressions used in this Agreement shall be construed as follows, except when it is clear from the context that another meaning is intended:

a) The words "Contract" or "Agreement" to mean collectively these terms and conditions, all appendices and attachments hereto, and all amendments issued hereto.

c) The words "Contract Manager" to mean Miami-Dade County's Director, Internal Services Department, or the duly authorized representative designated to manage the Contract.

d) The word "Days" to mean Calendar Days.

e) The word "Deliverables" to mean all documentation and any items of any nature submitted by the Contractor to the County's Project Manager for review and approval pursuant to the terms of this Agreement.

f) The words "Project Manager" to mean the County Mayor or the duly authorized representative designated to manage the Work.

g) The words "Scope of Services" to mean the documents appended hereto as Appendix B and Appendix D, which details the work to be performed by the Contractor.

h) The word "subcontractor" to mean any person, entity, firm or corporation, other than the employees of the Contractor, who furnishes labor and/or materials, in connection with

the Work, whether directly or indirectly, on behalf and/or under the direction of the Contractor and whether or not in privity of Contract with the Contractor.

i) The words "Work" or "Services" to mean all matters and things required to be done by the Contractor in accordance with the provisions of this Contract.

ARTICLE 4. NATURE OF THE AGREEMENT

a) This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in this Agreement. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement, and that this Agreement contains the entire agreement between the parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that this Agreement may be modified, altered or amended only by a written amendment duly executed by both parties hereto or their authorized representatives.

b) The Contractor shall provide the services set forth in the Scope of Services, and render full and prompt cooperation with the County in all aspects of the Services performed hereunder.

c) The Contractor acknowledges that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work and Services under this Contract. All things not expressly mentioned in this Agreement but necessary to carrying out its intent are required by this Agreement, and the Contractor shall perform the same as though they were specifically mentioned, described and delineated.

d) The Contractor shall furnish all labor, materials, tools, supplies, and other items required to perform the Work and Services that are necessary for the completion of this Contract. All Work and Services shall be accomplished at the direction of and to the satisfaction of the County's Project Manager.

e) The Contractor acknowledges that the County shall be responsible for making all policy decisions regarding the Scope of Services. The Contractor agrees to provide input on policy issues in the form of recommendations. The Contractor agrees to implement any and all changes in providing Services hereunder as a result of a policy change implemented by the County. The Contractor agrees to act in an expeditious and fiscally sound manner in providing the County with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes.

ARTICLE 5. NOTICE REQUIREMENTS

All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if delivered by Registered or Certified Mail, with return receipt requested; or delivered personally; or delivered via fax or e-mail (if provided below) and followed with delivery of hard copy; and in any case addressed as follows:

(1) to the County

a) to the Project Manager:

Miami-Dade County
Attention: Dept. Project Manager (ISD, MDT, MDPD)
Phone: Various
Fax: Various
E-mail:

and,

b) to the Contract Manager:

Miami-Dade County
Internal Services Department, Procurement Management Division
111 N.W. 1st Street, Suite 1375
Miami, FL 33128-1974
Attention: Assistant Director
Phone: (305) 375-5548
Fax: (305) 375-2316
E-mail:

(2) To the Contractor

Florida Association of Rehabilitation Facilities, Inc. (RESPECT of Florida)
2475 Apalachee Parkway, Suite 205
Tallahassee, Florida 32301-4946
Attention: Nancy Perlman
Phone: (850) 487-1471
Fax: (850) 656-0168
E-mail: www.respectofflorida.org

Either party may at any time designate a different address and/or contact person by giving notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

ARTICLE 6. PAYMENT FOR SERVICES/AMOUNT OBLIGATED

The Contractor warrants that it has reviewed the County's requirements and has asked such questions and conducted such other inquiries as the Contractor deemed necessary in order to determine the price the Contractor will charge to provide the Work and Services to be performed under this Contract. The compensation for all Work and Services performed under this Contract, including all costs associated with such Work and Services, shall be pursuant to Appendix "E" price schedule. Rates shall remain firm and fixed for the term of the Contract, including any optional and extension periods except for increases allowed due to an adjustment to the Living Wage rates. Optional Services approved in writing by the County as described in the Scope of Services will be reimbursed by the County separately from monthly rate or per bus rate. The County shall have no obligation to pay the Contractor any additional sum in excess of those stated herein, except for a change and/or modification to the Contract, which is approved and executed in writing by the County and the Contractor.

All Services undertaken by the Contractor before County's approval of this Contract shall be at the Contractor's risk and expense.

ARTICLE 7. METHOD AND TIMES OF PAYMENT

The Contractor agrees that under the provisions of this Agreement, as reimbursement for those actual, reasonable and necessary costs incurred by the Contractor, which are directly attributable or properly allocable to the Services, the Contractor may bill the County monthly. All invoices shall be taken from the books of account kept by the Contractor, shall be supported by copies of payroll distribution, receipt bills or other documents reasonably required by the County, shall show the County's contract number, and shall have indicate the region being served. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

In accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Contractor to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Contractor under this Contract. Such retained amount shall be applied to the amount owed by the Contractor to the County. The Contractor shall have no further claim to such retained amounts which shall be deemed full accord and satisfaction of the amount due by the County to the Contractor for the applicable payment due herein.

Invoices and associated back-up documentation shall specify the County department requesting the service and shall be submitted in duplicate by the Contractor to the Building Manager requesting the service unless otherwise specified in the purchase order.

ARTICLE 8. INDEMNIFICATION AND INSURANCE

The Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

Upon County's notification, the Contractor shall furnish to the Internal Services Department, Procurement Management Division, Certificates of Insurance that indicate that insurance coverage has been obtained, which meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
2. General Liability Insurance on a comprehensive basis in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage. The mailing address of Miami-Dade County 111 N.W. 1st Street, Suite 1300, Miami, Florida 33128-1974, as the certificate holder, must appear on the certificate of insurance.**
3. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Services, in an amount not less than $300,000 combined single limit per occurrence for bodily injury and property damage.

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund.

Compliance with the foregoing requirements shall not relieve the Contractor of this liability and obligation under this section or under any other section in this Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within ten (10) business days. If the insurance certificate is received within the specified timeframe but not in the manner prescribed in this Agreement, the Contractor shall have an additional five (5) business days to submit a corrected certificate to the County. If the Contractor fails to submit the required insurance documents in the manner prescribed in this Agreement within fifteen (15) business days, the Contractor shall be in default of the contractual terms and conditions and award of the Contract may be rescinded, unless such timeframe for submission has been extended by the County.

The Contractor shall be responsible for ensuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period of the Contract, including any and all option years or extension periods that may be granted by the County. If insurance certificates are scheduled to expire during the contractual period, the Contractor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the Contract until such time as the new or renewed certificates are received by the County in the manner prescribed herein; provided, however, that this suspended period does not exceed thirty (30) calendar days. Thereafter, the County may, at its sole discretion, terminate this contract.

ARTICLE 9. TERMINATION

The County may terminate this Contract without or without cause upon written notice. If the Contractor fails to perform in accordance with the Contract, the County may choose to terminate this Contract for default or place the Contractor on probation. The County further reserves the right to suspend or debar the Contractor in accordance with the appropriate County ordinances, resolutions, and/or administrative orders. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the Contractor.

Upon receipt of such notice, the Contractor shall not incur any additional costs under this Contract. The County shall be liable only for the pro-rated amount of the monthly rate for the month in which the notice of termination is issued.

ARTICLE 10. INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent Contractor, and not an employee, agent or servant of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

ARTICLE 11. QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING

The Contractor shall maintain, and shall require that its subcontractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth in the Scope of Services. The Contractor and its subcontractors and suppliers, shall retain such records, and all other documents relevant to the Services furnished under this Agreement for a period of three (3) years from the expiration date of this Agreement and any extension thereof.

ARTICLE 12. AUDITS

The County, or its duly authorized representatives or governmental agencies, shall until the expiration of three (3) years after the expiration of this Agreement and any extension thereof, have access to and the right to examine and reproduce any of the Contractor's books, documents, papers and records and of its subcontractors and suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Agreement.

Pursuant to Section 2-481 of the Miami-Dade County Code, the Contractor will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds. The Contractor agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

ARTICLE 13. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT

The Contractor shall not assign, transfer, convey or otherwise dispose of this Agreement, including its rights, title or interest in or to the same or any part thereof without the prior written consent of the County.

ARTICLE 14. VENDOR REGISTRATION/CONFLICT OF INTEREST

a) Vendor Registration
The Contractor shall be a registered vendor with the County – Internal Services Department, Procurement Management Division, for the duration of this Agreement.

b) Conflict of Interest
Section 2-11.1(d) of Miami-Dade County Code requires that any County employee or any member of the employee's immediate family who has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County, competing or applying for a contract, must first request a conflict of interest opinion from the County's Ethics Commission prior to their or their immediate family member's entering into any contract or transacting any business through a firm, corporation, partnership or business entity in which the employee or any member of the employee's immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County. Any such contract or business engagement entered in violation of this subsection, as amended, shall be rendered voidable. For additional information, please contact the Ethics Commission hotline at (305) 579-2593.

ARTICLE 15. COUNTY USER ACCESS PROGRAM (UAP)

a) User Access Fee

Pursuant to Section 2-8.10 of the Miami-Dade County Code, this Contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Contract, or any contract resulting from the solicitation referenced on the first page of this Contract, and the utilization of the County Contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all Contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The Contractor providing goods or services under this Contract shall invoice the Contract price and shall accept as payment thereof the Contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Contractor participation in this invoice reduction portion of the UAP is mandatory.

b) Joint Purchase

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive County Contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The Contractor must obtain the participation number from the entity prior to filling any order placed pursuant to this Section. Contractor participation in this joint purchase portion of the UAP, however, is voluntary. The Contractor shall notify the ordering entity, in writing, within three (3) business days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the Contractor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back"

basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

The County shall have no liability to the Contractor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the Contractor and shall be paid by the ordering entity less the 2% UAP.

c) Contractor Compliance

If a Contractor fails to comply with this Article, that Contractor may be considered in default by the County in accordance with Article 24 of this Contract.

ARTICLE 16. INSPECTOR GENERAL REVIEWS

Independent Private Sector Inspector General Reviews

Pursuant to Miami-Dade County Administrative Order 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (hereinafter "IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Contractor shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and reproduction. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Contractor's prices and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services. The terms of this provision apply to the Contractor, its officers, agents, employees, subcontractors and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Contractor in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the Contractor or any third party.

Miami-Dade County Inspector General Review

According to Section 2-1076 of the Code of Miami-Dade County, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise provided below. The cost of the audit for this Contract shall be one quarter (1/4) of one (1) percent of the total contract amount which cost shall be included in the total contract amount. The audit cost will be deducted by the County from progress payments to the Contractor. The audit cost shall also be included in all change orders and all contract renewals and extensions.

Exception: The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (I) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under $1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-38; (m) federal, state and local government-funded grants; and (n) interlocal agreements. ***Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter (1/4) of one percent in any exempted contract at the time of award.***

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above. The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspectors general (IPSIG) to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, specifications, proposal submittals, activities of the Contractor, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon written notice to the Contractor from the Inspector General or IPSIG retained by the Inspector General, the Contractor shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Contractor's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, change order estimate files, worksheets, proposals and agreements form and which successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

ARTICLE 17. PRESS RELEASE OR OTHER PUBLIC COMMUNICATION

Under no circumstances shall the Contractor without the express written consent of the County:

a) Issue or permit to be issued any press release, advertisement or literature of any kind which refers to the County, or the Work being performed hereunder, unless the Contractor first obtains the written approval of the County. Such approval may be withheld if for any reason the County believes that the publication of such information would be harmful to the public interest or is in any way undesirable; and

b) Communicate in any way with any Contractor, department, board, agency, commission or other organization or any person whether governmental or private in connection with the Services to be performed hereunder except upon prior written approval and instruction of the County; and

c) Except as may be required by law, the Contractor and its employees, agents, subContractors and suppliers will not represent, directly or indirectly, that any product or service provided by the Contractor or such parties has been approved or endorsed by the County.

ARTICLE 18. GOVERNING LAW

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and construed in

accordance with, the laws of the State of Florida. Venue shall be Miami-Dade County.

ARTICLE 19. PUBLIC RECORDS AND CONTRACTS FOR SERVICES PERFORMED ON BEHALF OF A PUBLIC AGENCY

As a political subdivision of the State of Florida, Miami-Dade County is subject to the stipulations of Florida's Public Records Law.

The Contractor shall comply with the state of FL Public Records Law, s. 119.0701, F.S., specifically to: (1) keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service; (2) provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency. If the Contractor does not comply with a public records request, the public agency shall enforce contract provisions in accordance with the contract.

ARTICLE 20. SURVIVAL

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Contractor and the County under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.
IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the contract date herein above set forth.

Contractor	Miami-Dade County
By: Suzanne Sewell	By:
Name: Suzanne Sewell	Name: Carlos A. Gimenez
Title: President / CEO	Title: Mayor
Date: May 1, 2014	Date: 7/11/14
Attest: Patricia H. Allen	Attest:
Corporate Secretary/Notary Public	Clerk of the Board
Corporate Seal/Notary Seal	Approved as to form and legal sufficiency
	Assistant County Attorney

PATRICIA H. ALLEN
MY COMMISSION EXPIRES April 1, 2016
#EE 172705
Bonded thru Troy Fain Insurance
NOTARY PUBLIC, STATE OF FLORIDA

COUNTY COMMISSIONERS MIAMI-DADE COUNTY FLORIDA

APPENDIX A
Special Conditions

1. ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. The Contractor shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the Contractor. Barricades shall be provided by the Contractor when work is performed in areas traversed by persons, or when deemed necessary by the County.

2. ADMINISTRATIVE CHARGES FOR INCOMPLETE WORK AND/OR SUBSTANDARD PERFORMANCE

Failure to complete janitorial projects or to not perform the work in accordance with the specifications and to the satisfaction of the County within the time stated may cause the Contractor to be subject to administrative charges of three percent (3%) of the monthly maintenance fee for a facility/building per failed audit as detailed in in Appendix B – Scope of Services, Para. 9. Charges apply for every calendar day the County has not given the facility a passing grade. As compensation due the County and for additional costs incurred by the County due to such non-completion of the work, the County shall have the right to deduct charges from any amount due, or that may become due to the Contractor under the contract award related to the work performed, or to invoice the vendor for such damages if the costs incurred exceed the amount due to the Contractor.

Administrative charges for a month shall not exceed twenty-one (21) per cent of the Contractor's monthly invoice amount for the facility where the deficiency(ies) occurred. Building Manager or designee will meet with Contractor on a regular basis to discuss work performance and other issues. If unable to correct deficiencies, Contractor will be placed on notice and may be suspended or terminated for cause in accordance with the provisions herein.

3. BADGES

Contractor's employees shall wear identification badges at all times. Contractor shall provide identification badges for each employee, showing the employee's picture, name, signature, company name/logo and expiration date. New or temporary employees may wear temporary badges.

Some buildings may require a County issued badge in addition to the company badge. There may be a charge of approximately $50.00 each for these badges (paid for by the Contractor). In some cases, building security will not allow employees to pass without its County-issued badge.

4. BIO-HAZARDOUS WASTE

The Contractor is required, as part of its routine daily work, to clean, disinfect, decontaminate, and legally dispose of potentially infectious blood borne pathogen materials. Potentially infectious materials may include, but are not limited to, blood, urine, feces, semen, vomit, pleural fluid, saliva, needles, sharps, diapers, and other items and substances.

APPENDIX A
Special Conditions

5. BUILDING ACCESS

Access to each building shall be as directed by the Building Manager. The Contractor's employees are forbidden access to restricted areas, which are designated by the Building Manager.

Only authorized Contractor employees are allowed on the premises of Miami-Dade County buildings. The Contractor's employees are not to be accompanied in the work area by acquaintances, family members, assistants, or any other person who is not an authorized Contractor employee.

6. BUILDING MANAGER'S LOG

Upon arrival of the Contractor or his representative at any facility(ies) to perform any and all work, he/she must sign the Building/Security Log kept in a designated location. The same procedure will be followed when work is completed, prior to leaving the building.

7. COMPLETION OF WORK

Work will be considered unfinished when any of the following conditions exist:

- Specified work an area was not performed in accordance with the performance standards.
- The specified equipment, tools, and chemicals were not used or were not in good operating condition.
- The tasks were not performed.
- The project work tasks as described herein was not performed in accordance with the project performance standards, within the time period specified in the schedule submitted by the Contractor to the County, or completed in its entirety.

8. CONTRACTOR'S SITE SUPERVISORS

Contractor's Site Supervisors shall be literate and fluent in the English language, able to read chemical labels, job instructions, signs and converse with management and County personnel, as necessary. Site Supervisors shall carry cell phones so that they can be contacted immediately by the Building Manager or his designee.

Site Supervisors shall be responsible for ensuring the competency of janitorial personnel under his/her direct supervision and shall be fully knowledgeable of the terms and specifications of the work to be conducted. The Contractor and Site Supervisor are responsible for providing instruction, orientation and on-the-job training of new personnel, as well periodic in-service training. Site Supervisor shall be responsible for ensuring the work is carried out in accordance with specifications and County requirements.

Contractor must have supervision at the facilities where work is being performed at all times. If the Site Supervisor is absent, Building Manager must be notified at the start of

APPENDIX A
Special Conditions

the day and the Contractor shall provide a competent replacement who has been given the authority to carry out the duties of the Site Supervisor.

9. COUNTY RIGHTS TO CORRECT DEFICIENCIES

If any strike, boycott, picketing, work stoppage, slowdown, or other labor activity is directed against the vendor which results in the curtailment or discontinuation of services performed hereunder, the County shall have the right during said period to employ any means legally permissible to have the work performed. This shall include the use of the Contractor's equipment.

10. DAILY REPORT

The Contractor shall keep on file and furnish to the Building Manager each day a report which includes the following:

a. A list of names of all personnel present for work the previous day, showing shift-by-shift the positions filled by each person in the overall cleaning program and number of hours worked by each person, as certified by the Contractor's time records.

b. A list of projects completed the previous day, ready for inspection by the Building Manager.

11. DISPUTES

Appeals to decisions made by the Building Manager and/or the Building Services Administrator must be made in writing and directed to the Internal Services Department, Procurement Management Services Division for review and determination. The decision of the County as to the proper interpretation of the specifications shall be final and conclusive.

12. EMERGENCY SERVICES/SPECIAL WORK ASSIGNMENTS

Unless otherwise detailed in Appendix C – Location Details, regular working hours are Monday through Friday from 8:00 AM to 5:00 PM.

Emergency services/special work is considered any unforeseen unanticipated work not specified in this contract. For the purpose of this clause, response time will mean "on-site and prepared to work".
The successful vendor shall provide 24 hours, 7 days a week Emergency Service to the County. During regular working hours, emergency response time shall be within one (1) hour after verbal notification later confirmed in writing by the Site Manager. During other than regular working hours, the emergency response time shall be within two (2) hours after notification by the County.

Water damage - In case of any emergency condition involving water leakage or flooding in a building or other occurrences requiring immediate correction, under regular working hours, the vendor shall divert its workforce or such part thereof as is necessary, from its

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original assigned duties to meet the condition. If carpet requires shampooing, Contractor will coordinate with Building Manager to perform no later than 48 hours after emergency has been corrected.

When the employees are no longer needed for the emergency work, they shall be directed by the Contractor to return to their normal work. No additional cost shall be charged to the County for the diversion of the vendor's personnel from their normal work to the emergency work; however, allowances will be made for the diversion and the vendor will not be penalized if normal work has been impacted. Under emergency conditions, personnel normally assigned to one building can be temporarily assigned to another building.

Emergency/special work costs

- Work performed during regular working hours requiring additional personnel (beyond the diversion of the vendor's personnel from other County sites) will be charged at the vendor's regular hourly personnel wage rates, plus equipment rental and specialized products used to mitigate the specific emergency.

- Work performed after regular working hours will be charged at vendor's regular hourly personnel wage rates and allowed an incremental per hour increase to pay for the actual overtime supplement paid to the vendor's employee. Overtime will NOT be billed or paid at time and one half of the vendor's quoted billable hourly rate. Overtime rate will be paid at the straight time billing rate plus the actual overtime increment paid to vendor's employee for overtime work. See **example** below:

RATE PAID TO VENDOR BY COUNTY FOR STRAIGHT TIME	RATE PAID TO VENDOR BY COUNTY FOR OVERTIME	RATE PAID BY VENDOR TO ITS EMPLOYEE FOR STRAIGHT TIME	RATE PAID BY VENDOR TO ITS EMPLOYEE FOR OVERTIME TIME
$16.00	$22.50	$13.00	$19.50
	(OT INCREMENT:$6.50)		(OT INCREMENT: $6.50)

If overtime is approved, payroll records detailing the vendor's employee(s) hourly rate must accompany the invoice in order for the invoice to be paid.

- The County may pay for equipment rental and any specialized products used to mitigate the specific emergency that are not normally used during the day to day janitorial services provided by the vendor. Building Managers will determine what products and/or equipment are necessary and fall outside the standard required for normal janitorial services.

- Regular working hours per facility are specified in Appendix C – Location Details.

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- All personnel and position types (ie. porter, worker, etc.) that are requested and are invoiced per hour must be approved by the Building Manager prior to the assignment for emergency work.

13. EMPLOYEE FOOD SERVICE

The Contractor and its subcontractors, if any, shall not be allowed to bring any food or beverage catering trucks, vending machines, or other serving equipment to County facilities.

14. EQUIPMENT

All equipment at the beginning of the contract term, shall be in good condition. "Like-new" condition in appearance, operations, and performance. Building Managers may reject any used equipment which does not, in their sole opinion, meet these criteria. In that event, the Contractor shall replace such equipment with equipment acceptable to the Building Manager.

Backup equipment shall always be available in case of equipment failure or malfunction. Building Manager may inspect equipment at any time. Defective equipment shall be removed immediately and replaced with property working equipment with 24 hours. A one man lift may be required.

15. FACILITIES MAY BE ADDED/DELETED

Although this contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. When required by the pricing structure of the contract, the Contractor shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work may be awarded to the Contractor. The additional site(s) shall be added to this contract by formal modification of the award sheet.

The County may determine to obtain price quotes from, and award the additional facilities to other vendors at the County's discretion.

Although this Contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency may delete service for any facility (ies) when such service is no longer required during the contract period; upon fourteen (14) calendar days written notice to the Contractor.

16. FAMILIARITY WITH PROVISIONS OF CONTRACT

The Contractor shall provide a copy of this contract to each Site Supervisor and other management personnel with supervisory responsibilities and require them to sign a statement of understanding prior to initiation of supervisory responsibilities under these terms. This practice will be implemented with all newly assigned supervisory personnel with responsibilities under this contract.

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17. GRATUITIES

The Contractor's employees shall not accept gratuities for any reason whatsoever from tenants or other persons, and the County may require removal from contracted services of any employee who accepts gratuities.

18. KEY CHARGE (If applicable)

The Contractor shall sign for each key or electronic access control card issued to its employees. If the Contractor loses a key/access card, it will be required to pay $25.00 each for the cost of having duplicates made or changes in the security system.

If a breach of security results from the loss of keys, requiring that locks be re-keyed, a minimum additional charge of $100.00 for each lock will be charged to the Contarctor. If the loss requires that a lock be changed, the Contractor shall reimburse the County for the cost of replacing the lock. These charges will be deducted from monthly payments made to the Contractor.

Keys shall not be duplicated, except by the building staff or with explicit written consent from the Building Manager. Special markings are provided to monitor compliance.

19. LEGAL HOLIDAYS

Legal Holidays, when County Buildings will be closed to the public, as follows:

New Year's Day	Martin Luther King's Birthday*
Washington's Birthday*	Memorial Day
Fourth of July	Labor Day
Columbus Day*	Veteran's Day*
Thanksgiving Day	Friday after Thanksgiving Day*
	Christmas Day

*These days will need be considered holiday for the Contractor and may be used to accomplish project work as needed.

20. LEGAL REQUIREMENT FOR POLLUTION CONTROL

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the vendor through the Regulatory and Economic Resourses Department, Environmental Resources Management Division, 701 NW 1 Court, Miami, Florida 33136, Telephone (305) 372-6789.

21. LOCATION AND DESCRIPTION

The location and description of all facilities covered under this Scope of Services may be found in Appendix C, all square footage provided to Contractor is approximate.

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22. MATERIALS AND SUPPLIES

The Contractor shall be responsible for furnishing all materials, supplies, (toilet tissue, toilet seat liner including dispenser, c-fold or roll hand towels, soap, plastic bags, umbrella bags including dispensers, chemicals, etc.) necessary to comply with the scope of this contract. All paper products and bag liners shall be made of recycled product.

Samples of all materials and supplies with appropriate MSDS to be furnished shall be presented for approval to the Building Manager on demand. Any item substituted for any product previously approved shall be submitted to Building Manager for approval prior to use.

23. MONTHLY CONFERENCE AND SITE MEETINGS

The County's Project Managers shall regularly schedule conferences with the Site Supervisor(s) as necessary to discuss matters of performance and other related issues. The purpose of the conference shall be to work toward specified performance standards of custodial services through continued cooperation and coordination of all persons/parties and early resolution of differences. These conferences shall be called and chaired by the Project Managers, and minutes of such conferences will be distributed by that office.
The Building Manager shall conduct similar meetings at the facility with the Contractor's Supervisor(s), with purposes and goals similar to the monthly conferences. A primary purpose of these lower level meetings will be to resolve contract or other differences, so as to avoid the need for referral and discussion at the monthly conference. Preparation of written minutes of these meetings is optional. It is the policy of the County that as many issues, disputes, and/or differences be resolved at the lowest working level possible.

24. PROTECTION OF PROPERTY

All existing structures, utilities, services, roads, trees, shrubbery, etc., shall be protected against damage or interrupted services at all times by the Contractor. The Contractor shall be held responsible for repairing or replacing property to the satisfaction of the County damaged by the Contractor's operation and actions while performing work.

25. PURCHASE OF OTHER SERVICES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES

While the County has listed all major services which are utilized by County departments in conjunction with their operations, there may be similar services that must be purchased by the County. Under these circumstances, a County representative may contact the Contractor to obtain a price quote for the similar service. The County reserves the right to award these similar services to the Contractor, or to acquire the items through another means.

26. REPORTING BY CONTRACTOR'S SUPERVISORS

All Site Supervisors shall, on a daily basis, actively seek out and immediately report to the Building Manager, upon discovery of any needed repairs to the building fixtures,

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mechanical equipment, etc., or items of a critical, priority, or emergency nature in any area where janitorial work is performed.

27. RESPONSIBILITY FOR SUB-CONTRACTORS

A sub-contractor is a third party individual or company hired by a primary awarded County contractor to perform work or tasks assigned by the primary contractor.
Nothing contained in the specifications or solicitation documents shall be construed as creating any contractual relationship between any sub-contractor(s) and the County. The Contractor shall be fully responsible to the County for acts and omissions of their sub-contractor(s).

Contractor is responsible for the performance of its selected sub-contractor. The primary Contractor is responsible for ensuring that sub-contractors comply with all terms and conditions and requirements of this contract.

28. SCAVENGING

Scavenging by any of the Contractor's personnel is prohibited and the Building Manager may require removal from County services any employee who scavenges.

29. SECURITY

The Contractor and Contractor personnel shall abide by all County security procedures, rules and regulations established at the premises, and shall cooperate with County security personnel. Contractor shall disclose any knowledge of an arrest of a Contractor's employee for any reason to the County within 24 hours.

Contractor shall provide the building manager, at the Contractor's expense, a nationwide law enforcement/police background check from a reputable company or agency qualified to perform such background checks of each prospective Contractor personnel prior to the personnel's start of service. Thereafter and upon the County's request, additional background checks may be requested by the Building Manager to maintain the integrity of the workforce assigned to a site. Based on the results of the background checks and at the sole discretion of the County, any Contractor personnel may be barred from working in sensitive areas.

30. SOLICITING

All soliciting is prohibited on County premises by Contractor's employees. The Contractor shall inform its employees of this policy prior to beginning work under this contract.

31. STORAGE/SPACE

The Contractor shall store supplies, materials and equipment in storage areas and custodial closets designated by the County. The Contractor shall keep these areas neat and clean at all times and comply with applicable regulations. Space in the County's

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facility furnished to the Contractor as storage space must be cleaned and maintained by the Contractor to the satisfaction of the building management.
The Contractor shall provide its own security for equipment, material and supplies kept in the storage area. The Contractor shall not damage or misuse space. Space shall be kept locked when not in use. If provided an office space; the Contractor must provide its own office equipment (including telephone and lines).

32. TOXIC SUBSTANCES/Federal "Right to Know" Regulations

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

Accordingly, the Contractor shall be required to provide two (2) complete sets of Material Safety Data Sheets to **each** User Department utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department by department basis.

For additional information on the Federal Right to Know Regulation, contact OSHA at www.OSHA.gov or call (954) 424-0242.

33. UNAUTHORIZED WORK

Neither the Contractor nor any of its employees shall perform any work other than the work which is defined herein. Specific exceptions to the provisions of this paragraph may be permitted by the Building Manager. Such permission shall be obtained in writing and must include the cost. Contractor shall not be paid for any work not defined herein unless otherwise authorized in writing by the Building Manager.

34. UNIFORMS

All contractor employees, including supervisors, shall wear a distinctive, neat, and freshly laundered uniform, which the Contractor shall supply at no cost to the employee. The Building Manager may request removal of any employee not properly uniformed. Additional requirements may apply to some departments.

The Contractor shall also ensure that such employees wear proper and neat-appearing footwear while working on premises. Uniform, including shoes, color and design, must be approved by the Building Managers of the facilities. Appropriate protective clothing, shoes and other safety equipment must be worn as required.

35. USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS (EPP) AND SERVICES

To address certain environmental and health concerns associated with the use of cleaning products, and in compliance with County Resolution R-702-05, it is the intent of this contract to require the use of cleaning products which meet the minimum standards

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established by Green Seal or the Center for a New American Dream to the extent possible.

Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warning and ozone depletion. Green Seal has no financial interest in the products that it certifies or recommends nor in any manufacturer or company. Green Seal's evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures. For more information, including product submission and review process, please visit their website at: http://www.newdream.org/.

The Center for a New American Dream's Program helps institutions incorporate environmental and human health considerations into their purchasing decisions. The Cleaning Products Work Group has developed standards with input from purchasing representatives from government organizations including Massachusetts; Santa Monica, California; King County, Washington; Minnesota; Seattle, Washington; Pacific Northwest National Laboratory; and others. For more information, including product submission and review process, please visit their website at: http://www.newdream.org/.

36. WORK SCHEDULE

A complete work schedule by month for each service location shall be submitted to the Building Manager upon notice of award for work. A weekly work schedule, containing name and floor assignments if applicable, of each employee shall be posted on a designated bulletin board on the date and time determined by the Building Manager in the facility to be serviced. Schedules shall be updated anytime there is a change and shall show assigned work areas of each employee by name, position, and shift hours.

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1. SCOPE

The Contractor shall furnish all supplies, materials, equipment, machinery, tools, supervision, labor and services necessary to perform the work described in these specifications. These responsibilities shall be carried out by the Contractor through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required for optimizing services and support in compliance with the terms of these specifications.

In order to fulfill the requirements of this contract's routine assignments the Contractor shall provide to each building manager the minimum number of workers necessary in order to perform all tasks as required and shall arrange a schedule for the performance of routine tasks in a manner that achieves full compliance with the scope of work. The schedule shall be approved by the building manager. In the event of any absence, to include but not limited to, vacation and/or sick days, leave of absence, etc. a revised work schedule to address continuity of service shall be provided. The County does not pay for lunch breaks or holidays during which service is not provided.

Project Work specified for each facility in Appendix C – Facility Details shall be performed for all applicable area types. The tasks at the frequencies specified for each facility shall be included in the monthly price for the facility. Frequency of project work tasks may be increased or decreased depending on the needs of the facility. In this instance, Project Work unit prices submitted in Appendix E – Price Schedule shall be used to adjust monthly pricing accordingly.

2. APPEARANCE LEVELS

Miami-Dade County has identified five (5) levels of appearance utilizing the APPA, Custodial Staffing Guidelines for Educational Facilities. These levels follow the same standards, but have been modified to meet the County's needs. Each "Area Type" designated in Site/Location Details has been assigned an Appearance Level. The Contractor shall be responsible for maintaining all areas to the specified appearance level. Liquidated Damages charges have been established and shall be imposed on the Contractor when an area falls below its assigned appearance level. The Contractor is responsible for being proactive, and not reactive, when it comes to maintaining levels of cleanliness.

The following appearance levels are assigned to the detailed area types. It is the prerogative of any County department to assign a different appearance level to an area type of its choosing. If a department wishes to assign different levels of cleanliness to its respective area types, these assignments will be detailed in Appendix C - Location Details.

Appearance Level 1 – High Profile Areas

This level encompasses the highest profiled areas as well as the highest traffic portions of a facility. Restrooms, gyms, showers and locker rooms are included in this level because of the need for disinfectants and health concerns.

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- All flooring shall be maintained free of visible dirt and all surfaces shall be clean and shiny. Floor luster and protection shall be maintained according to the type of flooring and manufacturers recommendations.
- Carpet stains shall be addressed the same day that they occur.
- Baseboards shall be clean and have no buildup of cleaning materials.
- Furniture shall be cleaned according to the area type and shall at no time show dust, dirt, stains, or smudges. Furniture in these areas that are occupied shall be cleaned at the request of the occupant in the area being cleaned. If an area cannot be cleaned because of ongoing work preventing the cleaning, building management must be notified to arrange for cleaning of the area.
- All vertical and horizontal surfaces shall be cleaned and polished. There should be no accumulation of dust, dirt, streaks or smudges. Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.
- Contractor shall utilize products approved for the prevention of communicable diseases to disinfect commonly-touched surfaces.
- Restrooms, Locker Rooms, and Showers shall be kept clean and disinfected at all times. There should be no buildup of dirt in and around the fixtures in these areas, and the fixtures themselves should be clean and polished.
- Trash and recycling containers shall be emptied and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers shall not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned right away.
- Lights and air grills will be cleaned at regular intervals and shall never show a buildup of dust or dirt.
- Project work may be required to maintain these areas up to the standard of this level. Frequency of project work will depend on the area type, site conditions and traffic, floor material, proper maintenance, and proper application of finishes at the time Project work was performed. All project work shall be scheduled and approved through the Building Manager.

Appearance Level 2 - General Areas

This level includes tenant traffic or limited public/visitor traffic areas. Also included are areas that need attention due to being susceptible to dust and dirt accumulation, or conditions that degrade the work environment's Indoor Air Quality (IAQ).

- All flooring shall be maintained free of visible dirt, and all surfaces shall be clean. Floor luster and protection shall be maintained according to the type of flooring and manufacturers' recommendations.
- Carpet stains that could result in permanent stains shall be cleaned when found or reported to the Building Manager. No stains shall be allowed to be left so long as to become a permanent stain or to require the replacement of the carpet.
- Dirt, dust, spills, etc. that could result in an Indoor Air Quality (IAQ) problem or a pest problem will be dealt with the same day that they occur.
- Baseboards will be clean and have no buildup of dirt/dust or cleaning materials.
- All vertical and horizontal surfaces will be maintained so there is no visible accumulation of dust and dirt. Mild accumulation of dust, dirt will be acceptable

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over a two work day period, but never to the extent as to cause an IAQ problem. Streaks or smudges will be allowed unless in noticeable areas or until they become a problem to clean.

- Commonly-touched areas that are conducive to the spreading of germs and communicable diseases shall be wiped down with an approved disinfectant.
- Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.
- Furniture shall be cleaned on an as needed basis. Furniture in those areas that have work performed in them must be cleaned at the request of the occupant in the area being cleaned. If an area cannot be cleaned due to occupant(s) working in the area, Building Management must be notified so proper action can be taken to allow the cleaning of the area.
- Trash and recycle containers shall be emptied daily and there should be no buildup of dirt or grime either on the inside or the outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers will not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned right away.
- Lights and air grills shall be cleaned and shall never show a buildup of dust or dirt.
- Project work will be performed at the Building Manager's request or when the surfaces of the finish starts to show unusual wear. All project work must be scheduled and approved through the Building Manager.

Appearance Level 3 – Low Traffic Areas

Still within the conditioned space of the facility, but not visited by personnel on a regular basis. Frequencies of cleaning can be decreased due to the lack of personnel traffic and reduced occurrence of work being performed within these areas.

- All flooring shall be maintained, swept and kept so that there will be no IAQ or pest problems resulting from the dust and debris that may be left in the corners or hard to reach areas. Floor protection shall be maintained according to the type of flooring and manufacturers recommendations. Accumulation of dust and dirt will be allowable as long as they do not affect the IAQ of the area or the surrounding areas. Carpet stains that could result in an IAQ problem or a pest problem will be dealt with the same day that they occur. Other types of carpet stains will be dealt with within one week of the date of the occurrence or discovery. No stains will be allowed to be left so long as to become a permanent stain or require replacement of the carpet. Baseboards with dust or dirt will be allowed as long as they do not present an IAQ problem.
- All vertical and horizontal surfaces will be cleaned so as never to create an IAQ problem or a health problem in any way. Mild accumulation of dust, dirt may be acceptable, but never to the extent as to cause an IAQ problem. Streaks or smudges will be allowed unless they become a problem to clean or degrade the building surfaces. Commonly touched areas that could assist in the spreading of communicable diseases shall be cleaned with a disinfectant.
- Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.

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- Trash and recycle containers shall be regularly emptied and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers will not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned right away.
- Lights and air grills shall be cleaned so that they never show a buildup of dust or dirt. Special care should be taken to review the condition of these surfaces due to the reduced level of cleanliness on the other surfaces within these areas.
- Project work will be performed at the Building Manager's request or when the surfaces start to show unusual wear. All project work must be scheduled and approved through the Building Manager.

Appearance Level 4 – Storage and Unconditioned Areas

Rooms that are seldom used for their intended purpose, or areas used for storage of supplies that make it hard to clean around, and/or areas that fall inside the building envelope, but outside the conditioned portions of the building. Loading docks and garages, both within the building footprint and outside the building footprint fall under this appearance level.

- Flooring shall be maintained to an acceptable level of cleanliness so as not to affect the IAQ of the building or not violate any life/safety or health standards. Cleaning should be performed so that there is no excessive buildup of dust and dirt. Vacuuming of hard surfaces is recommended in these areas to allow custodial staff to get into cluttered areas or around stored materials. For garages, large vacuum sweepers are recommended and in some areas hosing down of the floor is permissible.
- All vertical and horizontal surfaces will be cleaned as to prevent infiltration into conditioned areas of the facility envelope. When inside conditioned space, mild accumulation of dust, dirt will be acceptable for a short period, but never to the extent as to cause an IAQ problem. Rooms with storage should be cleaned so that dust and/or debris do not fall on stored materials. Commonly touched areas that could assist in the spreading of communicable diseases shall be wiped down with an approved disinfectant. If stored materials that fall outside the scope of this custodial contract require dusting Contractor will inform the Building Manager so that arrangements can be made to have the stored materials cleaned.
- Trash and recycling containers shall be emptied regularly, and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers will not have any type of bag inside of them and if wet trash has been thrown into this container, the container will be cleaned right away.
- Lights and air grills will be cleaned at the intervals required in the area type and shall never show a buildup of dust or dirt.
- Project work will be performed at the Building Manager's request or when the surfaces start to show unusual wear. All project work must be scheduled and approved through the Building Manager.

Appearance Level 5 – Hardscape Areas

This appearance level falls outside the building envelope and covers the sidewalks, plazas, walkways, etc. as well as grounds that require maintenance and that fall outside

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the scope of work of the landscaping Contractor.

- Most flooring in this level is concrete or exterior tiles. Most floors require pressure washing or auto scrubbing on riding scrubbers. Gum shall be removed on a regular basis.
- Pressure washing shall be performed in such a manner as to not wash cleaning chemicals or any other substances that could adversely affect the local ecosystem by leaching into the underground, and/or down the storm water system. All codes and standards that relate to the stormwater or other drainage systems must be followed.
- Cleaning of surfaces that affect the health and safety of the public and personnel will be performed outside of operating hours of the facilities, so that the flow of traffic of employees and public into the facilities are not impaired in any way.
- Chemicals should be used that greatly reduce the exposure of building occupants and maintenance personnel to potentially hazardous biological and particle contaminants.
- Chemicals used for hardscape maintenance shall be minimal and, when necessary, should be based on products or practices that conserve water and utilize biodegradable, low-impact cleaning products
- All vertical and horizontal surfaces will be cleaned so that dust and/or dirt cannot be tracked or transferred airborne into the conditioned areas of the facility. Areas will be cleaned to a height of 72". Windows that can be reached from a level surface will be cleaned all the way from top to bottom. Exterior windows that cannot be reached from a level surface shall be cleaned using proper equipment and considered project work.
- Trash and recycle containers shall be emptied regularly and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash shall be emptied daily and shall not be left overnight.
- Project work will be performed at the Building Manager's request or when the surfaces start to show unusual wear. All project work must be scheduled and approved through the Building Manager.

3. ROUTINE TASKS PER AREA TYPE

Tasks listed are indicative of each area type, but shall not be limited to the area type. Area types vary in characteristics and design. If the Contractor deems additional tasks not listed below are needed to be performed in an area type to maintain an appearance, then they will be performed at no additional cost to Miami-Dade County.

Routine tasks do not represent all tasks that may be necessary to maintain an area type to the assigned appearance level. It shall be the Contractor's responsibility to ensure that each area type is properly maintained.

After Contractor's last shift completes work, all doors shall be locked and alarm systems restored. Any false alarm for which the County is fined directly due to Contractor negligence shall be charged to the Contractor.

Unless otherwise approved by the Building Manager, project work activities shall be

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done on a weekend or some other extended time period when occupants will not be in the facility.

AREA TYPE: ATTENDANT BOOTHS (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean furniture, fixtures, walls, partitions and doors, etc.
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Dust horizontal furniture surfaces
Remove gum and gum spots from all desks, chairs, finishes and floors
Dust building and furniture surfaces
Vacuum or brush all upholstered chairs
Deep clean entire area using proper methods
Wash all light fixtures lenses, air diffusers, and grilles
Wash trash and recycling containers
AREA TYPE: AUDITORIUMS & ASSEMBLY AREAS (Appearance Level 1) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean furniture, fixtures, walls, partitions and doors, etc.
Remove carpet stains
Clean Whiteboards and trays
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Wipe clean all vertical surfaces
Dust horizontal furniture surfaces
Police, and clean all isles of debris
Remove gum and gum stains from all desks, chairs, finishes and floors
Clean public telephones and intercom stations
Completely vacuum carpet using a pile-lifter vacuum
Buff in appropriate areas using proper methods
Vacuum or brush all upholstered chairs
Wash all light fixtures lenses, air diffusers, and grilles
Wash trash and recycling containers
Strip and refinish floors in appropriate areas
Wash and scrub all washable wall coverings
AREA TYPE: BUILDING AMENITY AREA (Appearance Level 1) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Spot clean all washable wall coverings
Empty trash, recycling receptacles
Clean water fountains
Spot clean vertical and horizontal surfaces
Police area - remove litter especially in planters
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean entrance mats
Clean public telephones and intercom stations
Clean interior and exterior of all glass fronts
Dust horizontal and vertical surfaces
Maintain marble/granite/quarry tile floors

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Damp wipe and polish finished wall surfaces
Wash all interior glass, including windows
Spray buff in appropriate areas using proper methods
Clean all baseboards
Clean polish metal surfaces
Wash and scrub all washable wall coverings
Strip and refinish floors
AREA TYPE: COMPUTER MAINTENANCE WORK AREA (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Spot clean furniture, fixtures, walls, partitions and doors, etc.
Damp mop non-carpeted floors
Vacuum carpeted floors
Wipe clean all vertical surfaces
Dust horizontal furniture surfaces
Remove gum from all desks, chairs, finishes and floors
Completely vacuum carpet
Spray Buff in appropriate areas using proper methods
Wash all light fixtures lenses, air diffusers, and grilles
Wash trash and recycling receptacles
Strip and refinish floors in appropriate areas
AREA TYPE: CONFERENCE ROOMS & MEETING ROOMS (Appearance Level 1) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Remove carpet stains
Spot clean furniture, fixtures, walls, partitions and doors, etc.
Clean and disinfect Hot Zones
Clean Whiteboards and trays
Damp mop non-carpeted floors
Wipe clean all vertical surfaces
Dust horizontal furniture surfaces
Remove gum and gum stains from all desks, chairs, finishes and floors
Clean public telephones and intercom stations
Completely vacuum carpet
Vacuum or brush all upholstered chairs
Spray buff in appropriate areas using proper methods
Wash all light fixtures lenses, air diffusers, and grilles
Wash trash and recycling containers
Strip and refinish floors in appropriate areas
Wash and scrub all washable wall coverings
AREA TYPE: CONTROL ROOMS & SECURITY ROOMS (Appearance Level 3) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean carpeted floors using appropriate method
Clean spills
Remove carpet stains.
Vacuum carpet using heap filtered vacuum
Police area
Clean whiteboards and trays

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Spot clean vertical and horizontal surfaces
Spot mop non-carpeted floors
Damp mop non-carpeted floors
Wash all interior glass
Dust horizontal and vertical surfaces
Spray buff in appropriate areas using proper methods
Wash all light fixture lenses, air diffusers and exhaust grilles.
AREA TYPE: COPY AREAS & ROOMS (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean carpeted floors using appropriate method
Clean spills
AREA TYPE: COPY AREAS & ROOMS (Appearance Level 3)
Vacuum carpet using HEPA filtered vacuum
Police area
Spot mop non-carpeted floors
Damp mop non-carpeted floors
Dust horizontal surfaces
Dust vertical building surfaces
Spray buff in appropriate areas using proper methods
AREA TYPE: CORRIDORS, ENTRIES, & FOYERS (Appearance Level 1) Hot Zone
Remove carpet stains
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Spot clean all washable wall coverings
Clean water fountains
Spot clean vertical and horizontal surfaces
Police area - remove litter especially in planters
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean entrance mats
Clean public telephones and intercom stations
Clean interior and exterior of all glass fronts
Dust horizontal and vertical surfaces
Completely vacuum carpet using a pile-lifter vacuum
Maintain marble/granite floors
Damp wipe and polish marble wall surfaces
Wash all interior glass, including windows
Spray Buff in appropriate areas using proper methods
Clean all vinyl baseboards
Clean polish metal door thresholds
Dust Blinds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
Strip and refinish floors
AREA TYPE: CORRIDORS – Secure (Appearance Level 2) Hot Zone
Remove carpet stains
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners

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Rearrange furniture as required
Spot clean all washable wall coverings
Clean drinking fountains
Spot clean vertical and horizontal surfaces
Police area - remove litter especially in planters
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean entrance mats
Dust horizontal and vertical surfaces
Completely vacuum carpet using a pile-lifter vacuum
Wash all interior glass, including windows
Spray buff in appropriate areas using proper methods
Clean all vinyl baseboards
Clean polish metal door thresholds
Dust Blinds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
Strip and refinish floors
AREA TYPE: CORRIDOR - Service (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Spot clean all washable wall coverings
Clean public telephones and intercom stations
Dust horizontal and vertical surfaces
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean all vinyl baseboards
Clean polish metal door thresholds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
AREA TYPE: COURTROOMS & HEARING ROOMS (Appearance Level 1) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Dust horizontal building surfaces
Restock paper towel dispensers where provided
Clean and disinfect Hot Zones
Clean Whiteboards and trays
Rearrange furniture as required
Spot clean horizontal and vertical surfaces
Police area - remove litter especially in seating areas
Damp mop non-carpeted floors
Sweep or dust mop non-carpeted floors
Clean and disinfect courtroom foyer
Clean and disinfect public seating area benches and railing
Clean and disinfect jury boxes and witness stands
Completely vacuum carpeted floors
Polish all built-in wood surfaces with appropriate furniture polish
Spray Buff in appropriate areas using proper methods
Wash trash and recycling containers

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Vacuum all sound attenuation panels
Clean air diffusers and exhaust grilles using appropriate method
Wash and scrub all washable wall coverings
Wash all light fixture lenses
AREA TYPE: DATA ROOMS/COMPUTER ROOMS (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Clean spills
Police area - remove litter especially empty boxes
Vacuum entire area using floor setting on vacuum
Carefully Damp mop area
Vacuum under raised floors
Notes: These rooms are to be cleaned under County supervision only. These rooms are to be locked at all times and are reserved for specific equipment, parts, and materials only. There are restrictions against storing any other items therein. Custodial personnel observing violations of this practice are to notify their supervisor or Building Manager's Office as soon as possible.
AREA TYPE: DESIGNATED SMOKING AREAS (Appearance Level 5) Hot Zone
Empty ashtrays and damp wipe, replace sand as required
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Replace obviously soiled or torn trash receptacle liners
Hose-off floors
Remove graffiti
Clean up around designated smoking areas
Police area- before 7:30 AM & between 2:00 and 2:30 PM
Remove all gum and gum stains
Remove all stains caused from landscaping and pedestrian traffic
Empty all smoking urns
Power scrub all walkways and sidewalks using proper methods
Empty trash receptacles
Leaves must be removed from tree trunks
Clean exterior of all glass fronts
Police all solid debris using "Billy Goat" or compatible equipment
Dust vertical building surfaces and furniture, surfaces to a height of 72"
AREA TYPE: ELEVATORS – Passenger, Including those in Garages (Appearance Level 1) Hot Zone
Spot clean fixtures, walls, and doors, etc.
Police area and mop-up spills as required
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floor
Clean and disinfect Hot Zones
Clean all horizontal and vertical surfaces
Damp clean all elevator door frames and doors on each floor
Remove graffiti, labels, stickers, etc.
Remove all gum and gum stains
Vacuum clean elevator door tracks
Dust horizontal and vertical building surfaces
Polish metal surfaces
Polish wood surfaces with a spray polish
Clean elevator door tracks
Maintain elevators with marble/granite floors

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AREA TYPE: ELEVATORS - Freight (Appearance Level 2) Hot Zone
Spot clean fixtures, walls, and doors, etc.
Police and mop-up spills as required
Police area
Sweep or dust mop non-carpeted floors
Damp mop with a germicidal detergent
Vacuum clean elevator door tracks
Dust horizontal and vertical building surfaces
Damp clean all elevator door frames and doors on each floor
Remove graffiti, labels, stickers, etc.
Remove all gum and gum stains
Polish metal surfaces
Polish wood surfaces with a spray polish
Clean elevator door tracks
Maintain elevators with marble/granite floors
AREA TYPE: ESCALATORS (Appearance Level 1) Hot Zone
Police and mop-up spills as required
Police area
Clean and disinfect Hot Zones
Clean exposed surfaces of escalator treads, risers and landings
Dust horizontal and vertical building surfaces
Remove graffiti, labels, stickers, etc.
Remove all gum and gum stains
Polish metal surfaces
Clean all adjoining wall surfaces
Sweep all stairs and risers using a power sweeper
AREA TYPE: EXERCISE ROOMS & GYMS (Appearance Level 1) Hot Zone
Clean and apply a germicidal detergent to all common surfaces
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean vertical and horizontal surfaces
Police area
Clean water fountains
AREA TYPE: EXERCISE ROOMS & GYMS (Appearance Level 1) Hot Zone
Clean washbasins and mirrors
Damp mop non—carpeted floors with a germicidal detergent
Clean all exercise equipment with recommended disinfectant.
Refill paper dispensers and soap dispensers, etc.
Spray buff
Dust horizontal and vertical surfaces
Machine scrub and disinfect with a germicidal detergent
Clean drains and strainers
Wash all light fixture lenses
Clean all air diffusers and grilles using appropriate method
AREA TYPE: HARDSCAPE AREAS (Appearance Level 5)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners

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Hose-off floors
Remove graffiti
Clean water fountains
Police area before 7:30 a.m. and between 2:00 and 2:30 PM
Remove all gum and gum stains
Remove all stains caused from landscaping and pedestrian traffic
Power scrub all walkways and sidewalks using proper methods
Clean drains and strainers
Using a powered leaf blower, blow leaves away from tree trunks
Clean exterior of all glass fronts on all entrances
Police all solid debris using "Billy Goat" or compatible equipment
Dust vertical building surfaces and furniture, surfaces to a height of 72"
Notes: Includes all planters, sidewalks, curbs, ramps, patios, decks, stair landings, courtyards, and parks
AREA TYPES: EXTERIOR SURFACES OF BUILDING (Appearance Level 5)
Remove graffiti
Clean water fountains
Police area before 7:30 a.m. and between 2:00 and 2:30 PM
Remove all gum and gum stains
Using a powered leaf blower, blow leaves away from tree trunks
Dust vertical building and furniture, surfaces to a height of 72"
AREA TYPE: FILE ROOMS (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Dust horizontal surfaces
Rearrange furniture as required
Spot clean horizontal and vertical surfaces
Police area - remove litter
Damp mop non-carpeted floors
Sweep or dust mop non-carpeted floors
Dust vertical surfaces
Completely vacuum carpeted floors
Spray buff in appropriate areas using proper methods
Wash trash and recycling receptacles
Wash all light fixture lenses
Notes: Some file rooms are secure and access into them for cleaning needs to be coordinated with the tenant that occupies the file room. Some the tenants may request additional recycle bins for file purges.
AREA TYPE: HOLDING CELLS (Appearance Level 3) **Hot Zone**
Clean and apply a germicidal detergent in fixtures
Spot clean horizontal and vertical surfaces.
Police area
Clean washbasins and mirrors
Clean and disinfect Hot Zones
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors with a germicidal detergent
Refill paper dispensers, hand soap dispensers, etc.
Dust horizontal and vertical surfaces

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Descale toilet bowls and urinals
Clean restroom walls and partitions
Wet clean non-carpeted floors
Clean drains and strainers
Wash all light fixture lenses
Clean all air diffusers and grilles using appropriate method
AREA TYPE: INFORMATION BOOTHS & GUARD BOOTHS (Appearance Level 3) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Sweep or dust mop non-carpeted floors
Dust horizontal and vertical surfaces
Spot clean horizontal and vertical surfaces
Damp mop non-carpeted floors
Completely vacuum carpeted floors
Wipe down HARDSCAPE AREAS of guard or information booths
Dust Blinds
AREA TYPE: INTERVIEW ROOMS & TESTING ROOMS (Appearance Level 2) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Sweep or dust mop non-carpeted floors
Police area - remove litter
Dust horizontal and vertical surfaces
Spot clean horizontal and vertical surfaces
Damp mop non-carpeted floors
Clean Whiteboards and trays
Completely vacuum carpeted floors
Dust horizontal and vertical surfaces.
Wash all interior glass inside and out, top to bottom
Wash all light fixture lenses, air diffusers and exhaust grilles
AREA TYPE: JANITOR CLOSETS (Appearance Level 3) Hot Zone
Organize equipment and supplies in room
Dispose of all discarded supplies and tools
Properly store all tools and supplies
Clean drains and strainers
Clean and scrub slop sink
Sweep; wet mop floor
Notes: These rooms are the sole responsibility of the Janitorial staff, but will be checked routinely by Building Management. It is the responsibility of the Custodial supervisor to ensure that these rooms are kept clean, in full repair, and with the proper storage of materials and supplies. These rooms are to be kept locked at all times. Any damage to these rooms that is not reported right away to Building Management will be repaired and related charges will be deducted from the awarded Contractor's monthly invoice.
AREA TYPE: KITCHENS & LOUNGES (Appearance Level 2) Hot Zone
Remove carpet stains
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean carpeted floors using appropriate method
Rearrange furniture as required

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Scope of Services

Clean spills
Clean water fountains
Spot clean horizontal and vertical surfaces
Police area - remove litter
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Wipe clean all appliances and counters
Damp mop non-carpeted floors with a germicidal detergent
Clean interior and exterior of all glass
Dust building and furniture surfaces
Clean interior of kitchen cabinets and drawers
Clean interior and exterior of microwaves
Remove all perishable foods from refrigerators
Wash all interior glass, including windows
Clean polish metal door thresholds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
Spray Buff in appropriate areas using proper methods
Strip and refinish floors using proper methods
Clean all vinyl baseboards
Dust Blinds
Coordinate with tenant to remove all perishable foods from refrigerators
AREA TYPE: LABORATORY & RESEARCH ROOMS (Appearance Level 2) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean horizontal and vertical surfaces
Police area - remove litter
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Wipe clean all appliances and counters
Clean Whiteboards and trays
Clean Sinks (Laboratory)
Clean drains and strainers
Damp mop non-carpeted floors with a germicidal detergent
AREA TYPE: LABORATORY & RESEARCH ROOMS (Appearance Level 2) Hot Zone
Clean interior and exterior of all glass fronts
Dust building and furniture surfaces
Machine scrubs floors
Machine scrubs floors (ceramic, vinyl, etc.) and clean carpet using approved method and using germicidal detergent
Notes: At no time will the approved Contractor's personnel clean laboratory equipment, research equipment, or inside hoods, and cabinets. Proper PPE is required for all work related in these areas. All cleaning must be coordinated with Laboratory Director or Supervisor.
AREA TYPE: LIBRARY ROOMS and AREAS (Appearance Level 1) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Dust horizontal building surfaces
Spot clean horizontal and vertical surfaces
Police area - remove litter

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Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Wipe clean all appliances and counters
Damp mop non-carpeted floors with a germicidal detergent
Restock paper towel dispensers where provided
Rearrange furniture as required
Clean and disinfect all horizontal surfaces
Clean and disinfect public seating area tables and chairs
Clean Whiteboards and trays
Completely vacuum carpeted floors
Clean interior and exterior of all glass fronts on all entrances
Machine scrubs floors (ceramic, vinyl, etc.) and clean carpet
Polish all built-in wood surfaces with appropriate furniture polish
Spray buff in appropriate areas using proper methods
Wash trash and recycling receptacles
Vacuum all sound attenuation panels
Clean air diffusers and exhaust grilles using appropriate method
Wash and scrub all washable wall coverings
Wash all light fixture lenses
AREA TYPE: LOADING AREAS (Appearance Level 4)
Police and mop-up spills as required
Remove all grease and oil spills from loading dock floors
Police area - remove litter
Sweep floors
Dust horizontal and vertical building surfaces
Clean public telephones and intercom stations
Police area around compactors, trash containers & recycle areas
Hose down and scrub compactor area, trash containers
Clean all compactor areas to drain with high pressure sprayer
Clean drains and strainers
Clean loading dock floor and platforms with high pressure sprayer
Notes: Including platforms and docks
AREA TYPE: LOBBIES - INTERIOR (Appearance Level 1) Hot Zone
Remove carpet stains
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Spot clean all washable wall coverings
Clean water fountains
Spot clean vertical and horizontal surfaces
Police area - remove litter especially in planters
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean entrance mats
Clean public telephones and intercom stations
Wipe down and clean surrounding areas of Security Equipment using proper methods
Clean interior and exterior of all glass fronts
Dust horizontal and vertical surfaces
Completely vacuum carpet using a pile-lifter vacuum
Maintain marble/granite floors

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Damp wipe and polish finished wall surfaces
Wash all interior glass, including windows
Spray Buff in appropriate areas using proper methods
Clean all baseboards
Clean polish metal surfaces
Dust Blinds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
Strip and refinish floors
AREA TYPE: LOBBIES – EXTERIOR/GARAGES (Appearance Level 4) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean all washable wall coverings
Clean water fountains
Spot clean vertical and horizontal surfaces
Police area - remove litter especially in planters
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean public telephones and intercom stations
Clean interior and exterior of all glass fronts
Dust horizontal and vertical surfaces
Completely vacuum carpet
Maintain concrete floors
Remove carpet stains
Damp wipe finished wall surfaces
Wash all interior glass, including windows
Clean polish/protect metal surfaces and elevator doors
Wash all light fixtures lenses, air diffusers, and grilles
Remove any standing water and stains/debris
Insure floor drains are clean, unclogged and free of debris
AREA TYPE: LOCKER ROOMS (Appearance Level 1) Hot Zone
Clean washbasins and mirrors
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Disinfect lockers, furniture, fixtures, walls, partitions, doors, etc.
AREA TYPE: LOCKER ROOMS (Appearance Level 1) Hot Zone
Clean and apply a germicidal detergent in all fixtures
Restock paper towel dispensers where provided
Police area - remove litter
Machine scrub and disinfect with a germicidal detergent locker room floor
Clean drains and strainers
Wet clean non-carpeted floors
Dust vertical furniture and building surfaces
Wash all light fixture lenses
Clean all air diffusers and grilles using appropriate method
Wash trash and recycling containers
AREA TYPE: MAIL ROOMS AND MAIL SORTING ROOMS (Appearance Level 3) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean carpeted floors using appropriate method

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Clean spills
Empty trash, and recycling containers
Vacuum carpet using heap filtered vacuum
Police area - remove litter
Spot mop non-carpeted floors
Damp mop & apply disinfectant solution to non-carpeted floors.
Dust horizontal and vertical surfaces
Dust vertical building surfaces
Spray buff in appropriate areas using proper methods
Wash all light fixtures, air diffusers and grilles
AREA TYPE: MUSEUM EXHIBIT AREAS (Appearance Level 1) Hot Zone
Remove carpet stains
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Spot clean all washable wall coverings
Clean water fountains
Spot clean horizontal and vertical surfaces
Police area - remove litter
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean entrance mats
Clean public telephones and intercom stations
Clean interior and exterior of all glass fronts on all entrances
Dust building and furniture surfaces
Completely vacuum carpet using a pile-lifter vacuum
Maintain marble/granite floors
Buff in appropriate areas using proper methods
Damp wipe and polish marble wall surfaces
Wash all interior glass, including windows
Spray Buff in appropriate areas using proper methods
Clean all vinyl baseboards
Clean polish metal door thresholds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
Strip & refinish floors in appropriate areas using proper methods
Special care and coordination must be taken in these areas to protect items on display.
AREA TYPE: NURSERIES & FAMILY VISITATION ROOMS (Appearance Level 1) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Rearrange furniture
Vacuum carpeted floors in play rooms
Sweep & damp mop non-carpeted floors
Spot clean all horizontal and vertical surfaces
Wipe clean all appliances and counters
Clean water fountains
Clean Whiteboards and trays
Clean and disinfect all toys.
Shampoo all carpeted floors
Spot clean all washable wall coverings

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Wash all light fixture lenses, air diffusers and grilles
Wash and scrub all washable wall coverings
Sweep & damp mop non-carpeted floors with germicidal detergent
Use a non-toxic, germicidal solution and a freshly laundered rag when cleaning and disinfecting toys
AREA TYPE: OFFICES - Private and Chambers (Appearance Level 2) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Dust horizontal building surfaces
Restock paper towel dispensers where provided
Rearrange furniture as required
Spot clean horizontal and vertical surfaces
Police litter including planters
Damp mop non-carpeted floors
Sweep or dust mop non-carpeted floors
Clean public telephones and intercom stations
Clean Whiteboards and trays
Dust horizontal surfaces
Completely vacuum carpeted floors
Polish all built-in wood surfaces with appropriate furniture polish
Spray buff in appropriate areas using proper methods
Wash trash and recycling receptacles
Vacuum all sound attenuation panels
Clean air diffusers and exhaust grilles using appropriate method
Wash and scrub all washable wall coverings
Wash all light fixture lenses
AREA TYPE: OPEN OFFICES (Appearance Level 2) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Remove carpet stains
Rearrange furniture as required
Spot clean horizontal and vertical surfaces
Police area - remove litter
Damp mop non-carpeted floors
Sweep or dust mop non-carpeted floors
Clean public telephones and intercom stations
Clean Whiteboards and trays
Dust horizontal surfaces
Completely vacuum carpeted floors
Polish all built-in wood surfaces with appropriate furniture polish
Spray buff in appropriate areas using proper methods
Vacuum all sound attenuation panels
Clean air diffusers and exhaust grilles using appropriate method
Wash and scrub all washable wall coverings
Wash all light fixture lenses
AREA TYPE: PARKING GARAGES (INTERIOR) (Appearance Level 4)
Clean food and other spills as they occur
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Wet mop soiled areas as necessary

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Wipe down and clean all parking equipment
Sweep all garage entrance/Exit lanes of dirt and debris
Remove all debris/trash throughout garage
Police area - remove litter
Power sweep garage ramps with a power vacuum
Sweep edges behind wheel stops by hand
Clean all walkways and elevator lobbies
Spot clean fixtures, walls and doors, etc.
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean oil spots/stains with oil absorbent product
Dust and clean all fixtures horizontal and vertical surfaces
Clean drains and strainers
Power sweep garage floors, ramps and behind wheel stops
Pressure clean stairwells stairs and handrails.
Degrease garage floors completely
Remove all grease buildup using a power scrubber sweeper.
Machine scrub and recoat the floors of the parking office
All parking garages must be maintained using power equipment, specifically a Tennant Power Sweeper or approved equal.
All absorbent cleaning materials used must be properly/legally disposed
If Stairwells cannot be pressure cleaned due to possible water leaks, they must be wet mopped and cleaned properly by hand
Note: All parking equipment in parking entrances and exits shall be hand cleaned to including all Pay-On-Foot machines. The parking equipment cannot be cleaned with any abrasive cleaners and under no circumstances should the equipment be exposed to running water and/or poured/sprayed liquids. A damp moist cloth/chamois may be used.
AREA TYPE: PLAZA & OTHER EXTERIOR GATHERING AREAS (Appearance Level 5) Hot Zone
Empty ashtrays and damp wipe, replace sand as required
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Hose-off floors
Remove graffiti
Clean water fountains
Police area before 7:30 a.m. and between 2:00 and 2:30 PM
Remove all gum and gum stains
Remove all stains caused from landscaping and pedestrian traffic
Clean exterior of all glass fronts on all entrances to include glass above doors
Empty all smoking urns
Clean up around designated smoking areas
Power scrub all walkways and sidewalks using proper methods
Clean all iron work
Polish brass handrails
Clean drains and strainers
Using a gas powered leaf blower, blow leaves away from tree trunks
Police all solid debris using "Billy Goat" or compatible equipment
Machine scrub HARDSCAPE AREAS to include ceramic tile concrete areas, ramp and Stairwells
Clean interior and exterior of glass front above doors
Wash furniture
Dust vertical building and furniture, surfaces to a height of 72"

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Dust and clean all fixtures
Power sweep loading dock area to include parking area
Clean oil spots/stains from loading dock area including parking area
Pressure clean plaza area
Service restrooms every half hour, insure they are stocked and clean
Notes: Includes ramp, all stairways, Art in Public Places, outside furniture, planters, walkways, and sidewalks. Successful Contractor must provide additional task lighting for evening cleaning of the Plaza.
AREA TYPE: POOLS AND FOUNTAINS (Appearance Level 5)
Scoop trash from water
Spot vacuum pool
Check Ph of water
Vacuum pool
Drain fountain - scrub sides to remove calcium deposits
Apply chemical treatment to water
AREA TYPE: PUBLIC SERVICE AREAS (Appearance Level 2) Hot Zone
Remove carpet stains
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Spot clean all washable wall coverings
Clean water fountains
Spot clean vertical and horizontal surfaces
Police area - remove litter
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean public telephones and intercom stations
Clean Whiteboards and trays
Completely vacuum carpeted floors
Clean interior and exterior of all glass
Dust horizontal and vertical surfaces
Spray buff in appropriate areas using proper methods
Clean all vinyl baseboards
Clean polish metal door thresholds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
Strip and refinish floors
AREA TYPE: PUBLIC WAITING AREAS (Appearance Level 1) Hot Zone
Remove carpet stains
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Rearrange furniture as required
Spot clean all washable wall coverings
Clean water fountains
Spot clean vertical and horizontal surfaces
Police area - remove litter
Sweep or dust mop non-carpeted floors
Damp mop non-carpeted floors
Clean entrance mats
Clean public telephones and intercom stations

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Completely vacuum carpeted floors
Clean interior and exterior of all glass fronts
Dust building and furniture surfaces
Maintain marble/granite floors
Damp wipe and polish marble wall surfaces
Spray buff in appropriate areas using proper methods
Clean all vinyl baseboards
Clean polish metal door thresholds
Wash all light fixtures lenses, air diffusers, and grilles
Wash and scrub all washable wall coverings
Strip and refinish floors
AREA TYPE: RESTROOMS (PUBLIC) (Appearance Level 1) Hot Zone
Clean and apply a germicidal detergent in all restroom fixtures
Spot clean horizontal and vertical surfaces
Police area - remove litter
Clean washbasins and mirrors
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Replace sanitary waste receptacle liners
Sweep or dust mop non-carpeted floors in restrooms.
Damp mop non—carpeted floors with a germicidal detergent
Clean paper dispensers inside and outside
Refill paper dispensers, hand soap dispensers, etc.
Clean feminine hygiene dispensers
Dust horizontal furniture and building surfaces
Clean and disinfect toilet bowls
Clean and disinfect urinals
Machine scrub and disinfect with a germicidal detergent
Clean restroom walls and partitions
Wash trash and recycling receptacles
Wet clean non-carpeted floors
Clean drains and strainers
Dust vertical furniture and building surfaces
Wash all light fixture lenses
Clean all air diffusers and grilles using appropriate method
All restroom surfaces must be cleaned using a germicidal detergent.
AREA TYPE: RESTROOMS (EMPLOYEE) (Appearance Level 1) Hot Zone
Clean washbasins and mirrors
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Replace sanitary waste receptacle liners
Spot clean horizontal and vertical surfaces
Police area - remove litter
Sweep or dust mop non-carpeted floors in restrooms.
Damp mop non—carpeted floors with a germicidal detergent
Clean paper dispensers outside
Clean paper dispensers inside
Refill paper dispensers, hand soap dispensers, etc.
Clean and apply a germicidal detergent all restroom fixtures
Dust horizontal furniture and building surfaces

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Clean and disinfect toilet bowls
Clean and disinfect urinals
Wash trash and recycling containers
Machine scrub and disinfect with a germicidal detergent
Clean drains and strainers
Wet clean non-carpeted floors
Dust vertical furniture and building surfaces
Wash all light fixture lenses
Clean all air diffusers and grilles using appropriate method
Note: Report all broken fixtures and leaks when first seen so further damage to the facility can be prevented and to protect the health/safety of tenants and visitors.
AREA TYPE: SHOPS (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean floors using appropriate method
Clean spills
Police area - remove litter
Clean water fountains
Refill paper towel and hand soap dispensers
Sweep or dust mop non-carpeted floors
Clean drains and strainers
Spot mop non-carpeted floors
Damp mop non-carpeted floors
Dust horizontal building surfaces
Dust vertical building surfaces
Clean air vents to prevent air contamination from these areas from migrating into surrounding areas.
Notes: Cleaning in these areas needs to be coordinated with the tenant occupying the space. Only areas that tenant specify should be cleaned, however arrangements should be made to clean the entire area in stages. Openings in and out of these areas need to be cleaned so that the dust/debris from the work being performed in these areas does not migrate into surrounding areas.
AREA TYPE: SHOWERS (Appearance Level 1) Hot Zone
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean floors using appropriate method
Clean drains and strainers
Police area - remove litter
Clean and disinfect shower room walls, shower fixtures & floors
Refill paper towel and hand soap dispensers
Dust horizontal building surfaces
Spray buff in appropriate areas using proper methods
AREA TYPE: STAIRWAYS BETWEEN FLOORS (Appearance Level 2) Hot Zone
Spot-mop spills and heavy soil on non-carpeted floors
Remove stains from carpeted floors
Spot-clean doors
Police area - remove litter
Remove gum and gum stains
Sweep non-carpeted stair landings and steps
Vacuum carpeted stair landings and steps

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Dust railings, ledges, grills, stair frame, and doors inside and out.
Clean glass surfaces and polish bright metal and woodwork
Mop non-carpeted stair treads – Damp Mop Stairs & Landings
Clean handrails using appropriate method
Clean carpeted stairways and landings using appropriate method
Deep -clean walls and risers
AREA TYPE: STAIRWELLS - EGRESS (Appearance Level 3) Hot Zone
Spot-mop spills and heavy soil on non-carpeted floors
Spot-clean doors
Police area - remove litter
Remove gum and gum stains
Sweep non-carpeted stair landings and steps
Clean handrails using appropriate method
Spot-clean walls and risers
Mop non-carpeted stair treads – Damp Mop Stairs & Landings
Dust all horizontal and vertical surfaces to include but not limited to railings, ledges, grills, stair metal frame, fire apparatus, fire cabinets out and doors inside and out
AREA TYPE: STORAGE (Appearance Level 3)
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Spot clean carpeted floors using appropriate method
Clean spills
Police area - remove litter
Spot mop non-carpeted floors
Damp mop non-carpeted floors
Dust horizontal building surfaces
Dust vertical building surfaces
Spray buff in appropriate areas using proper methods
Notes: Most storage rooms require the coordination of the janitorial crew ant the tenant that the storage room belongs. Janitorial supervisor needs to coordinate this work with the tenant supervisor and perform work in these areas when allowed.
AREA TYPE: SURFACE PARKING LOTS (Appearance Level 5)
Remove graffiti
Police area - remove litter
Remove all gum and gum stains
Remove all stains caused from landscaping and pedestrian traffic
Power scrub all walkways and sidewalks using proper methods
Empty and spot clean trash and recycling containers; replace obviously soiled or torn liners
Using a powered leaf blower, blow leaves
Police all solid debris using "Billy Goat" or compatible equipment
Dust vertical building and furniture, surfaces to a height of 72"
AREA TYPE: STUDIOS (Appearance Level 3) Hot Zone
Replace obviously soiled or torn trash receptacle liners
Spot clean trash and recycling containers
Spot clean floors using appropriate method
Clean spills
Empty trash, and recycling containers
Clean and disinfect Hot Zones

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Police area - remove litter
Refill paper towel and hand soap dispensers
Sweep or dust mop non-carpeted floors
Spot mop non-carpeted floors
Damp mop non-carpeted floors
Dust horizontal building surfaces
Dust vertical building surfaces
Spray buff in appropriate areas using proper methods
Notes: Studios include Photography studios and Television production studios and cleaning needs to be coordinated with the Department/ tenants managing the area.
AREA TYPES: TRAINING ROOMS (Appearance Level 2) Hot Zone
Spot clean trash and recycling containers
Replace obviously soiled or torn trash receptacle liners
Rearrange furniture as required
Remove carpet stains
Clean Whiteboards and trays
Spot clean horizontal and vertical surfaces
Empty trash and recycling containers
Clean and disinfect Hot Zones
Damp mop non-carpeted floors
Wipe clean all conference room tables
Dust horizontal furniture surfaces
Police area - remove litter
Remove gum and gum stains from all desks, chairs, finishes and floors
Clean public telephones and intercom stations
Completely vacuum carpeted floors
Vacuum or brush all upholstered chairs
Spray buff in appropriate areas using proper methods
Wash all light fixtures lenses, air diffusers, and grilles
Wash trash and recycling receptacles
Strip and refinish floors using proper methods
Wash and scrub all washable wall coverings
AREA TYPE: TRASH AND RECYCLE AREAS (Appearance Level 3) Hot Zone
Spot clean trash and recycling containers
Rearrange receptacles and furniture as required
Spot clean fixtures, walls, partitions, and doors, etc
Police area - remove litter
Sweep or dust mop non-carpeted floors
Areas will be hosed down
Clean trench and floor drains and strainers to insure no debris is blocking drainage
Clean all recycle containers
Damp mop non-carpeted floors
Pressure wash areas using appropriate methods and pressures
Hose down area to remove any and all debris that may have fallen out of containers
AREA TYPE: VACANT AREAS (Appearance Level 3)
Vacant areas will be cleaning tasks will be performed annually according to its area type. Additional cleaning may be requested as needed by site Building Manager.
Spot clean fixtures, walls, partitions, and doors, etc

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Police area - remove litter
Trash and recycle containers will be cleaned, picked up and stored.
Rearrange furniture as required (Chairs and movable furniture will be picked up and stored)
Notes: Areas that become vacant will be deep cleaned upon authorization of the Building Manager. All cabinets and drawers will be emptied and contents disposed of properly. Any items found to be of value will be brought to the Building Manager' attention and dealt with accordingly. Any paperwork found in drawers and cabinets will be brought to the Building Manager' attention and determinations made as to recycling it properly or have it stored according to the vacating department's recommendations.
AREA TYPE: VAULTS (Appearance Level 3)
Spot clean fixtures, walls, partitions, and doors, etc
Police area - remove litter
Clean vault floor using appropriate methods
Notes: Cleaning of vaults must be closely supervised by both the department managing the vault and the Janitorial supervisor.
AREA TYPE: SLEEPING QUARTERS or BARRACKS (Appearance Level 2) Hot Zone
Replace obviously soiled or torn trash receptacle liners
Spot clean trash and recycling containers
Spot clean floors using appropriate method
Clean spills
Empty trash, and recycling containers
Spot-mop spills and heavy soil on non-carpeted floors
Remove stains from carpeted floors
Spot-clean doors
Police area - remove litter
Remove chewing gum
Clean and disinfect Hot Zones
Laundering of bed gear
Cleaning floors
Dusting of horizontal surfaces
Clean glass surfaces and polish bright metal and woodwork

3. PROJECT/SPECIAL WORK SPECIFICATIONS

AUTO-SCRUB FLOORS

Using appropriate methods and properly sized auto-scrub machine, following the manufacturer's directions, auto-scrub the area thoroughly ensuring areas are cleaned. Areas that machines cannot reach shall be properly cleaned manually. The chemical(s) used for cleaning shall be adequate for the specific job.

ASBESTOS COMPOSITION FLOOR TILE CLEANING AND CARE

Contractor must be knowledgeable of all Occupation Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations and shall comply with such regulations regarding the cleaning, maintenance and care of any asbestos type flooring or materials found in County buildings. Contractor shall meet with the Building Manager prior to the start of work in any facility to identify these areas. It shall be the responsibility of the Contractor to ensure that cleaning methods and products are appropriate and are in compliance with OSHA and EPA regulations.

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Below are some examples of basic cleaning protocols for asbestos flooring:

- Wet mop with a solution of water and approved stripper or germicidal detergent according to label directions.
- Do not permit floor traffic on wet-mopped area until a minimum of three (3) coats of wax finish has been applied, and the surface has completely dried.
- Under no circumstances will floor scrubbing machines be used on asbestos composition flooring.
- No abrasive pads or doodle bugs, hand held or otherwise, are to be used on asbestos composition flooring.
- All work to be performed shall comply with all Federal, State, Local, and Department of Environmental Regulations Management (DERM) regulations.

CARPET CLEANING AND SHAMPOOING
Vacuums shall be certified by the Carpet and Rug Institutes (CRI) or older Green Label testing program. In addition, vacuums must operate at sound levels less than 70 decibels.

Carpet extractors used for deep cleaning shall be certified by CRI. If equipment is battery operated, gel batteries are preferred. Machines must be "ergonomically designed to minimize vibration, noise and user fatigue".

To achieve Green Seals GS-37 certification, ingredients in carpet chemicals shall be non-toxic and non-corrosive, must not contain carcinogens or reproductive toxins and cannot deplete the ozone layer. Product shall have a pH between 3 and 10.

For EcoLogo's standard, products shall meet stringent standards for toxicity, toxic chemicals and biodegradability. Products shall not be corrosive, or carcinogenic, or formulated with propellants, halogenated solvents, fluorescent dyes or microbicides and must also be readily biodegradable.

CARPET EXTRACTION
Carpet extractions must be performed in a manner to maintain carpets at appropriate levels of cleanliness. For proper job performance, it is recommended that an approved vacuum is used before a Carpet Extraction project is to be performed. Removing dirt and soils that are easily removed while the carpet is still dry can ensure that the carpet extraction project is more effective.

CLEAN/DISINFECT SHOWER ROOM WALLS, SHOWER FIXTURES, FLOORS
All shower room walls, shower fixtures, shower curtains and doors, hand rails, and floors shall be properly cleaned and disinfected so as to maintain proper levels of cleanliness. All areas must be mold and fungus free.

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CLEAN AND DISINFECT TOILET BOWLS AND URINALS
All toilet seats and toilet bowls as well as all surrounding areas shall be cleaned and disinfected to achieve assigned level of cleanliness. All areas shall be mold and fungus free. Cleaning methods and products must kill germs, bacteria and viruses. A non-abrasive disinfectant shall be used on the toilet seat, lid, pipes, valves, and outside of the bowl after cleaning is complete.

CLEAN DRAINS and STRAINERS
All drains and strainers shall be thoroughly cleaned using appropriate methods. Following the manufacturer's dilution instructions, pour a prescribed quantity of disinfectant into the drain. For Trench drains, make sure that drain is draining freely and there is no standing water for mosquitos to breed. Report standing water the Building Manager immediately.

CLEAN ENTRANCE MATS
Entrance mats are replaced weekly through a Contractor on another contract. Cleaning of these mats between pickups shall be the responsibility of the Contractor. Using appropriate methods, thoroughly clean and dry all mats to maintain appropriate level of cleanliness.

CLEAN LOCKERS and BENCHES
All lockers and benches shall be thoroughly cleaned to maintain appropriate level of cleanliness. Cleaning methods shall not damage finishes or structures due to the use of harsh chemicals or scrubbers.

CLEAN PUBLIC TELEPHONES AND INTERCOM STATIONS
All public phones, intercom stations, telephone handsets and phone cradles shall be appropriately cleaned and disinfected to achieve proper level of cleanliness. Depress the cradle buttons so that the line is not busy while cleaning. Intercom stations should be dusted and dry cleaned.

CLEAN SINKS (Laboratory)
Employing all Personal Protective Measures (PPE) required by applicable regulations, remove any debris and flush sink thoroughly in accordance with laboratory practices and procedures. Clean and disinfect with proper chemicals to achieve proper level of cleanliness.

CLEAN WATER FOUNTAINS
Using appropriate methods, thoroughly clean and disinfect all water fountains. Water fountain shall be descaled following recommended directions from the manufacturer. Wipe all surfaces of fixtures, clean, rinse and polish bright-work.

ENTRANCES AND DOORWAYS
All assignments which include entrances shall include thresholds and door frames and a distance of one (1) foot into the adjacent area.

HORIZONTAL SURFACES
Some tasks refer to Horizontal Surfaces and are meant to include all surfaces within a given area such as ashtrays, telephones, furniture, drinking fountains, fixtures, security

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equipment, etc.

HOT ZONES
Hot Zones are areas that are touched by people on a regular basis and require regular cleaning with disinfectants to reduce cross-contamination.

MARBLE and STONE FLOOR CARE
Marble and stone shall be cleaned according to Green Seal GS-40 standards.

POLICING OF AREA TO BE CLEANED
Adequate Contractor personnel must be provided to cover policing requirements. Policing of an area consists of supervisors or lead custodial staff walking an area identifying tasks that need to be completed before or during their next routine cleaning. Some tasks should be performed during the policing of the area. This consists of, but is not limited to:

- Removal of all visible litter such as paper, rubber bands, paper clips, chewing gum, etcetera
- Sweeping or vacuuming obvious soiled areas of floors
  Spot cleaning of unsightly soil from building surfaces (walls or floors), fixture and furniture surfaces
- Spot mop floor to remove liquids and unsightly soil
- Empty trash and ash receptacles which may become filled prior to the next scheduled routine cleaning
- Refill paper towel, toilet tissue, and hand soap dispensers which may become depleted prior to the next scheduled routine cleaning.
- Remove carpet stains
- Empty, vacuum or exchange wet or ineffective entrance mats

REARRANGE FURNITURE AS REQUIRED
All furniture moved by the Contractor's employees during the performance of the work shall be returned to its appropriate location. Additionally, all other furniture such as chairs and waste receptacles shall be returned to their appropriate location.

REFILL PAPER DISPENSERS AND HAND SOAP DISPENSERS
All dispensers shall be completely filled to the proper level. The paper supplies and hand soap shall be placed in the dispensers in accordance with the manufacturer's directions. Hand soap dispensers and adjacent surfaces shall be cleaned to remove spillage. All paper products shall be of recycled material. Paper and hand soap must be available in the required areas at all times.

REMOVE GRAFFITI
Graffiti shall be removed when seen. If graffiti cannot be removed by custodial staff it shall be immediately reported to Building Management.

VACUUM CARPETED FLOORS
Vacuum carpeted floors according to the area type and traffic. Large areas must be vacuumed on a set schedule to ensure they are maintained clean and dust free.

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VACUUM CARPET USING HEPA FILTERED VACUUM
Carpets in areas where there are large amounts of paper or photocopying must be vacuumed using a HEPA filtered vacuum. Areas that have special functions involving dust particles of any kind or have received complaints from tenants on the Indoor Air Quality (IAQ) of an area should be vacuumed in an appropriate manner so as to not raise dust.

VERTICAL SURFACES
Some tasks refer to vertical surfaces; this is meant to include all surfaces within a given area such as walls (including baseboards), doors, windows, mirrors, vents, blinds, partitions, etcetera.

WASTE REMOVAL
All collected trash shall be moved by the Contractor to area(s) designated by the Building Manager. Recycled paper, cans, and bottles recovered from office areas may not be mixed with trash and shall be placed in containers as directed.

4. SITE/LOCATION DETAILS

The facilities covered under this contract are detailed in Attachment C. The details for each facility shall specify the service coverage requirements, area types to be cleaned within each site as well as the appearance level expectations for each area type. The Contractor shall be responsible for determining the manpower, scheduling, and tasks necessary to achieve the desired appearance levels. Failure to maintain the desired appearance levels may result in administrative charges per Appendix A, Para. 2.

5. TRAINING

The Contractor shall provide necessary and on-going customer service training to its employees. The training shall stress the importance of conflict avoidance and problem resolution, with emphasis placed on grooming, proper attire and the importance of professionalism and courtesy in day-to-day contact with building occupants and visitors.

The Contractor shall provide necessary, on-going, employee training in order to meet the performance standards of this contract. Specific performance-based work training may be necessary in order to perform efficiently and effectively.

6. MISCELLANEOUS CONTRACTOR REQUIREMENTS

A. Turn off all unnecessary lights at the end of each evening or as janitorial personnel leave an area.
B. Report hazardous conditions, life/safety conditions, items needing repairs, etc. to Building Management.
C. Secure all areas after completion of tasks performed in a given area. Failure to secure an area could result in an Administrative Charge per Appendix A, Para. 2.
D. Turn in all lost and found to Building Management.
E. Assign enough staff to respond to complaints from tenants related to cleaning. Document all complaints through Miami-Dade County's Service Request system.
F. Notify Building Management and Building Security when unauthorized or suspicious person(s) are seen on the premises or in secure areas of a facility.

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G. During daily tours or tasks, ensure that there are no potential fire hazards such as smoldering, smoking, or burning materials in ashtrays or urns, trash containers, or trash/recycle areas.
H. Turning off of task lights in tenant workstations each evening.
I. Mitigate any unsafe cleaning conditions observed or reported to its crew or to Building Management.
J. Set up, police and breakdown of special events.
K. Servicing a floor or area that is being vacated by an occupants/tenant, or where occupants/tenants are performing internal moves.

7. AIR FRESHENERS

The Contractor shall provide and maintain odor-counteracting air fresheners in restrooms and other areas if requested by the Building Manager for a facility. Product and dispensing units used must be approved by the Building Manager before being installed.

When requested by the Building Manager of a facility, the Contractor shall have the air fresheners installed within fourteen (14) days of assuming the contract or within fourteen (14) days after the Building Manager has requested an air freshener to be installed. Upon completion of this contract, the Contractor has seven (7) days to remove its dispensers and mitigate any damages made to walls or fixtures. Miami-Dade will not provide electrical connections to the dispensers. Dispensers shall have a timing feature to be programmed to activate at certain hours of the day and an alarm for both low battery and low refill warning.

8. PROJECT WORK or ADDITIONAL SERVICES

Project Work shall be performed for all applicable area types. The Contractor shall provide trained and qualified personnel for all work. All floor stripping and refinishing shall be done at a time mutually agreed upon with the Building Managers of each site (typically done at night or weekends). A floor refinish schedule shall be posted by the Contractor in the Building Manager's office no less than ten (10) days prior to start of work.

9. AUDIT FORMS and PROCEDURES

Audits will be performed periodically by designated building management staff or any tenant that wishes to participate after receiving training from building management as to what is expected during the audit process. Audits will be performed by teams of two and at different times of the same work day. The audit can be performed at the same time by each team member, but they will not walk the area together or share information. Their findings will be submitted to the Building Manager. The Building Manager or designee will make the determination if issues raised during the audit will result in audit failure. Contractor shall be assessed Administrative Charges for each failed audit per Appendix A – Special Conditions, Para. 2.

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10. AUDIT FORM

Building:	
Floor or location:	
Employee performing audit:	
Audit Date:	

Task/Area	Pass	Fail	N/A
All trash and recycling containers are clean			
All furniture, fixtures, walls, partitions and doors, etc. are clean			
All trash and recycling containers are emptied			
All paper and soap products are stocked appropriately			
All restrooms, lockers, and shower fixtures are clean and disinfected			
All stalls, toilets and urinals are clean and disinfected			
All exposed surfaces of escalator treads, risers and landings are clean			
All garage strainers and drains clean and free of debris			
All parking and security equipment cleaned			
All ashtrays and urns are clean			
All spills of toner, inks, paper clips, staples are removed			
All non-carpeted floors are swept or dust moped			
All horizontal furniture surfaces are dusted			
All upholstered chairs are clean, vacuumed, and brushed			
All gum removed on or around desks, chairs, finishes and floors			
All building and furniture surfaces are dusted			
All light fixtures lenses, air diffusers, and grilles are clean			
All vertical surfaces are clean and dusted			
All non-carpeted floors have an acceptable shine/luster			
All carpet stains previously noted are removed within one week or reported as unremovable			
All Isles are free from debris			
All carpets are completely vacuumed			
All common surfaces, public phones, etc. are clean and disinfected			
All building finishes properly cleaned and/or polished where required			
All windows, storefront doors, mirrors and glass partitions clean			
All entry mats are clean and dry			
All drinking fountains clean			
All empty boxes are removed			
All track doors are clean and free of debris			
All metal surfaces polished			
All gum or gum stains removed			
All graffiti previously noted by building management is removed			
All exterior areas free from hazardous body fluids			
All walkways and elevator landings clean and free of debris			
All stairwells are clean and free of debris			
All exercise mats are clean and disinfected			
All paper on floor removed			
All handrails and door hardware clean and free from dust			
All building surfaces are cleaned up to a height of 72"			

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All surface parking areas/lots are free from grease and oil stains			
All areas around kitchen appliances and vending machines are clean			
All cabinets and book shelves are clean inside			
Task/Area	**Pass**	**Fail**	**N/A**
All areas around trash compactors and loading docks policed and no odors or pests.			
All debris removed from pools or fountains			
All PH level in pools and fountains are within acceptable limits			
All equipments and supplies are stored properly			
All air vents clean			
All spills are removed			
Other:			
Comments:			
Building Manager final audit determination:			
Building Manager: _____	**Date:** _____		

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Appendix C

FACILITY DETAILS

Service Coverage Requirments
Square Footage by Floor/Area Types
Project Work Matrix
Appearance Level Assignments by Area Type
Appearance Level Expection Matrix

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Facility Details

Item 1	
Facility Name:	**MDPD Headquarters**
Address:	9105 NW 25 St. Doral, FL 33172
Building Manager/POC:	Eddie Pantoja
Email:	epantoja@mdpd.com
No. of days/week services required:	7
Time frame per day services required:	24 hours per day
No. of floors:	3
No. of occupants:	800-900
Total square feet to be cleaned:	**635225**
Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	88148
Ceramic Tile	137742
Concrete	1414
Metal *(ceilings)*	1816
Raised Vinyl Floor	2712
Rubber Tile	6450
Vinyl Tile	34158
Total Int. Sq. Ft.	**272440**
Exterior Hardscape Types	
Asphalt	253268
Quarry Tile/Concrete	109517
Total Ext. Sq. Ft.	**362785**

Area Types

Type	Qty	Sq Ft	Appearance Level
Auditoriums/Assembly Area	1	2016	As assigned
Computer Maintenance Work Area	1	512	As assigned
Control/Security Rooms	1	384	As assigned
Data/Computer Rooms	2	2712	As assigned
Elevators (passenger)	3	208	As assigned
Elevators (Freight)	2	136	As assigned
Exercise Rooms/Gyms	1	3466	As assigned
Food Retail	1	3328	As assigned
Hardscape Areas	3	362785	As assigned
Janitor Closets	6	414	As assigned
Kitchenette/Pantry	1	144	As assigned
Kitchen/Lounge	4	2496	As assigned
Lobbies (Interior)	2	4224	As assigned
Loading Areas	1	864	As assigned
Mail/Mail Sorting Rooms	1	480	As assigned
Open Office Areas		101437	As assigned
Public Service Area	1	240	As assigned
Restrooms (Public)	2	264	As assigned
Restrooms (Tenant and Private)	24	4902	As assigned
Showers	4	64	As assigned
Stairways Between Floors	1	1080	As assigned
Stairwells (Egress)	5	2954	As assigned
Training Rooms	1	484	As assigned

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Facility Details

Item 2	
Facility Name:	**Midwest (Doral) District Station**
Address:	9105 NW 25 St. Doral, FL 33172
Building Manager/POC:	Eddie Pantoja
Email:	epantoja@mdpd.com
No. of days/week services required:	7
Time frame per day services required:	24 hr/day
No. of floors:	2
No. of occupants:	
Total square feet to be cleaned:	**49831**

Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	7973
Ceramic Tile	1879
Concrete	591
Rubber Tile	244
Vinyl Tile	5269
Total Int. Sq. Ft.	**15956**

Exterior Hardscape Types	
Asphalt *(parking lot)*	27900
Concrete	2105
Quarry Tile/Pavers	3870
Total Ext. Sq. Ft.	**33875**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Auditoriums/Assembly Area	1	360	As assigned
Conference/Meeting Rooms	1	611	As assigned
Corridors/Entrys/Foyers	2	1577	As assigned
Elevators (incl Garages)	1	64	As assigned
Exercise Rooms/Gyms	1	1664	As assigned
Hardscape Areas	3	33875	As assigned
Janitor Closets	2	144	As assigned
Kitchen/Lounge	1	400	As assigned
Offices (Private and Chambers)	2	294	As assigned
Open Office Areas		7860	As assigned
Public Waiting Area	1	616	As assigned
Restrooms (Public)	2	91	As assigned
Restrooms (Tenant and Private)	4	1124	As assigned
Showers	2	48	As assigned
Stairways Between Floors	1	180	As assigned
Stairwells (Egress)	2	190	As assigned
Storage Rooms	4	348	As assigned

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Facility Details

Item 3	
Facility Name:	**MDPD Warehouse**
Address:	9111 NW 25 St. Doral, FL 33172
Building Manager/POC:	Eddie Pantoja
Email:	epantoja@mdpd.com
No. of days/week services required:	7
Time frame per day services required:	24hrs/day
No. of floors:	2
No. of occupants:	
Total square feet to be cleaned:	**99467**
Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	4486
Ceramic Tile	1771
Concrete	32033
Rubber Tile	2256
Vinyl Tile	6376
Total Int. Sq. Ft.	**46922**
Exterior Hardscape Types	
Asphalt	49545
Concrete	3000
Total Ext. Sq. Ft.	**52545**

Area Types

Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	1	340	As assigned
Corridors/Entrys/Foyers	6	3080	As assigned
Hardscape Areas	2	52545	As assigned
Janitor Closets	2	96	As assigned
Kitchen/Lounge	1	432	As assigned
Lobbies (Interior)	2	408	As assigned
Loading Areas	2	676	As assigned
Offices (Private and Chambers)	1	156	As assigned
Open Office Areas	6	5326	As assigned
Public Service Area	2	552	As assigned
Public Waiting Area	1	72	As assigned
Restrooms (Public)	2	128	As assigned
Restrooms (Tenant and Private)	4	1050	As assigned
Stairwells (Egress)	15	34282	As assigned

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Facility Details

Item 4	
Facility Name:	**MDPD Training Facility**
Address:	9601 NW 58 St. Miami, FL 33178
Building Manager/POC:	Eddie Pantoja
Email:	epantoja@mdpd.com
No. of days/week services required:	7
Time frame per day services required:	24hrs/day
No. of floors:	
No. of occupants:	
Total square feet to be cleaned:	
Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	
Ceramic Tile	
Concrete	
Rubber Tile	
Vinyl Tile	
Total Int. Sq. Ft.	**0**
Exterior Hardscape Types	
Asphalt	
Concrete	
Total Ext. Sq. Ft.	**0**

Area Types

Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms			As assigned
Corridors/Entrys/Foyers			As assigned
Hardscape Areas			As assigned
Janitor Closets			As assigned
Kitchen/Lounge			As assigned
Lobbies (Interior)			As assigned
Loading Areas			As assigned
Offices (Private and Chambers)			As assigned
Open Office Areas			As assigned
Public Service Area			As assigned
Public Waiting Area			As assigned
Restrooms (Public)			As assigned
Restrooms (Tenant and Private)			As assigned
Stairwells (Egress)			As assigned

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Facility Details

Item 5	
Facility Name:	**Station #1 (Northwest District)**
Address:	5975 Miami Lakes Dr.
Building Manager/POC:	Eddie Pantoja
Email:	epantoja@mdpd.com
No. of days/week services required:	2 day porters 6 days per week, Mon-
Time frame per day services required:	6 AM to 4 PM
No. of floors:	2
No. of occupants:	160
Total square feet to be cleaned:	**18000**

Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	8990
Ceramic Tile	1350
Ceramic Tile (unglazed)	1540
Concrete	1200
Vinyl Tile	4920
Total Int. Sq. Ft.	**18000**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Conference/Meeting Rooms	1	782	As assigned
Corridors/Entrys/Foyers	2	1650	As assigned
Data/Phone Rooms	1	100	Level 2
Elevators (incl Garages)	1	24	Level 2
Exercise Rooms/Gyms	1	1504	As assigned
File Room	1	165	Level 2
Holding Cells	3	196	Level 2
Janitor Closets	2	109	Level 2
Kitchen/Lounge	2	205	Level 1
Lobbies (Interior)	1	336	As assigned
Offices (Private and Chambers)		8965	Level 1
Open Office Areas		2800	Level 1
Restrooms (Public)	2	120	As assigned
Restrooms (Tenant and Private)	5	764	As assigned
Showers	2	100	As assigned
Stairways Between Floors	1	180	Level 1

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Facility Details

Item 6	
Facility Name:	**Station #6 (Intracoastal)**
Address:	15665 Biscayne Blvd. Miami, FL 33160
Building Manager/POC:	Eddie Pantoja
Email:	epantoja@mdpd.com
No. of days/week services required:	2 day porters 6 days per week, Mon-
Time frame per day services required:	6 AM to 4 PM
No. of floors:	3
No. of occupants:	180
Total square feet to be cleaned:	**18500**
Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	2035
Ceramic Tile (glazed)	4720
Vinyl Tile	11745
Total Int. Sq. Ft.	**18500**

Area Types

Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	1	274	As assigned
Corridors/Entrys/Foyers		2376	As assigned
Data/Phone Rooms	1	50	Level 2
Elevators (incl Garages)	1	36	Level 2
Exercise Rooms/Gyms	1	530	As assigned
Holding Cells	3	231	Level 2
Janitor Closets	2	50	Level 2
Kitchen/Lounge	1	165	Level 1
Lobbies (Interior)	1	396	As assigned
Offices (Private and Chambers)		8311	Level 1
Open Office Areas		5050	Level 1
Restrooms (Tenant and Private)	4	450	As assigned
Showers	9	81	As assigned

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Facility Details

Item 7	
Facility Name:	**Station #8 (Hammocks)**
Address:	10000 SW 142 Ave. Miami, FL 33186
Building Manager/POC:	Eddie Pantoja
Email:	epantoja@mdpd.com
No. of days/week services required:	2 day porters 6 days per week, Mon-
Time frame per day services required:	6 AM to 4 PM
No. of floors:	2
No. of occupants:	215
Total square feet to be cleaned:	18000

Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	8990
Ceramic Tile	1350
Concrete	1540
Ceramic Paver	1200
Vinyl Tile	4920
Total Int. Sq. Ft.	**18000**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Conference/Meeting Rooms	1	782	As assigned
Corridors/Entrys/Foyers	2	1650	As assigned
Data/Phone Rooms	1	100	Level 2
Elevators (incl Garages)	1	24	Level 2
Exercise Rooms/Gyms	1	1504	As assigned
File Room	1	165	Level 2
Holding Cells	3	196	Level 2
Janitor Closets	2	109	Level 3
Kitchen/Lounge	2	205	Level 1
Lobbies (Interior)	1	336	As assigned
Offices (Private and Chambers)		8965	Level 1
Open Office Areas		2800	Level 1
Restrooms (Public)	2	120	As assigned
Restrooms (Tenant and Private)	5	764	As assigned
Showers	2	100	As assigned
Stairways Between Floors	1	180	Level 1

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Facility Details

Item 8	
Facility Name:	**ISD Vehicle Maint. (MDPD)**
Address:	9109 NW 25 St. Doral, FL 33172
Building Manager/POC:	Jose Martinez
Email:	fmar@miamidade.gov
No. of days/week services required:	5
Time frame per day services required:	At times mutually agreed upon
No. of floors:	1
No. of occupants:	
Total square feet to be cleaned:	**1369**

Interior Floor Types	
Type	**Sq Ft**
Ceramic Tile	83
Concrete Paver	820
Vinyl Tile	466
Total Int. Sq. Ft.	**1369**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Kitchen/Lounge	1	128	Level 1
Locker Room	2	115	As assigned
Open Office Areas	1	214	Level 1
Restrooms (employee)	3	127	As assigned
Showers	1		As assigned

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Facility Details

Item 9	
Facility Name:	**South Dade Governement Center**
Address:	10710 SW 211 St. Cutler Bay, FL 33157
Building Manager/POC:	Ozzie Astudillo
Email:	ozzie@miamidade.gov
No. of days/week services required:	5 (M-F)
Time frame per day services required:	From 7:00am to 5:30pm
No. of floors:	3
No. of occupants:	120
Total square feet to be cleaned:	**45320**

Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	13445
Ceramic Tile	975
Concrete	23400
Washed stone surfact	7200
Vinyl Tile	300
Total Int. Sq. Ft.	**45320**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Computer Maintenance Work Area	1		Level 1
Conference/Meeting Rooms	1		As assigned
Corridors/Entrys/Foyers	2		Level 2
Data/Computer Rooms	2		Level 2
Data/Phone Rooms	1		Level 2
Elevators (passenger - two exterior)	4		Level 2
Elevators (Freight)	1		Level 2
Food Retail (exterior terrace)	1		Level 2
Janitor Closets	4		Level 2
Kitchen/Lounge	2		As assigned
Loading Areas	1		Level 2
Offices (Private and Chambers)	12		Level 1
Plaza/Exterior Gathering Area	1		Level 2
Restrooms (Public)	4		As assigned
Restrooms (Tenant and Private)	3		As assigned
Shops	1		Level 2
Showers	1		Level 2
Stairways Between Floors	3		As assigned
Stairwells (Egress)	4		Level 2
Storage Rooms	6		Level 2
Vending Area (first floor)	1		Level 2
Workstations (security desk 1st floor)	1		Level 2

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Facility Details

Item 10	
Facility Name:	**South Dade Justice Center**
Address:	10800 SW 211 St. Cutler Bay, FL 33157
Building Manager/POC:	Ozzie Astudillo
Email:	ozzie@miamidade.gov
No. of days/week services required:	5 (M-F)
Time frame per day services required:	From 7:00am to 5:00pm
No. of floors:	2
No. of occupants:	75
Total square feet to be cleaned:	**28656**
Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	**25406**
Ceramic Tile	3250
Total Int. Sq. Ft.	**28656**

Exterior Hardscape Types (See info SDGC tab)

Area Types

Type	Qty	Sq Ft	Appearance Level
Control/Security Rooms	1		Level 2
Corridors/Entrys/Foyers	2		Level 2
Corridors (Secure)	1		As assigned
Corridors (tunnel)	1		As assigned
Courtrooms	8		Level 2
Data/Computer Rooms	2		Level 2
Elevators (passenger)	3		Level 2
Escalators	1		Level 2
File Room	1		Level 2
Janitor Closets	3		Level 2
Kitchenette/Pantry	7		As assigned
Kitchen/Lounge	3		As assigned
Lobbies (Interior)	2		Level 2
Offices (Private and Chambers)	15		As assigned
Public Waiting Area	1		Level 2
Restrooms (Public)	4		Level 2
Restrooms (Tenant and Private)	12		Level 2
Stairways Between Floors	3		As assigned
Stairwells (Egress)	2		Level 2
Vending Area	2		Level 2
Workstations (security desk)	1		Level 2

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Facility Details

Item 11	
Facility Name:	**MDPD Station #4**
Address:	10800 SW 211 St. Cutler Bay, FL 33157
Building Manager/POC:	Ozzie Astudillo
Email:	ozzie@miamidade.gov
No. of days/week services required:	5 (M-F)
Time frame per day services required:	From 5:30am to 2:30pm
No. of floors:	3
No. of occupants:	50
Total square feet to be cleaned:	**10175**
Interior Floor Types	
Type	**Sq Ft**
Carpet	**2396**
Ceramic Tile	857
Concrete	255
Tile	6226
Brick	441
Total Int. Sq. Ft.	**10175**

Exterior Hardscape Types (See info SDGC tab)

Area Types

Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	2		Level 2
Control/Security Rooms (main entrance)	1		Level 2
Elevators (passenger)	1		Level 2
Kitchen/Lounge	1		As assigned
Lobbies (Interior)	1		Level 2
Offices (Private and Chambers)	9		As assigned
Open Office Areas	1		As assigned
Restrooms (Public)	4		Level 2
Restrooms (employee + 3 cells with toilets and sinks)	6		Level 2
Showers	5		Level 2
Stairways Between Floors	3		As assigned
Stairwells (Egress)	2		Level 3
Training Rooms	1		As assigned
Vending Area (exterior)	1		Level 2

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Facility Details

Item 12	
Facility Name:	**ISD Fleet Shop 3D**
Address:	10820 SW 211 St.
Building Manager/POC:	Ozzie Astudillo
Email:	ozzie@miamidade.gov
No. of days/week services required:	5 (M-F)
Time frame per day services required:	At times mutually agreed upon
No. of floors:	2
No. of occupants:	17
Total square feet to be cleaned:	**9497**

Interior Floor Types	
Type	**Sq Ft**
Ceramic Tile	245
Concrete	8075
Vinyl Tile	1177
Total Int. Sq. Ft.	**9497**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Corridors/Entrys/Foyers	1		As assigned
Kitchen/Lounge	1		As assigned
Offices (Private and Chambers)	1		As assigned
Restrooms (Public)	2		Level 2
Restrooms (Tenant and Private)	1		Level 2
Showers	1		Level 2
Stairways Between Floors	2		As assigned

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Facility Details

Item 13			
Facility Name:	**ISD Fleet Tire Shop**		
Address:	10890 SW 211 St.		
Building Manager/POC:	Ozzie Astudillo		
Email:	ozzie@miamidade.gov		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	At times mutually agreed upon		
No. of floors:	1		
No. of occupants:	2		
Total square feet to be cleaned:	**3273**		
Interior Floor Types			
Type	**Sq Ft**		
Ceramic Tile	44		
Concrete	3,027		
Vinyl Tile	202		
Total Int. Sq. Ft.	**3273**		
Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Offices (Private and Chambers)	1		As assigend
Restrooms (Public)	2		Level 2
Restrooms (Tenant and Private)	1		Level 2

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Facility Details

Item 14			
Facility Name:	**ISD Fleet Shop 1A**		
Address:	10740 SW 211 St. Cutler Bay, FL 33157		
Building Manager/POC:	Ozzie Astudillo		
Email:	ozzie@miamidade.gov		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	At times mutually agreed upon		
No. of floors:	1		
No. of occupants:	11		
Total square feet to be cleaned:	**4487**		
Interior Floor Types			
Type	**Sq Ft**		
Ceramic Tile	126		
Concrete	4171		
Vinyl Tile	190		
Total Int. Sq. Ft.	**4487**		
Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Corridors/Entrys/Foyers	1		Level 2
Kitchen/Lounge	1		As assigned
Offices (Private and Chambers)	1		As assigned
Restrooms (Public)	2		Level 2

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Facility Details

Item 15	
Facility Name:	**South Dade Library**
Address:	10750 SW 211 St. Cutler Bay, FL 33157
Building Manager/POC:	Ozzie Astudillo
Email:	ozzie@miamidade.gov
No. of days/week services required:	6 (M-Sat)
Time frame per day services required:	8 hours per day
No. of floors:	2
No. of occupants:	17
Total square feet to be cleaned:	**42265**

Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	**40255**
Ceramic Tile	907
Vinyl Tile	1103
Total Int. Sq. Ft.	**42265**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Auditoriums/Assembly Area	1		Level 2
Conference/Meeting Rooms	2		Level 2
Corridors/Entrys/Foyers	1		Level 2
Data/Computer Rooms (computer lab)	1		Level 2
Elevators (passenger)	1		Level 2
Elevators (Freight)	1		As assigned
Janitor Closets	2		Level 2
Kitchen/Lounge	1		As assigned
Library Rooms/Areas (Gen. library, Children's room, Ref. area)	3		Level 2
Loading Areas	1		Level 2
Offices (Private and Chambers)	6		As assigned
Plaza/Exterior Gathering Area	1		Level 2
Public Service Area	1		As assigned
Public Waiting Area	1		Level 2
Restrooms (Public)	5		Level 2
Restrooms (Tenant and Private)	4		Level 2
Stairways Between Floors	3		As assigned
Stairwells (Egress)	2		Level 2

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Facility Details

Item 16			
Facility Name:	**Data Processing and Communications Center (DPCC)**		
Address:	5680 SW 87 Ave. Miami, FL 33173		
Building Manager/POC:	Alan Shewchuk		
Email:	ashew@miamidade.gov		
No. of days/week services required:	7		
Time frame per day services required:	Monday -Friday -07:30 thru 0000* Sat. & Sun. 6 hours		
No. of floors:	3		
No. of occupants:	500		
Total square feet to be cleaned:	**104910**		
Interior Floor Types			
Type	**Sq Ft**		
Carpet	71076		
Ceramic Tile	3300		
Concrete	11194		
Vinyl Tile	19340		
Total Int. Sq. Ft.	**104910**		
Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Data/Computer Rooms	8	10800	As assigned
Elevators (passenger)	1		As assigned
Kitchen/Lounge	3		As assigned
Restrooms (Tenant and Private)	6		As assigned
Stairways Between Floors	4		As assigned
***NOTE**			
The facility is the back-up dispatch center for Police & fire and could require 24 hour janitorial staff when dispatch floor operations are underway. This may occur at anytime without notice.			

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Facility Details

Item 17	
Facility Name:	**DPCC Annex**
Address:	5600 SW 87 Ave. Miami, FL 33173
Building Manager/POC:	Alan Shewchuk
Email:	ashew@miamidade.gov
No. of days/week services required:	5*
Time frame per day services required:	Monday -Friday 4 hours per day*
No. of floors:	1
No. of occupants:	20+
Total square feet to be cleaned:	**6456**

Interior Floor Types	
Type	**Sq Ft**
Ceramic Tile	325
Concrete	4943
Concrete (finished)	821
Vinyl Tile	367
Total Int. Sq. Ft.	**6456**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Kitchen/Lounge	1		As assigned
Restrooms (Tenant and Private)	2		As assigned

***NOTE**
The facility is currently un-occupied and may remain that way for weeks at a time. Therefore janitorial services may not required on a daily basis.

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Facility Details

Item 18			
Facility Name:	**Radio Shop**		
Address:	6010 SW 87 Ave. Miami, FL 33173		
Building Manager/POC:	Alan Shewchuk		
Email:	ashew@miamidade.gov		
No. of days/week services required:	5		
Time frame per day services required:	Monday - Friday 4 hours per day		
No. of floors:	1		
No. of occupants:	30		
Total square feet to be cleaned:	**15000**		
Interior Floor Types			
Type	**Sq Ft**		
Carpet	**100**		
Ceramic Tile	400		
Concrete	8000		
Vinyl Tile	6500		
Total Int. Sq. Ft.	**15000**		
Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Restrooms (Tenant and Private)	5		As assigned

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Facility Details

Item 19	
Facility Name:	**West Dade Permitting Center**
Address:	11805 SW 26 St. Miami, FL 33175
Building Manager/POC:	Mike Cruz
Email:	mcruz@miamidade.gov
No. of days/week services required:	5 (M-F)
Time frame per day services required:	At times mutually agreed upon
No. of floors:	2
No. of occupants:	560
Total square feet to be cleaned:	**106985**

Interior Floor Types	
Type	**Sq Ft**
Carpet	74690
Ceramic Tile	30799
Vinyl Tile	1496
Total Int. Sq. Ft.	**106985**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Computer Maintenance Work Area	1		As assigned
Conference/Meeting Rooms	5		As assigned
Control/Security Rooms	1		As assigned
Copy Areas/Rooms	3		As assigned
Corridors/Entrys/Foyers	2		As assigned
Corridors (Secure)	3		As assigned
Corridors (Service)	2		As assigned
Data/Computer/Phone Rooms	5		As assigned
Elevators (passenger)	4		As assigned
File Room	2		As assigned
Hardscape Areas	9		As assigned
Janitor Closets	5		As assigned
Kitchenette/Pantry	2		As assigned
Kitchen/Lounge	1		As assigned
Lobbies (Interior)	2		As assigned
Loading Areas	1		As assigned
Mail/Mail Sorting Rooms	1		As assigned
Offices (Private)	10		As assigned
Open Office Areas	7		As assigned
Plaza/Exterior Gathering Area	1		As assigned
Public Service Area	2		As assigned
Public Waiting Area	5		As assigned
Restrooms (Public)	6		As assigned
Restrooms (employee)	8		As assigned
Stairways Between Floors	7		As assigned
Stairwells (Egress)	2		As assigned
Storage Rooms	5		As assigned
Training Rooms	1		As assigned
Vending Area	1		As assigned
Workstations (Built-In)	30		As assigned

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Facility Details

Item 20	
Facility Name:	**Gerstein Justice Building**
Address:	1351 NW 12 St. Miami, FL 33125
Building Manager/POC:	Adrian Callwood
Email:	acallw@miamidade.gov
No. of days/week services required:	5
Time frame per day services required:	From 7:00am to 5:30pm
No. of floors:	10
No. of occupants:	1000
Total square feet to be cleaned:	**334100**

Interior Floor Types	
Type	**Sq Ft**
Carpet	154000
Ceramic Tile	14800
Concrete	43000
Resillient Tile	112400
Travertine Marble	4500
Marble	5400
Total Int. Sq. Ft.	**334100**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Computer Maintenance Work Area	2		Level 2
Control/Security Rooms	1		Level 2
Corridors/Entrys/Foyers	2		Level 2
Corridors (Secure)	25		Level 1
Courtrooms	46		As assigned
Data/Computer Rooms	2		Level 2
Elevators (passenger)	5		As assigned
Elevators (Freight)	2		As assigned
Escalators	12		Level 2
Exercise Rooms/Gyms	1		Level 2
File Room	1		Level 2
Food Retail	2		Level 2
Janitor Closets	12		Level 2
Kitchenette/Pantry	48		As assigned
Kitchen/Lounge	5		As assigned
Library Rooms/Areas	1		Level 2
Lobbies (Interior)	9		As assigned
Loading Areas	1		Level 2
Mail/Mail Sorting Rooms	1		Level 2
Offices (Private and Chambers)	48		Level 1
Open Office Areas	various		Level 1
Plaza/Exterior Gathering Area	2		Level 2
Pools/Fountains	2		Level 2
Public Waiting Area	4		Level 2
Restrooms (Public)	23		Level 2
Restrooms (Tenant and Private)	73		As assigned
Stairways Between Floors	5		As assigned
Stairwells (Egress)	5		Level 2
Vending Area	9		Level 2
Workstations (Built-In)			Level 2

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Facility Details

Item 21	
Facility Name:	**Public Defender Building**
Address:	1320 NW 14 St. Miami, FL 33125
Building Manager/POC:	Jorge A Aneiros
Email:	janeiro@miamidade.gov
No. of days/week services required:	5
Time frame per day services required:	6:30:00 AM TO 5:00 PM
No. of floors:	6
No. of occupants:	400
Total square feet to be cleaned:	**81097**
Interior Floor Types	
Type	**Sq Ft**
Carpet	64000
Ceramic Tile	4000
Vinyl Tile	6000
Total Int. Sq. Ft.	**74000**
Exterior Hardscape Types	
Asphalt	5044
Ceramic Tile	144
Concrete	1849
Quarry Tile	60
Total Ext. Sq. Ft.	**7097**

Area Types

Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	2	1920	As assigned
Copy Areas/Rooms	1	288	Level 2
Corridors (Service)	5	4825	Level 2
Data/Computer Rooms	1	440	Level 2
Data/Phone Rooms	1	360	Level 2
Elevators (passenger)	2	60	As assigned
File Room	3	800	Level 2
Janitor Closets	3	286	Level 2
Kitchenette/Pantry	1	420	As assigned
Kitchen/Lounge	1	640	As assigned
Lobbies (Interior)	5	2446	As assigned
Mail/Mail Sorting Rooms	1	160	Level 2
Offices (Private and Chambers)	152	30164	As assigned
Public Waiting Area	2	1266	As assigned
Restrooms (Public)	2	90	As assigned
Restrooms (employee)	14	2209	As assigned
Showers	2	100	As assigned
Stairways Between Floors	2	118	As assigned
Storage Rooms	3	1280	Level 2
Training Rooms	1	280	As assigned
Workstations (Built-In)	10	7595	Level 2

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Facility Details

Item 22	
Facility Name:	**Graham Building**
Address:	1350 NW 12 St. Miami, FL 33125
Building Manager/POC:	Jorge A Aneiros
Email:	janeiro@miamidade.gov
No. of days/week services required:	5
Time frame per day services required:	6:30 AM TO 5:00 PM
No. of floors:	5
No. of occupants:	600
Total square feet to be cleaned:	**131075**
Interior Floor Types	
Type	**Sq Ft**
Carpet Tile	102907
Ceramic Tile	5795
Concrete	7223
Rubber Tile	1911
Vinyl Tile	13239
Total Int. Sq. Ft.	**131075**
Exterior Hardscape Types	
Asphalt	107373
Concrete	15035
Total Ext. Sq. Ft.	**122408**

Area Types

Type	Qty	Sq Ft	Appearance Level
Computer Maintenance Work Area	2	212	Level 2
Conference/Meeting Rooms	12	4186	As assigned
Control/Security Rooms	1	191	Level 2
Copy Areas/Rooms	4	1106	Level 2
Corridors/Entrys/Foyers	2	141	As assigned
Corridors (Secure)	26	13380	As assigned
Data/Computer Rooms	1	483	Level 2
Data/Phone Rooms	1	251	Level 2
Elevators (passenger)	3	111	As assigned
Hardscape Areas	8	120620	Level 2
Janitor Closets	10	220	Level 2
Kitchen/Lounge	8	1880	As assigned
Library Rooms/Areas	1	1541	As assigned
Lobbies (Interior)	10	6837	As assigned
Loading Areas	1	1787	Level 2
Mail/Mail Sorting Rooms	1	172	Level 2
Offices (Private and Chambers)	350	38413	As assigned
Open Office Areas	27	27552	As assigned
Public Service Area	1	382	As assigned
Public Waiting Area	8	2889	As assigned
Restrooms (Public)	13	2310	As assigned
Restrooms (employee)	21	2491	As assigned
Shops	1	705	Level 2
Showers	2	124	As assigned
Stairwells (Egress)	3	2561	Level 2
Storage Rooms	6	364	Level 2
Training Rooms	3	1381	As assigned
Vending Area	2	322	Level 2
Workstations (Built-In)	1	154	Level 2

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Facility Details

Item 23	
Facility Name:	**Civic Park Plaza**
Address:	1469 NW 13 Terr. Miami, FL 33125
Building Manager/POC:	Jorge A Aneiros
Email:	janeiro@miamidade.gov
No. of days/week services required:	5
Time frame per day services required:	6:30 AM TO 5:00 PM
No. of floors:	7
No. of occupants:	170
Total square feet to be cleaned:	**45580**
Interior Floor Types	
Type	**Sq Ft**
Carpet	21375
Ceramic Tile	1322
Marble	240
Vinyl Tile	995
Total Int. Sq. Ft.	**23932**
Exterior Hardscape Types	
Concrete	20844
Quarry Tile	804
Total Ext. Sq. Ft.	**21648**

Area Types

Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	1	260	As assigned
Copy Areas/Rooms	1	80	Level 2
Data/Computer Rooms	1	216	Level 2
Data/Phone Rooms	1	99	Level 2
Elevators (passenger)	2	70	As assigned
File Room	2	2416	Level 2
Kitchenette/Pantry	1	763	As assigned
Lobbies (Interior)	7	1071	As assigned
Mail/Mail Sorting Rooms	1	204	Level 2
Offices (Private and Chambers)	60	13780	As assigned
Open Office Areas	10	4800	As assigned
Plaza/Exterior Gathering Area	1	352	Level 2
Public Waiting Area	1	190	As assigned
Restrooms (Public)	2	364	As assigned
Restrooms (employee)	12	1820	As assigned
Stairways Between Floors	2	104	As assigned
Stairwells (Egress)	2	104	Level 2

BW9562-1/24 Appendix C

Facility Details

Item 24	
Facility Name:	**North Dade Justice Center**
Address:	15555 Biscayne Blvd. Miami, FL 33181
Building Manager/POC:	Bonnie Hargett
Email:	bhargett@jud11.flcourts.org
No. of days/week services required:	5
Time frame per day services required:	From 7am to 6pm
No. of floors:	2
No. of occupants:	Employees 135 Public 1200
Total square feet to be cleaned:	**101752**

Interior Floor Types	
Type	**Sq Ft**
Carpet	32400
Ceramic Tile	1000
Terrazo	8200
Vinyl Tile	500
Total Int. Sq. Ft.	**42100**

Exterior Hardscape Types	
Asphalt	48283
Concrete	11369
Total Ext. Sq. Ft.	**59652**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Control/Security Rooms	2		As assigned
Copy Areas/Rooms	1		As assigned
Corridors/Entrys/Foyers	2		As assigned
Corridors (Secure)	2		As assigned
Courtrooms/Hearing Rooms	9		As assigned
Data/Computer Rooms	2		As assigned
Data/Phone Rooms	2		As assigned
Elevators (passenger)	3		As assigned
Escalators	1		As assigned
File Room	1		As assigned
Janitor Closets	4		As assigned
Kitchen/Lounge	1		As assigned
Lobbies (Interior)	2		As assigned
Loading Areas	1		As assigned
Mail/Mail Sorting Rooms	1		As assigned
Offices (Private and Chambers)	7		As assigned
Open Office Areas	1		As assigned
Plaza/Exterior Gathering Area			As assigned
Public Service Area	2		As assigned
Public Waiting Area	1		As assigned
Restrooms (Public)	6		As assigned
Restrooms (Tenant and Private)	13		As assigned
Shops	1		As assigned
Stairways Between Floors	2		As assigned
Stairwells (Egress)	2		As assigned
Vending Area	1		As assigned

BW9562-1/24 Appendix C

Facility Details

Item 25	
Facility Name:	**Flagler (140) Building**
Address:	140 W. Flagler St. Miami, FL 33130
Building Manager/POC:	Carol Dickson
Email:	dickson@miamidade.gov
No. of days/week services required:	Monday through Friday
Time frame per day services required:	Morning Shift 6:30am to 3:00pm Evening Shift 1:30pm to 8:30pm
No. of floors:	16
No. of occupants:	350+
Total square feet to be cleaned:	**147079**
Interior Floor Types	
Type	**Sq Ft**
Carpet	94000
Ceramic Tile	14205
Concrete	30794
Terrazo	2670
Marble	410
Vinyl Tile	5000
Total Int. Sq. Ft.	**147079**
Exterior Hardscape Types	
Concrete	100
Total Ext. Sq. Ft.	100

Area Types

Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	5		As assigned
Control/Security Rooms	1		As assigned
Copy Areas/Rooms	8		As assigned
Corridors/Entrys/Foyers	16		As assigned
Corridors (Secure)	1		As assigned
Corridors (Service)	16		As assigned
Data/Phone Rooms	10		As assigned
Elevators (passenger)	4		As assigned
Food Retail	1		As assigned
Janitor Closets	8		As assigned
Kitchen/Lounge	16		As assigned
Lobbies (Interior)	1		As assigned
Offices (Private and Chambers)	6		As assigned
Open Office Areas	28		As assigned
Public Service Area	7		As assigned
Public Waiting Area	7		As assigned
Restrooms (Public)	2		As assigned
Restrooms (Tenant and Private)	26		As assigned
Stairways Between Floors	14		As assigned
Stairwells (Egress)	16		As assigned
Storage Rooms	3		As assigned
Training Rooms	1		As assigned
Workstations (Built-In)	8		As assigned

BW9562-1/24 Appendix C
Facility Details

Item 26	
Facility Name:	**Samsug Building**
Address:	2700 NW 87 Ave. Miami, FL 33172
Building Manager/POC:	Mike Cruz
Email:	mcruz@miamidade.gov
No. of days/week services required:	6 (M-Sat)
Time frame per day services required:	From 6:00am to 8:00 pm
No. of floors:	2
No. of occupants:	330 (approx)
Total square feet to be cleaned:	**119579**

Interior Floor Types	
Type	**Sq Ft**
Carpet	29462
Concrete	83939
Marble	1350
Vinyl Tile	4828
Total Int. Sq. Ft.	**119579**

Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Computer Maintenance Work Area	1		As assigned
Conference/Meeting Rooms	6		As assigned
Control/Security Rooms	1		As assigned
Copy Areas/Rooms	6		As assigned
Corridors/Entrys/Foyers	1		As assigned
Corridors (Secure)	1		As assigned
Corridors (Service)	1		As assigned
Data/Computer Rooms	3		As assigned
Data/Phone Rooms	3		As assigned
Elevators (passenger)	1		As assigned
File Room	1		As assigned
Hardscape Areas	3		As assigned
Janitor Closets	4		As assigned
Kitchenette/Pantry	4		As assigned
Kitchen/Lounge	4		As assigned
Library Rooms/Areas	1		As assigned
Lobbies (Interior)	1		As assigned
Loading Areas	9		As assigned
Mail/Mail Sorting Rooms	2		As assigned
Offices (Private)	21		As assigned
Open Office Areas	4		As assigned
Plaza/Exterior Gathering Area	1		As assigned
Pools/Fountains	1		As assigned
Public Service Area	1		As assigned
Public Waiting Area	7		As assigned
Restrooms (Public)	2		As assigned
Restrooms (employee)	9		As assigned
Shops	1		As assigned
Stairways Between Floors	3		As assigned
Stairwells (Egress)	3		As assigned
Storage Rooms	3		As assigned
Training Rooms	1		As assigned
Vending Area	2		Level 2

BW9562-1/24 Appendix C
Facility Details

Item 27			
Facility Name:	**36th Street Building (SAO)**		
Address:			
Building Manager/POC:	Jorge Aneiros		
Email:	janeiro@miamidade.gov		
No. of days/week services required:	7		
Time frame per day services required:	8 hr/day		
No. of floors:	4		
No. of occupants:	18		
Total square feet to be cleaned:	**74440**		
Interior Floor Types			
Type	**Sq Ft**		
Ceramic Tile	37200		
Concrete	18600		
Vinyl Tile	18600		
Total Int. Sq. Ft.	**74400**		
Area Types			
Type	**Qty**	**Sq Ft**	**Appearance Level**
Corridors/Entrys/Foyers	4		As assigned
Corridors (Secure)	4		As assigned
Janitor Closets	4		As assigned
Kitchen/Lounge	1		As assigned
Lobbies (Interior)	4		As assigned
Offices (Private and Chambers)	5		As assigned
Restrooms (Tenant and Private)	15		As assigned
Stairwells (Egress)	2		As assigned

BW9562-1/24 Appendix C - Facility Details
Project Work Matrix

Facility → / Task ↓	MDPD HQ	MDPD Midwest (Doral) Station	MDPD Warehouse/Prop. & Evidence	MDPD Training Facility	MDPD Station #1 (Northwest)	MDPD Station #6 (Intracoastal)	MDPD Station #8 (Hammocks)	MDPD Vehicle Maint. (ISD Shop #1)	South Dade Government Center	South Dade Justice Center	MDPD Station #4 (Cutler Bay)
Carpet cleaning	4	4	4		4	4	4		4	4	4
Carpet cleaning (hallways, cafeteria, and cafetorium)	12	12	12		12	12	12				
Machine scrub and recoat non-carpeted floors	4	4	4		4	4	4				
Machine scrub washed rock floors/apply 2 coats of suitable floor finish									2		
Machine scrub concrete floors	2	2	2		2	2	2		2	2	2
High dusting	2	2	2		12	12	12		2	2	2
Machine scrub restrooms and lockers	12	12	12		12	12	12		12	12	12
Clean interior glass (partitions)	12	12	12		12	12	12				
Interior window washing	2	2	2		2	2	2	1	2	2	2
Exterior window washing	2	2	2		1	1	1	1	2	2	2
Wash blinds									1	1	1
Vacuum blinds	2	2	2		2	2	2		1	1	1
Strip and refinish non-carpeted floors/VCT	4	4	4		4	4	4	1	2	2	2
Pressure wash walls and/or Judges parking area											
Degrease Judges parking area											
Pressure clean exterior areas	2	2	2		2	2	2		2	2	2
Clean light fixtures, lenses, and air diffusers	2	2	2		4	4	4		12	12	12
Clean and polish metal door thresholds	4	4	4		4	4	4		4	4	4
Strip and refinish elevator floors											
* sidewalks only											

BW9562-1/24 Appendix C - Facility Details
Project Work Matrix

Facility → / Task ↓	ISD Fleet Shop #3D	ISD Fleet Shop #1A	South Dade Library	DPCC	DPCC Annex	Radio Shop	Permitting	Gerstein Building	Public Defender Building	Graham Building	Civic Park Plaza	North Dade Justice Center	140 Flagler Building	Samsung Building	36th St. Bldg.
Carpet cleaning			2				2	2	2	2	2	2	2	2	
Carpet cleaning (hallways, cafeteria, and cafetorium)															
Machine scrub and recoat non-carpeted floors							1		1	2	1	1	2	2	
Machine scrub washed rock floors/apply 2 coats of suitable floor finish															
Machine scrub concrete floors	2	2	2												
High dusting	2	2	2				6	6	6	6	6	6	6	6	
Machine scrub restrooms and lockers	12	12	4						4	4	4				
Clean interior glass (partitions)															
Interior window washing			1	1			2	2	1	1	1	2	2	2	
Exterior window washing			1	1			1	1	1	1	1	1	1	1	
Wash blinds	1		1				1	1		1		1	1	1	
Vacuum blinds	1		1				1	1		1		1	1	1	
Strip and refinish non-carpeted floors/VCT	2	2	2				2	2	1	2	1	2	2	2	1
Pressure wash walls and/or Judges parking area								2				2	2		
Degrease Judges parking area								2			1	2		1	
Pressure clean exterior areas	2	2	2	1	1	1	2	2	2	2	2	2	2	2	
Clean light fixtures, lenses, and air diffusers	12	12	2						2	2	2				
Clean and polish metal door thresholds	4	4	2						1	2	1				
Strip and refinish elevator floors							4	6	4	4	4	4	4	4	
* sidewalks only															

BW9562-1/24 Appendix C
Appearance Level Assignments

Appearance Level	Area Type
per (3.04) Level 1	Auditoriums & Assembly Areas
	Building Amenity Area
	Conference & Meeting Rooms
	Corridors, Entries, & Foyers
	Courtrooms & Hearing Rooms
	Elevators
	Escalators
	Exercise Rooms & Gyms
	Library Rooms & Areas
	Lobbies - Interior
	Locker Rooms
	Museum Exhibit Areas
	Nurseries & Family Visitation Rooms
	Public Waiting Areas
	Restrooms - Public
	Restrooms - Tenant & Private
	Showers
per (3.04) Level 2	Corridors - Secure
	Elevators - Freight
	Kitchen/Lounge
	Interview & Testing Rooms
	Laboratory and Research Rooms
	Offices - Private and Chambers
	Open Offices
	Public Service Areas
	Stairways between floors
	Training Rooms
	Sleeping Quarters or Barracks
per (3.04) Level 3	Attendant Booths
	Computer Maintenance Work Area
	Control & Security Rooms
	Copy Areas & Rooms
	Corridors - Service
	Data/Computer Rooms
	File Rooms
	Holding Cells
	Information & Guard Booths
	Janitor Closets
	Mail & Mail Sorting Rooms
	Shops
	Stairwells - Egress
	Storage Rooms
	Studios
	Trash & Recycle Areas
	Vacant Areas
	Vaults
per (3.04) Level 4	Loading Areas
	Lobbies - Exterior/Garages
	Parking Garages - Interior
per (3.04) Level 5	Designated Smoking Areas
	Hardscape Areas
	Exterior Surfaces of Buildings
	Plazas & Exterior Gathering Areas
	Pools & Fountains
	Surface Parking Lots

BW9562-1/24 Appendix C

Appearance Level Expectation Matrix

Level	General	Restrooms and Locker Rooms	Flooring	Carpet	Furniture	Surfaces	Light and Air Grills	Trash and Recycling Containers	Products
High Profile Areas (1)	This level is assigned to all public/common areas with no tenant occupancy - cleaning is focused on public health concerns - there are no personal spaces in these areas	Shall be clean and disinfected at all times – fixtures clean and polished – no buildup of dirt	Shall be free of visible dirt – surfaces clean and shiny – luster and protection maintained according to mfg recommendations – baseboards shall be clean with no buildup of dirt or cleaning products	All stains shall be addressed same day they occur	Shall show no dust, dirt, stains or smudges- cleaning shall be coordinated with bldg mgr	Shall be cleaned and polished – no accumulation of dust, dirt, streaks, or smudges	Shall be cleaned at regular intervals and shall never show buildup of dirt or dust	Shall be emptied daily and there shall be no buildup of dirt or grime either on the inside or outside of the container - wet trash will be emptied daily and shall not be left overnight. Paper recycling containers shall not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned	All commonly touched surfaces shall be wiped daily with products approved for prevention of communicable disease
General Areas (2)	This level is assigned to areas where there is tenant occupancy and cleaning is affected by personal spaces	See level 1	Shall be free of visible dirt – surfaces clean – luster and protection maintained according to mfg recommendations – baseboards shall be clean with no buildup of dirt or cleaning products	No stains shall be left long enough to become permanent or require replacement of carpet	Shall be cleaned as needed – cleaning shall be coordinated with bldg mgr	Shall be no visible accumulation of dust and dirt – mild accumulation shall be acceptable over two work day period but never to the extent to cause IAQ problem	Shall be cleaned at regular intervals and shall never show buildup of dirt or dust	See level 1	See level 1
Low Traffic Areas (3)	This level is assigned to areas within the conditioned space of the facility, but not visited by personnel on a regular basis. Frequencies of cleaning can be decreased due to the lack of personnel traffic and reduced occurrence of work being performed within these areas. Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.	See level 1.	Shall be maintained, swept and kept so that there will be no IAQ or pest problems resulting from the dust and debris that may be left in the corners or hard to reach areas - protection shall be maintained according to the type of flooring and manufacturers recommendations - accumulation of dust and dirt allowable as long as they do not affect the IAQ of the area or the surrounding areas - carpet stains that could result in an IAQ problem or a pest problem will be dealt with the same day that they occur, no stains will be allowed to be left so long as to become a permanent stain or require replacement of the carpet - baseboards with dust or dirt will be allowed as long as they do not present an IAQ problem	See level 2	See level 2	Shall be cleaned so as never to create an IAQ problem or a health problem in any way - mild accumulation of dust, dirt may be acceptable, but never to the extent as to cause an IAQ problem - streaks or smudges will be allowed unless they become a problem to clean or degrade the building surfaces - commonly touched areas that could assist in the spreading of communicable diseases shall be cleaned with a disinfectant	Shall be cleaned so that they never show a buildup of dust or dirt - special care should be taken to review the condition of these surfaces due to the reduced level of cleanliness on the other surfaces within these areas	See level 1	See level 1
Storage and Unconditioned Areas (4)	This level is assigned to areas that are seldom used for their intended purpose, or areas used for storage of supplies that make it hard to clean around, and/or areas that fall inside the building envelope, but outside the conditioned portions of the building. Loading docks and garages, both within the building footprint and outside the building footprint fall under this appearance level.	See level 1	Shall be maintained to an acceptable level of cleanliness so as not to affect the IAQ of the building or not violate any life/safety or health standards - cleaning should be performed so that there is no excessive buildup of dust and dirt - vacuuming of hard surfaces is recommended in these areas to allow custodial staff access to cluttered areas or around stored materials - in garages, large vacuum sweepers are recommended and in some areas hosing down of the floor is permissible	Generally not present in these areas, if so see level 2	Generally not present in these areas, if so see level 2	Shall be cleaned as to prevent infiltration of dust/dirt into conditioned areas of the facility envelope - when inside conditioned space, mild accumulation of dust, dirt will be acceptable for a short period, but never to the extent as to cause an IAQ problem - rooms with storage should be cleaned so that dust and/or debris do not fall on stored materials - commonly touched areas that could assist in the spreading of communicable diseases shall be wiped down with an approved disinfectant - if stored materials that fall outside the scope of this custodial solicitation require dusting, Contractor will inform the Building Manager so that arrangements can be made to have the stored materials cleaned	See level 3	See level 1	See level 1
Hardscapce Areas (5)	This level is assigned to areas that fall outside the building envelope and covers the sidewalks, plazas, walkways, etc. as well as grounds that require maintenance and that fall outside the scope of work of the landscaping vendor.	See level 1.	Most flooring in this level is concrete or exterior tiles and require pressure washing or auto scrubbing on riding scrubbers - gum shall be removed on a regular basis - pressure washing shall be performed in such a manner as to not wash cleaning chemicals or any other substances that could adversely affect the local ecosystem by leaching into the underground, and/or down the storm water system - all codes and standards that relate to the stormwater or other drainage systems must be followed	Generally not present in these areas, if so see level 2	Generally not present in these areas, if so see level 2	Cleaning of surfaces that affect the health and safety of the public and personnel shall be performed outside of operating hours of the facilities, so that the flow of traffic of employees and public into the facilities are not impaired in any way - all vertical and horizontal surfaces will be cleaned so that dust and/or dirt cannot be tracked or transferred airborne into the conditioned areas of the facility - areas will be cleaned to a height of 72" - windows that can be reached from a level surface will be cleaned all the way from top to bottom - exterior windows that cannot be reached from a level surface shall be cleaned using proper equipment and considered project work	See level 3	See level 1	See level 1 - chemicals should be used that greatly reduce the exposure of building occupants and maintenance personnel to potentially hazardous biological and particle contaminants Chemicals used for hardscape maintenance shall be minimal and, when necessary, should be based on products or practices that conserve water and utilize biodegradable, low-impact cleaning products

APPENDIX D
Price Schedule

I. **Monthly prices for services per Appendix B – Scope of Services at facilities per Appendix C – Location Details:**

Item	Facility	Monthly Price
1	MDPD Headquarters	$45,372.80
2	MDPD Midwest (Doral) District Station	$14,810.38
3	MDPD Property and Evidence Warehouse	$7,476.23
4	MDPD Training Facility	$20,151.89
5	MDPD Station #1 (Northwest District)	$10,320.36
6	MDPD Station #6 (Intracoastal)	$10,320.36
7	MDPD Station #8 (Hammocks)	$10,748.41
8	ISD Fleet Shop #1 (at MDPD Headquarters)	$513.04
9	South Dade Government Center	$13,005.21
10	South Dade Justice Center	$12,290.79
11	MDPD Station #4 (Cutler Bay)	$6,836.37
12	ISD Fleet Shop #3D	$636.22
13	ISD Fleet Tire Shop	$608.10
14	ISD Fleet Shop #1A	$677.39
15	South Dade Library	$5,944.28
16	Data Processing and Communications Center (DPCC)	$22,564.41
17	DPCC Annex	$1,989.86
18	DCPP Radio Shop	$2,848.59
19	West Dade Permitting Center	$29,801.42
20	Gerstein Justice Building	$61,476.02
21	Public Defender Building	$10,441.67
22	Graham Building	$21,070.77
23	Civic Park Plaza	$9,753.67
24	North Dade Justice Center	$13,583.15
25	140 Flagler Building	$28,044.32
26	Samsung Building	$14,306.13
27	36th St. Building (SAO)	$5,179.36

APPENDIX D
Price Schedule

Emergency/Special Services Hourly Rate (per Appendix A.13)	
Hourly Rate Supervisor OT per person	$46.80
Hourly Rate Supervisor per person	$30.67
Hourly Rate Regular OT per person	$29.28
Hourly Rate Regular per person	$19.53

Project Work Unit Pricing (to be used only in the event of an increase or decrease in frequency)		
Task	**Unit**	**Price**
Carpet cleaning	Per sq ft	$.15
Machine scrub and recoat non-carpeted floors	Per sq ft	$.23
Machine scrub concrete floors	Per sq ft	$.10
Machine scrub restrooms and lockers	Per sq ft	$.10
Strip and refinish non-carpeted floors (VCT)	Per sq ft	$.25
Pressure cleaning	Per sq ft	$.07
Strip and refinish elevator floors	Per sq ft	$.35
Degrease parking area	Per sq ft	$.15
High dusting	Per floor	$.21 per 1000SQFT
Interior window washing	Per floor	$.30 PER sqft
Exterior window washing	Per floor	$.30 PER SQFT
Clean interior glass (partitions)	Per floor	$.30 PER SQFT
Vacuum blinds	Per floor	$.32 PER SQFT
Wash blinds	Per floor	$.21 PER SQFT
Clean light fixtures, lenses, and air diffusers	Per floor	$2.10 PER FIXTURE
Clean and polish metal door thresholds	Per floor	$2.10 PER FIXTURE

APPENDIX E

MIAMI-DADE COUNTY
LIVING WAGES
SUPPLEMENTAL GENERAL CONDITIONS

Contractors providing a covered service are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County, (Code) as amended by Ordinance [Governing Legislation], will apply to this contract. By submitting a proposal or executing a contract pursuant to these specifications, the Contractor is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at www.miamidade.gov.

This Supplemental General Conditions is organized with the following sections:

1. Definitions
2. Minimum Wages and Posting of Information.
3. Liability for Unpaid Wages; Sanctions; Withholding
4. Payrolls, Records and Reporting
5. Subcontracts
6. Complaints and Hearings; Contract Termination and Debarment

1. DEFINITIONS

A. Administrative hearing officer means a person designated by the County Manager to hold administrative hearings on complaints of practices prohibited by this Implementing Order.

B. Applicable department means the County department(s) using the service contract.

C. Complaint means any written charge/allegation presented to the Compliance Officer alleging a practice prohibited by the Code, implementing Order No. 3-30 and these Supplemental General Conditions.

D. Compliance officer means the Director of the Department of Small Business Development or his/her designee to review compliance with the Governing Legislation or Living Wage Ordinance and the Administrative Order.

E. Contract means an agreement for services covered by the Living Wage Code involving the County or Public Health Trust, or approved by the County, the Procurement Director or his/her designee, or the Public Health Trust or a Permit or Lease agreement with Miami-Dade County Aviation Department.

F. Contracting officer means the County and Public Health Trust staff or any other County personnel responsible for issuing County service contracts.

G. County means the government of Miami-Dade County or the Public Health Trust.

H. Covered employee means anyone employed by any service contractor, as further defined in the Code either full or part time, as an employee with or without

APPENDIX E

MIAMI-DADE COUNTY
LIVING WAGES
SUPPLEMENTAL GENERAL CONDITIONS

benefits that is providing covered services pursuant to the service contractor's contract with the County.

I. Covered employer means any and all service contractors and subcontractors of service contractors providing covered services.

J. Covered services are any one of the following:

(1) County Service Contracts - Contracts awarded by the County that involve a total contract value of over $100,000 per year for the following services:

(i) food preparation and/or distribution;
(ii) security services;
(iii) routine maintenance services such as custodial, cleaning, refuse removal, repair, refinishing and recycling;
(iv) clerical or other non-supervisory office work, whether temporary or permanent;
(v) transportation and parking services including airport and seaport services;
(vi) printing and reproduction services; and,
(vii) landscaping, lawn and/or agricultural services.

(2) Services provided ~~to~~ at Miami-Dade County Aviation facilities: Any service that is provided by a Service Contractors at a Miami-Dade County Aviation Department Facility is a covered service without reference to any contract value.

(i) Ramp Service: Guiding aircraft in and out of Airport; aircraft loading and unloading positions, designated by the Aviation Department; placing in position and operating passenger, baggage and cargo loading and unloading devices, as required for the safe and efficient loading and unloading of passengers, baggage and cargo to and from aircraft; performing such loading and unloading; providing aircraft utility services, such as air start and cabin air; fueling; catering; towing aircraft; cleaning of aircraft; delivering cargo, baggage and mail to and from aircraft to and from locations at any Miami-Dade County Aviation Department facility; and providing such other ramp services approved in writing by the Aviation Department;

(ii) Porter Assistance Services: Handling and transportation through the use of porters, or other means, of baggage and other articles of the passengers of contracting air carriers or aircraft operators, upon request of the passenger, in public access areas of the Airport Terminal Complex. The Living Wage shall not apply to

APPENDIX E

MIAMI-DADE COUNTY
LIVING WAGES
SUPPLEMENTAL GENERAL CONDITIONS

employees performing tip-related porter assistance services, including curbside check-in;

(iii) Passenger Services: Preparing such clearance documents for the baggage and cargo of aircraft passengers, as may be required by all governmental agencies; furnishing linguists for the assistance of foreign-speaking passengers; passenger information assistance; arranging in-flight meals for departing aircraft with persons or companies authorized by the Department to provide such meals; and providing assistance to handicapped passengers;

(iv) Dispatching and Communications Services: Providing ground to aircraft radio communication service; issuing flight clearances; sending and receiving standard arrival, departure and flight plan messages with appropriate distribution of received messages; providing standby radio flight watch for aircraft in flight; and calculation of fuel loads and take-off and landing weights for aircraft;

(v) Meteorological Navigation Services: Providing information based on the analysis and interpretation of weather charts; planning aircraft flights in accordance with the latest accepted techniques; providing appropriate prognostic weather charts; and generally providing information appropriate for enroute aerial navigation;

(vi) Ticket Counter and Operations Space Service: The operation of ticket counter and airlines' operations space; ticket checking, sales and processing; weighing of baggage; operation of an information, general traffic operations and communications office for air carriers and aircraft operators with whom the Service Contractor has contracted to supply such services;

(vii) Janitorial Services;

(viii) Delayed Baggage Services;

(ix) Security Services unless provided by federal government or pursuant to a federal government contract; and,

Any other type of service that a GASP permittee is authorized to perform at any Miami-Dade County Aviation Department Facility will be considered a covered service, regardless of whether the service is performed by a GASP permittee or other service contractor.

(x) In warehouse cargo handlers.

K. Debar means to exclude a service contractor, its individual officers, its principal shareholders, its qualifying agent or its affiliated businesses from County contracting and subcontracting for a specific period of time, pursuant to section 10-38 of the Code of Miami-Dade County.

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L. Living wage means the minimum hourly pay rate with or without a health benefits in effect for the fiscal year in which the work is performed.

M. Living Wage Commission means a fifteen person advisory board established by the County Commission for the purpose of reviewing the effectiveness of the Living Wage, reviewing certifications submitted by covered employers to the County include, reviewing complaints filed by employees and making recommendations to the County Mayor and the County Commission regarding same.

N. Project manager means the person assigned under a contract, usually a department director of the using agency or his/her designee, who has primary responsibility to manage the contract and enforce contract requirements.

O. Service contractor is any individual, business entity, corporation (whether for profit or not-for-profit), partnership, limited liability company, joint venture, or similar business that is conducting business in Miami-Dade County or any immediately adjoining county and meets the following criteria:

(1) the service contractor is paid in whole or in part from one (1) or more of the County's general fund, capital projects funds, special revenue funds or any other funds either directly or indirectly, whether by competitive bid process, informal bids, requests for proposals, some form of solicitation, negotiation, or agreement, or any other decision to enter into a contract;

(2) the service contractor and any subcontractor is engaged in the business to provide covered services either directly or indirectly for the benefit of the County; or

(3) the service contractors is a General Aeronautical Service (GASP) Permittee or otherwise provides any of the covered services defined herein at any Miami-Dade County Aviation Department facility including Miami International Airport pursuant to a permit, lease agreement or otherwise.

2. MINIMUM WAGES, HEALTH BENEFIT PLANS AND POSTING OF INFORMATION

A. The Living Wage rate and Notice can be obtained from the Department of Small Business Development at 305-375-3111 or on the web at **www.miamidade.gov.sbad/living_wage_poster.asp.**

All covered employees providing covered services shall be paid not less than the living wage rate in effect for the fiscal year in which the work is performed. When the covered employer seeks to comply with the Code by choosing to pay the

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wage rate applicable when also providing a qualifying Health Benefit Plan, such health benefit plan shall consist of a per hour contribution towards the provision of a Health Benefit Plan for employees and, if applicable, their dependents in accordance with the current rate for the given year. Proof of the provision of such a health benefit plan must be submitted to the compliance officer to qualify for the wage rate for employees with a health benefit plan.

B. The minimum amount of payment by a Service Contractor for the provision of a Health Benefit Plan on a per-hour basis will be calculated based on a maximum of a 40-hour work week. Overtime hours will not require additional payments towards the provision of a health benefit plan. If the service contractor pays less than the required amount for provision a health benefit plan, then the service contractor may comply with the Living Wage requirements by paying the covered employee the difference between the premium it pays for the health benefit plan of the Covered Employee and the minimum amount required by this section for a qualifying health benefit plan. The service contractor may require that all employees enroll in a health benefit plan offered by the service contractor, provided that the employee is not required to pay a premium contribution for employee-only coverage. Health Benefit Plan for purposes of complying with the living wages shall qualify if it includes the benefits contained in a standard health benefit plan meeting the requirements set forth in §627.6699(12)(a)Florida Statutes.

To the extent a Covered Employer seeks to pay the lower Living Wage rate for employers providing a qualifying Health Benefit Plan during the initial eligibility period applicable to new employees, the Living Wage requirement may be complied with as follows during the eligibility period:

1. A Covered Employer may only qualify to pay the Living Wage rate applicable to employees with a Health Benefit Plan for a term not to exceed the first ninety (90) days of the new initial employee's eligibility period, said term commencing on the employee's date of hire, if the Covered Employer has taken the necessary steps to effectuate coverage for such employee.

2. If the Covered Employee is not provided with a qualifying Health Benefit Plan within ninety (90) days of initial hire, then the Covered Employer, commencing on the ninety-first (91) day of the new employee's initial eligibility period, must commence to pay the applicable Living Wage rate for Covered Employees without a Health Benefit Plan and must retroactively pay the Covered Employee the difference between the two Living Wage rates for the term of the eligibility period.

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C. The Living Wage rate is annually indexed based on the Consumer Price Index (CPI) calculated by the U.S. Department of Commerce as applied to the County of Miami-Dade.

D. Covered employees shall be paid by company or cashier's check, not less than bi-weekly, and without subsequent deduction or rebate on any account (except as such payroll deductions as are directed or permitted by law or by a collective bargaining agreement). The covered employer shall pay wage rates in accordance with federal and all other applicable laws such as overtime and similar wage laws.

E. Covered employers must post a copy of the Living Wage rate notice issued by the County in a visible place on the site where such contract work is being performed and shall be supplied to the employee within a reasonable time after a request to do so. Covered employers are also required to print the following statements on the front of the covered employee's first paycheck and every six months thereafter: "You are required by Miami-Dade County law to be paid at least [insert applicable rate under this Chapter] dollars an hour. If you are not paid this hourly rate, contact your supervisor or a lawyer." All notices will be printed in English, Spanish and Creole.

F. Covered employers must refrain from terminating, reducing the compensation, or otherwise discriminating against an employee performing work on the contract even though a complaint of practices has been made by the employee or other investigative or enforcement action is being taken regarding such service contractor.

3. LIABILITY FOR UNPAID WAGES; SANCTIONS; WITHHOLDING

A. Liability for Unpaid Wages: Covered employers found to be in violation of the Living Wage requirements shall be required to pay wage restitution to the affected employee(s) within thirty (30) days of the finding of non-compliance. Request for appeals of violations must be filed in writing with the compliance officer within thirty (30) days of receipt of the violation.

B. Sanctions: In additional to payment of wage restitution to affected employee(s), the Compliance Officer may also sanction the service contractor for violations in at least one (1) of the following ways:

1. Penalties payable to the County in an amount equal to 10% of the amount of the underpayment of wages and/or benefits for the first instance of underpayment; 20% for the second instance; and for the third and successive instances 30% of the amount of underpayment. A fourth violation shall constitute default of the contract where the underpayment occurred and may be cause for suspension or termination in accordance

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with the contract's terms and debarment in accordance with the debarment procedures of the County. Monies received from payment of penalties imposed hereunder shall be deposited in a separate account and shall be utilized to defray costs of administering the Living Wage provisions.

2. The sum of up to five hundred dollars ($500.00) for each week for each covered employee found to have not been paid in accordance with this Chapter.

3. Suspend payment or terminate payment under the contract or terminate the contract with the service contractor.

4. If a service contractor fails to cure a Notice of Violation or pay any sanctions that are assessed by the County, such service contractor and all officers, principals, directors, shareholders owning or controlling ten (10) percent or more of the stock, partners, qualifiers, divisions or other organizational elements of the non-complying service contractor may be declared by the County to be ineligible for bidding on or otherwise participating in Living Wage contracts and permits until all required payments have been paid in full and regardless of whether such payment has been made may also be declared ineligible for bidding or otherwise participating in Living Wage contracts for a period up to three (3) years. In addition all covered employers shall be ineligible for Living Wage contracts and permits under this section where any officers, principals, directors, shareholders owning or controlling ten (10) percent or more of the stock, partners, qualifiers, divisions or other organizational elements of the covered employer where officers, principals, directors, shareholders owning or controlling ten (10) percent or more of the stock, partners, qualifiers, divisions or other organizational elements of a covered employer who has been declared ineligible under this Chapter.;

5. In addition to any other sanctions provided for herein, for violations other than underpayment for wages and/or benefits, damages payable to the County in the amount of five hundred dollars (500.00) per week for each week in which the violation remains outstanding.

6. The service contract who fails to timely and adequately respond in the manner and within the timeframe set forth in a written request from the County to a notice of noncompliance, or fails to attend a Compliance Meeting, or who does not timely request an administrative hearing from an adverse compliance determination may by the County after a Compliance Meeting shall be deemed no to have complied with the requirements of this section as stated in the notice or determination of noncompliance and. in the case of underpayment of the Living Wage required, an amount

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sufficient to pay any underpayment shall be withheld from contract proceeds to include any deposits and/or bonds and remitted to the employee and the Service Contractor may be fined the applicable penalty for such underpayment as defined herein.

7. All such sanctions recommended or imposed shall be a matter of public record.

8. All unpaid sanctions imposed pursuant to the authority of this Chapter shall bear interest at the same rate as the state of Florida statutory rate for judgments provided by Florida Statutes Section 55.03.

9. A service contractor found to have retaliated or discriminated against a covered employee shall be ordered to pay restitution and reinstate the discharged employee with back pay to the date of the violations and may be imposed a sanction as specified in this section.

C. Withholding

The County may withhold from the covered employer accrued payments as may be considered necessary to pay employees of the covered employer or any subcontractor for the performance of the contract work, the difference between the hourly living wage rate plus, if applicable, health benefits required to be paid by the covered employer to the employees on the contract and the amounts received by such employee and an amount equal to the employers contribution for applicable payroll taxes. Where violations have been found and upheld, the covered employer or their agents shall not be entitled to refunds of the amounts withheld in the event the covered employer has failed to properly reimburse employees, and these funds may be remitted to the employees by the County with amounts for federal withholding and other taxes remitted to the appropriate agencies as required by federal law.

4. PAYROLL; RECORDS; REPORTING

A. Covered employers are required to keep, produce upon request, and allow access to, for a period of three (3) years from the expiration, suspension or termination date of the contract subject to this Administrative Order, accurate written records signed under oath as true and correct showing:

a. the name, address, social security number, job title, and classification of each covered employee performing covered services on a contract;
b. the number of hours worked each day by each covered employees;
c. for each covered employee, the gross wages earned and evidence of payment thereof; a record of health benefit payments, including contributions to approved plans; and
d. any other data or information the the County should require.

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The covered employer shall submit to the applicable department, every six (6) months, a complete payroll showing the employer's payroll records for each covered employee working on the contract for covered services for one payroll period.

C. The covered employer shall file with the applicable department, every six months, reports of employment activities to made publicly available, including race and gender of employees hired and terminated; zip codes of employees hired and terminated; and wage rates of employees hired and terminated

D. The covered employer shall make the records required to be kept hereunder available for inspection, copying or transcription by an authorized representative of the County, and shall permit such representative to interview employees during working hours on the job. Failure to submit the required reports upon request or to make records available may be grounds for sanctions as outlined in Section III. The service contractor is responsible for the submission of the information required hereunder and for the maintenance of records and provision of access to same by all subcontractors.

5. SUBCONTRACTS

The service contractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 6 of this provision and also a clause requiring the subcontractors to include these clauses in any subcontracts. The service contractor shall be responsible for compliance by any subcontractor with the clauses set forth in paragraphs 1 through 6 of this provision. The prime service contractor will be responsible for compliance by all subcontractors. In the event of non-payment or underpayment of the required wages, the prime service contractor shall be liable to the underpaid employees of the subcontractor for the amount of each underpayment.

6. PROCEDURES FOR APPEAL THROUGH ADMINISTRATIVE HEARING OFFICER PROCESS; CONTRACT TERMINATION AND DEBARMENT

A. Appeals of findings of violation and imposition of penalties by the compliance officer shall be heard by an administrative hearing officer. Upon the receipt of a written appeal, the compliance officer shall notify the County Manager in writing and the County Manager shall appoint an administrative hearing officer and set a time for an administrative hearing. Failure to appeal within the specified time shall be considered a waiver of the appeal process provided for in Section 3.A and an admission of the complaint/violation.

B. Notification of hearing date shall be served by the compliance officer upon the covered employer against whom the complaint is made within ten (10) working days of the appointment of the administrative hearing officer. Such notice shall be by certified mail, return receipt requested. Such notice shall include:

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1) A copy of the written complaint, including reasons and causes for the proposed administrative hearing outlining alleged prohibited practices upon which it is based;

2) The penalties assessed;

3) That an administrative hearing shall be conducted before an administrative hearing officer on a date and time not to exceed thirty (30) business days after service of the notice. The notice shall also advise the covered employer that they may be represented by an attorney, may present documentary evidence and verbal testimony, and may cross-examine or rebut evidence and testimony presented against them; and,

4) A description of the effect of the issuance of the notice of the proposed administrative hearing and the potential effect(s) of this administrative hearing.

C. The compliance officer or his/her designee shall, with the assistance of the project manager, present evidence and arguments to the administrative hearing officer.

D. No later than seven (7) days prior to the scheduled hearing date, the covered employer must furnish the compliance officer a list of the defenses the covered employer intends to present at the administrative hearing. If the covered employer fails to submit such list, in writing, at least seven (7) days prior to the administrative hearing, or fails to seek an extension of time within which to do so, the covered employer shall be deemed to have waived the opportunity to be heard at the administrative hearing. The administrative hearing officer shall have the right to grant or deny an extension of time, and the decision may only be reviewed upon an abuse of discretion.

E. Hearsay evidence shall be admissible at the administrative hearing, but shall not form the sole basis for finding a violation of Section 2-8.9. The administrative hearing shall be transcribed, taped or otherwise recorded by a court reporter, at the election of the administrative hearing officer and at the expense of the County. Copies of the hearing tape or transcript shall be furnished at the expense and request of the requesting party. The cost of such transcription may be assessed, by the hearing officer, against a service contractor that has been found to violate Section 2-8.9.

F. Upon completion of the administrative hearing, the Administrative Hearing Officer shall submit written findings and recommendations together with a transcript and exhibits of the administrative hearing, to the County Manager or his/her designee within thirty (30) days of the receipt of the transcript.

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If the County Manager or his/her designee determines a covered employer failed to comply with the provisions of the Code, the non complying covered employer and the principal owners and/or qualifying agent thereof may, in addition to any sanctions imposed pursuant to he Code and included in Section III of the Supplemental General Conditions, be prohibited form bidding on or otherwise participating in County contracts for a specified period of time pursuant to Section 10-38 of the Code of Miami-Dade County.

A breach of the clauses contained in this Supplemental General Conditions shall be deemed a breach of this contract/Permit or Lease Agreement and may be grounds for termination of the contract, Permit or Lease Agreement and grounds for debarment, and any other remedies available to the County.