

UTAH COUNTY
PUBLIC WORKS DEPARTMENT
2855 South State Street
Provo, Utah 84606
(801) 851-8600

RFP 2019-19

REQUEST FOR PROPOSALS

JANITORIAL SERVICES
for
VARIOUS UTAH COUNTY FACILITIES

CLOSING DATE
FOR RECEIPT OF PROPOSALS: Tuesday, December 10, 2019

TIME: 3:00 p.m. (Mountain Time)

PLACE: Office of the Utah County Purchasing Agent
100 East Center Street
Room 3600
Provo, Utah 84606

PRE-PROPOSAL CONFERENCE: 2pm, Tuesday, December 3, 2019
(ATTENDANCE IS MANDATORY!) Utah County Administration Building
Room 1400
100 East Center
Provo, Utah 84606

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1. REQUEST FOR PROPOSALS

1.1 INTENT

- A. Through this Request for Proposals (RFP), Utah County is seeking proposals from qualified janitorial service contractors (hereinafter “Contractor”) to demonstrate qualifications, experience, and proposed approach for providing the janitorial services described herein.
- B. Responses to this RFP should include details about qualifications and related experience, a detailed proposal for a recommended approach to the provision of services, a cost proposal for completion of all aspects of the services, and other documentation as described herein.
- C. Utah County intends to compare and evaluate all qualifying proposals and select the most qualified Contractor based on proposal content and responsiveness to County requirements. Submittals should be comprehensive, concise, and directly responsive to the requirements outlined in this RFP.
- D. Utah County intends to award a contract to the selected contractor for the provision of services in all the buildings specified herein. Therefore, proposals must include bid prices for each of the facilities specified herein. Utah County may, at its sole discretion, elect to contract for services in any or all the specified facilities. Utah County reserves the right to reject any and all proposals.
- E. This is a Request for Proposals only and should not be interpreted as a solicitation for services or as a contract for services.

1.2 MANDATORY PRE-PROPOSAL CONFERENCE

- A. Contractors **MUST** attend the **MANDATORY** Pre-Proposal Conference to be conducted at 2:00pm, Tuesday, December 3, 2019 at the Utah County Administration Building, 100 East Center, Room 1400, Provo, Utah 84606
- B. The conference will last approximately two hours.
- C. Proposals will not be accepted from Contractors who were not represented at the Pre-Proposal Conference. It is each Contractor’s responsibility to sign the official attendance sheet.

1.3 PROCEDURE

- A. The procedure for response to this RFP, evaluation of proposals, and selection of a Contractor is as follows:
 - 1. All RFP-related documentation (including the RFP, questions and answers, supplementary information, and addenda) will distributed through the **SciQuest (JAGGAER)** website.
 - 2. Interested entities will submit hard copies of their proposals to the Utah County Purchasing Agent prior to the specified Closing Date for Receipt of Proposals.
 - 3. Utah County and/or its representatives will evaluate all submitted proposals to determine acceptance or rejection of the proposals.
 - 4. The selected Contractor will be required to sign an agreement, a sample of which is included as Attachment C.

1.4 PROPOSAL CONTENT AND ORGANIZATION

- A. Each respondent must submit **FIVE (5) COPIES** of its **SEALED** proposal to the Utah County Purchasing Agent. The envelope containing the proposal must be clearly labeled “**SEALED PROPOSAL – RFP 2019-19 - JANITORIAL SERVICES**”. The proposal must be delivered by **Tuesday, December 10th at 3:00 pm (MT)** to:

Utah County Purchasing Agent
100 East Center, Room 3600, Provo, Utah 84606

LATE PROPOSALS WILL NOT BE ACCEPTED EXCEPT AS SET FORTH IN UTAH COUNTY PROCUREMENT RULES AND REGULATIONS.

- B. All requested documentation must be included. Responses must be on the included forms. If the respondent requires additional space, plain sheet(s) of paper may be used and attached to the form(s). The proposal must include (in the following order):
1. Transmittal letter stating the respondent's intent to participate in the contract. The letter of transmittal shall be on official business letterhead and shall include the following:
 - a. A statement that the respondent will comply with all terms and conditions identified in the RFP and the Agreement.
 - b. A statement indicating whether the respondent is a corporation or other legal entity.
 - c. A statement of affirmative action that the respondent does not discriminate in its employment practices with regards to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
 - d. A certification statement to the effect that the person signing the proposal is authorized to do so on behalf of the respondent.
 - e. Names of the key contact persons with their title and telephone numbers. Also, indicate first and second back-up contact persons if the person signing the proposal is not available to take a call from Utah County.
 - f. Name and complete mailing address of the respondent along with telephone number and email address.
 2. Contractor's Cost Proposal detailing the complete cost of the work specified herein.
 3. Completed Proposal Information Form (Attachment A).
 4. Completed Certificate of Non-Collusion (Attachment B).
 5. Contractors Statement of Qualifications
A short document that indicates the experience and qualifications of the contractor and key personnel that will be performing the specified services. It should include resumes of the key personnel, copies of applicable licenses and certifications of the key personnel, and information about similar accounts that have been serviced by the contractor and the key personnel.
 6. An organization chart depicting the current organization of the company with an emphasis on the company's management team(s).
 7. A written staffing plan for the management of staffing required to perform the services set forth in this RFP.
 8. Information about the Contractor's employee benefits and the training of employees including the Contractor's in-service training program.
 9. Termination or Debarment Certifications
A certification that neither contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The contractor must also certify that neither it nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the contractor cannot certify these two statements, the contractor shall submit a written explanation of the circumstances for review by Utah County.
 10. A copy of the contractor's current local business license.
 11. Proof of required insurance (see Agreement in Attachment C).
 12. Documentation from the County Treasurer of the Contractor's county showing that Contractor is current on its personal property taxes.
 13. A written statement, provided by contractor's bonding agent, that a performance bond equal to 25% of the annual contract amount will be provided, prior to the execution of the contract by the County (see Agreement in Attachment C).

14. A written statement, provided by Contractor's bonding agent, that a \$500,000 fidelity bond will be furnished to the County, prior to the execution of the contract by the County (see Agreement in Attachment C).

1.5 QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be submitted through the SciQuest web site. The deadline for submission of questions is specified in the bid advertisement on the SciQuest web site.

1.6 ACCEPTANCE OF PROPOSAL

- A. Utah County reserves the right to reject any or all proposals or waive minor irregularities when to do so would be in the best interest of Utah County. Minor irregularities are those which will not have a significant adverse effect on overall competition or performance levels.
- B. The responding party agrees that Utah County may terminate this procurement procedure at any time, and Utah County shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

1.7 DISQUALIFICATION OF PROPOSAL

The occurrence of any of the following may result in disqualification of a proposal:

- A. Failure to respond within the established timetable.
- B. Failure to completely answer all questions presented in the RFP.
- C. Use of any type of form or format other than those indicated in the RFP.
- D. Failure to provide requested documentation at the time of proposal submission.
- E. Illegible responses.
- F. If the contractor adds any provisions reserving the right to accept or reject an award or to enter into an agreement pursuant to an award, or any other unauthorized conditions, limitations or provisions.
- G. If the contractor is unable to evidence a satisfactory record of integrity.
- H. If the contractor is not qualified legally to contract.
- I. If the proposal at the opening does not contain a signed proposal, and a signed certificate of non-collusion.
- J. Utah County reserves the right to reject any or all proposals.

1.8 DISPOSITION OF PROPOSALS

All proposals (and the information contained therein) shall become the property of Utah County. No proposal shall be returned to the respondent regardless of the outcome of the selection process.

1.9 EVALUATION CRITERIA

- A. All requirements identified in this RFP must be satisfied for the proposal to qualify for consideration. The County desires to receive proposals from contractors who can demonstrate operational and technical qualifications and capabilities.
- B. All proposals will be evaluated by representatives of Utah County, the Evaluation Committee, to identify the proposal that best meets the needs of Utah County as set forth in the RFP. The Board of County Commissioners shall award the contract to one of the top three ranked offerors, or may elect to reject all proposals. A point-based system will be used by the Evaluation Committee to evaluate all proposals. The evaluation categories and their relative weights are listed on the Proposal Evaluation Worksheet.

PROPOSAL EVALUATION WORKSHEET

Janitorial Services RFP
Utah County Public Works Department
2019

Contractor: _____ Evaluator: _____ Date: _____

CRITERIA	SCORE (0-5, see below)	X	TOTAL	COMMENTS
Cost: Points assigned will be relative to all proposals received		6	30 possible	
References, Qualifications, Financial Stability		4	20 possible	
Staffing Plan and Quality Control		3	15 possible	
Staff Training and Employee Benefits		3	15 possible	
Experience with Similar Facilities		3	15 possible	
Overall quality and responsiveness of proposal (timeliness of submission, inclusion of required documents, etc.)		1	5 possible	
TOTAL				

Scoring will be based on a scale of zero to five, with five being the highest possible and zero being the lowest.

- 5 Excellent, exceeds requirements
- 4 Above average, exceeds minimum requirements in some areas.
- 3 Acceptable, meets minimum requirements of RFP.
- 2 Fair, partially unresponsive.
- 1 Inadequate, fails to meet requirements.
- 0 Nonresponsive, not addressed in proposal.

1.10 GENERAL

- A. Utah County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Utah County will be legally bound only when and if there is a signed agreement entered into between Utah County and the awarded contractor.
- B. It is vitally important that any person who signs a proposal or agreement on behalf of a respondent certifies that he or she has the authority to so act. The contractor who has its proposal accepted may be required to answer further questions and provide further clarification of its proposal and responses.
- C. Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Utah County shall have no liability to any person or entity under or in connection with this RFP, unless and until Utah County and such person have executed and entered into an agreement pursuant to the terms of this RFP.
- D. By responding to this RFP each responding party acknowledges that neither Utah County nor any of its representatives is making or has made any representation or warranty, either express or implied, as to the accuracy or completeness of any portion of the information contained in this RFP. The responding party further agrees that neither Utah County nor any of its representatives shall have any liability to the responding party or any of its representatives as a result of this RFP process or the use of the information contained in this RFP. Only the terms and conditions contained in an agreement when, as, and if executed, and subject to such limitations and restrictions as may be specified therein, may be relied upon by the contractor in any manner as having any legal effect whatsoever.

1.11 PROPOSAL COST

Cost for developing proposals and making proposal presentations are entirely the responsibility of the contractor and shall not be chargeable in any manner to the County.

1.12 PROPRIETARY INFORMATION

The contractor shall mark proprietary information contained in the proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary.

1.13 RULES OF PROCUREMENT

- A. This procurement shall conform to and is governed by The Utah County Division of Purchasing, Procurement Rules and Regulations.
- B. For this procurement, all proposals must be submitted in the proposal format outlined herein.
- C. All prospective contractors must meet the required criteria as of the date of submission. Contractors must provide all information requested in the Proposal Information Form.
- D. Utah County has established certain requirements with respect to proposals to be submitted by contractors. The use of "shall", "must", or "will", in this RFP indicates a requirement or condition from which a material deviation will not be approved by Utah County.
- E. The proposal may be withdrawn upon request by the contractor, without prejudice, prior to, but not after, the time fixed to receive proposals.

S. SPECIFICATIONS - JANITORIAL SERVICES

S.1 SCOPE OF WORK

The Contractor shall furnish all labor, materials, supplies, equipment, transportation, and supervision necessary to satisfactorily perform the janitorial services required for the facilities specified herein, and in the manner and at the frequencies specified herein.

S.2 LOCATION OF FACILITIES

The work will be performed in the following facilities:

- A. HISTORIC UTAH COUNTY COURTHOUSE, 51 S. University Avenue, Provo, Utah
(approximately 49,270 sq. ft.) (approximately 85 employees/tenants)
- B. UTAH COUNTY HEALTH AND JUSTICE BUILDING, 151 S. University Av, Provo, Utah
(approximately 94,560 sq. ft.) (approximately 236 employees/tenants)
- C. UTAH COUNTY ADMINISTRATION BUILDING, 100 East Center, Provo, Utah
(approximately 91,150 sq. ft.) (approximately 223 employees)
- D. UTAH COUNTY PUBLIC WORKS BUILDINGS, 2855 South State Street, Provo, Utah
(approximately 16,000 sq. ft.) (approximately 75 employees)
- E. UTAH COUNTY MOSQUITO ABATEMENT, 476 West 3000 North, Spanish Fork, Utah
(approximately 3,000 sq. ft.) (approximately 8 employees)
- F. UTAH COUNTY CHILDRENS JUSTICE CENTER, 112 East 300 South, Provo, Utah
(approximately 9,140 sq. ft.) (approximately 10 employees)
- G. UTAH COUNTY OREM WIC CLINIC, 816 North 980 West, Orem, Utah
(approximately 3,300 sq. ft.) (approximately 12 employees)
- H. UTAH COUNTY AMERICAN FORK WIC CLINIC and NORTH COUNTY PUBLIC HEALTH SERVICES CLINIC, 599 S. 500 East, American Fork, Utah
(approximately 6,000 sq. ft.) (approximately 20 employees)
- I. UTAH COUNTY NORTH PROMISE, 1479 West Center, Orem, Utah
(approximately 2,000 sq. ft.) (approximately 7 employees)
- J. UTAH COUNTY HEALTH SERVICES BUILDING, 589 South State Street, Provo, Utah
(approximately 23,325 sq. ft.) (approximately 30 employees)
- K. UTAH COUNTY GRANDVIEW BUILDING, 1835 North 1120 West, Provo, Utah
(approximately 4,000 sq. ft.) (approximately 4 employees)
- L. UTAH COUNTY EMISSIONS BUILDING, 3255 North Main, Spanish Fork, Utah
(approximately 2,100 sq. ft.) (approximately 5 employees)

Approximate floor plans for the above buildings are attached. Actual office configurations may vary.

S.3 COUNTY REPRESENTATIVE

CONTRACTOR'S Performance will be monitored by the County Buildings and Grounds Division Manager or his designee (herein referred to as "County Representative").

Brady Christensen, Buildings & Grounds Division manager
2855 South State Street, Provo, UT 84606
Business Hours:8:00 a.m. to 4:30 p.m. Mountain Time
Telephone: (801) 851-8655
Email: bradyc@utahcounty.gov

S.4 DEFINITION OF A BUILDING

For the purposes of this contract, a building shall be defined as extending down from the roof-line drip edge of all entry ways and walk ways entering, adjoining, and/or surrounding the building and as including all exterior garbage cans and "cigarette bins" beyond the roof line drip edge located adjacent to the building (within 15'). The definition of a building as it applies to the Historic County Courthouse shall also include the exterior west steps and landings. The definition of a building as it applies to the Utah County Administration Building shall also include the exterior north steps and landings and the exterior west steps, ramps and landings.

The definition of a building as it applies to the Health and Justice building includes all entry way walkways from exterior door to main sidewalks. The definition of a building as it applies to the Utah County Health Services building shall also include the West entrance walkway to the parking lot.

S.5 SITE CONDITIONS

Contractors shall have SOLE responsibility for the accuracy of all measurements, estimates of material quantities and sizes, and site conditions that will affect work. Contractors must take into consideration the possibility that conditions affecting the cost or quantity of work may not be reflected in full detail in this RFP.

S.6 PERFORMANCE REQUIREMENTS

- A. All workmanship, equipment, materials and articles incorporated in the work covered by this contract are to be of the highest quality and best grade of their respective kinds for the purpose intended. The Contractor shall, if required, furnish evidence as to the kind and quality of materials used.
- B. If not otherwise specified, material or work called for in this contract shall be furnished and performed in accordance with established industry practices and standards. When called for by the County, the Contractor shall furnish the County Representative full information concerning the materials or articles which he/she contemplates incorporating in the work.
- C. All required materials and supplies including, but not limited to, towels, toilet tissue, paper toilet seat covers, liquid hand soap, mops, buckets, waxes, polishes, trash can liners, and similar supplies shall be furnished by the Contractor, and inserted in the dispensers by the Contractor, as needed. All inoperable dispensers will be furnished and replaced by contractor.
- D. All paper products supplied by the Contractor shall meet the following specifications:
 - 1. Toilet paper: White, 2-ply, facial quality toilet tissue
 - 2. Rolled hand towels: White roll towels
 - 3. Multi-fold hand towels: White, multi-fold towels
 - 4. Toilet seat covers: Must fit single fold dispensers
- E. The County shall provide janitorial closets in each building. Contractor shall be responsible to clean and maintain said closets in an orderly manner.

- F. At any time, but no less frequently than monthly, the County Representative and Contractor may inspect those areas serviced under this contract to ascertain the quality and acceptability of the work performed or in the process of being performed. Upon notification of substandard performance, Contractor's representative shall submit to the County Representative immediately thereafter a written list of actions to be taken to correct all deficiencies or defects noted by the County Representative during such inspection. Such defects or deficiencies shall be corrected immediately by the Contractor. Failure to correct defects or deficiencies shall result in County withholding payment of Contractor invoices until such defects or deficiencies are corrected.
- G. Except as otherwise specified herein, Contractor is responsible for determining the type, quality and characteristics of all materials which are to be serviced under this contract. Contractor shall be responsible for the determination of the proper cleaning method for each material so that the material shall always remain in clean and proper condition.
- H. Contractor shall provide without cost, when so requested by the County Representative, samples for testing of any janitorial supplies used by Contractor in the accomplishment of required work, if such supplies are not provided by the County. Contractor shall use only such materials as are labeled and are identifiable by a brand name and bear the seal of Underwriter's Laboratories, Inc. No material treatment or procedures shall be in use on any floors, stairways or sidewalks that would cause, or contribute to, such floor, stairway or sidewalk surfaces becoming slippery, sticky, or unsafe to walk upon in all kinds of weather. Any materials used on any floor, stairways, or sidewalk surfaces shall bear the label and meet the requirements and be tested as anti-slip materials by Underwriter's Laboratories, Inc.
- I. All flammable materials, including waxes, paints, thinners and wastes, shall be handled and stored in accordance with all applicable fire regulations. Any fire, smoke or other damage arising out of Contractor's use of said flammable materials shall be the responsibility of the Contractor to repair.
- J. Twice per year on a monthly rotating basis, contractor will meet with County representatives and contractor upper management and supervisors to do building inspections. Sites visited will be determined by Utah County the day of inspection. Inspections will be done during normal business hours.
- K. County shall be allowed to use Contractor's supplies and equipment for emergency cleanup tasks.
- L. Contractor shall regularly inspect all equipment to ensure it is meeting contract requirements and is in safe and operable condition.

S.7 SUPERVISION

- A. The Contractor shall have a competent and experienced supervisor available eight (8) hours per day, (but not less than (4) hour per day on-sight), five (5) days per week, Monday through Friday, who is fully authorized to act as the Contractor's Agent.
- B. At all times throughout the term of this contract, the Contractor will supply to the County Representatives the names of on-duty supervisors, and where they may be contacted. Each supervisor will be required to carry a pager or cell phone supplied by the Contractor.

S.8 QUALITY CONTROL PROCEDURES

- A. Contractor shall designate a Quality Control Supervisor who shall perform daily inspections of all work performed.
- B. Contractor's Quality Control Supervisor shall walk through a site inspection with the County Representative a minimum of once each month, or on a more frequent basis as required by County.
- C. The County Representative will inspect the buildings regularly, utilizing the Quality Control Inspection Report included herein, to ensure that the work has been performed satisfactorily.

The County Representative shall inform Contractor of unsatisfactory work and shall regularly review the Quality Control Inspection Reports with Contractor's Quality Control Supervisor.

- D. The following procedure will be in effect for each task required to be performed in each area on a quarterly, semi-annual and annual basis.
 - 1. Contractor shall notify the County Representative of tasks to be performed and state the nature of the tasks, the location and the time required to complete the tasks. At least a days' notice will be given.
 - 2. Upon completion of the required task, Contractor shall call the County Representative for a site inspection.
 - 3. The County Representative will inspect the site to ensure that the work has been performed satisfactorily and will complete a Quality Control Inspection Report.
 - 4. If the work is not satisfactory, the Contractor will be required to re-do the required task until it is deemed to be satisfactory by the County Representative.
 - 5. Contractor will provide a spreadsheet that shows the scheduled date and completion date of all non-weekly tasks.
- E. The frequency schedule for the designated areas is intended to provide services adequate to maintain an attractive and clean building. Determination of an "attractive and clean" standard shall be in the sole judgement of Utah County.
- F. If work to be performed under this Agreement is not satisfactorily performed in the opinion of the County Representative, he/she shall give written notice to the Contractor of the unsatisfactory performance. Failure to correct unsatisfactory performance shall result in County withholding payment of Contractor invoices until such corrections are made. If the unsatisfactory work is not remedied to the County's satisfaction in a timely manner, or if identical repeated complaints in the same areas are not permanently corrected, County may hire another contractor to remedy the work at no cost to the county, and/or terminate this Agreement in whole.

S.9 SAFETY

The Contractor shall take all necessary safety precautions and shall comply with all applicable provisions of federal, state and municipal safety laws and building codes to prevent accidents or injury to persons on, about or adjacent to the premises where the work is being performed. The County Representative may stop work if safety laws, or safe work practices are not being observed.

S.10 SECURITY

- A. Inasmuch as certain County areas to be serviced under this Agreement are subject to strict security controls, to prevent loss of County property or confidential information, the Contractor agrees to complete his/her work in secured areas under the following special conditions:
 - 1. Contractor shall make daily arrangements through the supervisor of secured areas in order to gain access to secured areas.
 - 2. Entrance doors to secured areas are not to be propped open by the Contractor under any circumstances.
 - 3. Contractor employees shall always be uniformed in clean uniforms bearing a nametag with the given name of the employee.
 - 4. Every reasonable effort will be made by the Contractor to service secured areas during the slowest traffic period, to be established by the supervisor of the secured area.
 - 5. Only Contractor employees who have successfully passed a security clearance check by the Utah County Sheriff's Office shall be permitted by the Contractor to clean secured areas. Cleared employees and secured designated areas may be changed periodically upon written notice.
 - 6. All Contractor employees shall be periodically fingerprinted by County and their identity documented for purposes of BCI background clearance.

7. All Contractor employees will be required to submit a completed confidentiality agreement, provide by the County.

S.11 SCHEDULING OF WORK

- A. All work scheduling will be coordinated with the County Representative.
- B. Contractor's work shall not interfere with the functional operation of the various tenants of the facilities.
- C. Contractor will submit a proposed cleaning schedule with daily working hours as part of the proposal.
- D. Contractor shall not cause disruption to meetings taking place in any of the rooms and shall be responsible to schedule services in coordination with scheduled meetings.
- E. Contractor will not be required to perform services on holidays which are observed by the County.
- F. The following secured areas must be cleaned between the hours of 7:30a.m. and 4:30 p.m. Monday through Friday, as directed by the County Representative.
 1. Designated Attorney's offices.
 2. Designated Sheriff's offices.
 3. Designated Computer Department offices in the Administration Building.
 4. Designated Records Archive offices in the Administration Building.
 5. Elections Office in the Administration Building.
 6. The County Justice Court suite in the Health and Justice Building.
 7. Vital Records vault in the Health and Justice Building.
 8. Substance Abuse dosing room in the Health and Justice Building - by appointment only (hours may vary).
 9. Pharmacy in the Health Services Building
 10. Public Defender's office supervisor in the Historic Courthouse.

S.12 STANDARDS OF CONDUCT

- A. Contractor employees shall not read or disclose any materials or documents available in the facilities of the County, and shall not use or remove County or personal property, such as radios, computer or other data processing terminals, televisions, calculators, etc., which may be in any of the County's facilities.
- B. Contractor employees shall not disturb papers on desks or on other office furnishings, nor open drawers of furnishings or cabinetry.
- C. The Contractor's employees shall not provide access to any person to any space of the County, without prior authorization from the County Representative.
- D. The Contractor's employees shall immediately advise Building Security directly (via cell at 801-404-1939) of any obvious unauthorized or suspicious person(s) and/or activities in or around County buildings.
- E. Employees of the Contractor shall not be assisted or accompanied by non-employees during their work shift.
- F. Contractor employees shall not use County computers, printers, scanners, telephones, fax machines, or other office equipment.
- G. Violation of the forgoing standards of conduct by any of the Contractor's employees shall require immediate remedy by the Contractor to the satisfaction of the County.

S.13 FOUND ITEMS

Items found by the Contractor's staff shall be reported to and given immediately to Building Security (via cell at 801-404-1939) for appropriate handling.

S.14 DAMAGE TO PROPERTY

- A. Contractor shall indemnify and hold County harmless for any and all damage or loss of property belonging to the County and County's employees and tenants caused by an act or omission of Contractor, its agents, subcontractors or employees. Contractor shall be responsible for repairing said damaged property and shall pay the costs therefore.
- B. Contractor shall report promptly to the County Representative any irregularities in any of the areas serviced, regarding heating or ventilating equipment, lighting, broken furniture, doors or windows, or any other condition that may require attention for repairs, adjustment, replacement or other corrections, for health, safety, or security reasons.

S.15 LICENSE REQUIREMENTS

Contractor shall possess and keep current all state and local licenses required for the services to be performed herein.

S.16 CONTRACTOR'S EMPLOYEE BENEFITS

- A. Utah County requires that the quality of the services provided by this contract shall be maintained at an exceptionally high level, and that the appearance of these buildings shall always be appropriate to their public nature. In order to achieve this high goal, Utah County intends that the Contractor employ and retain excellent employees, by offering wages and benefits that will serve to attract and to retain them.
- B. Utah County encourages Contractor to provide their employees with further incentives, specifically access to company health care programs and comprehensive training programs.
- C. "Employee Benefits" and "Training" will be included in the evaluation criteria for the award of this contract. Contractors are requested to describe in some detail the benefits package which they offer to employees, particularly as it relates to health care and training.

S.17 EQUIVALENT PRODUCTS

Except where expressly stated that no substitutions will be allowed, when a particular brand name, make, or trade name is used or specified herein, it is for the purpose of designating the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

S.18 CLEANING SCHEDULES

The following tables specify items to be serviced and the frequency at which each service item is to be performed. The columns titled "Days per week" indicate the number of days in each work week that an item is to be serviced. The columns titled "Months" indicate a service period of once every X months throughout the year (e.g. a 3 in this column indicates that the service is to be performed once every 3 months throughout the year). The columns titled "As needed" indicate that a service is to be performed as frequently as needed to keep the item in proper condition.

A	HISTORIC UTAH COUNTY COURTHOUSE	Days per week	Months	As needed
1	GENERAL OFFICE / BUILDING CLEANING			
A	Empty waste. Change liners when wet, messy or torn. Remove waste, compact waste and put in dumpster. Empty trash cans at all outside entrances.	5		
B	Wash inside/outside of waste containers.		3	
C	Dust chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment and other furniture.		1	
D	Clean (laminated plastic) or polish (wooden) desktops when clear.	1		✓
E	Clean or polish sides, front and rear of desks.			✓
F	Dust vents, grills, diffusers, ledges and corners.		1	
G	Damp-wipe laminated or plastic counters, tables, and chairs.	5		
H	Spot-clean doors, walls, door jambs, kickplates and baseboards.	5		
I	Vacuum partition fabric.		1	
J	Spot-clean partitions using approved product and technique.	5		
K	Dust blinds.		1	
L	Disinfect phones.	1		
M	Clean, disinfect and polish drinking fountains	5		
N	Wash inside and outside of light fixtures.		6	✓
O	Damp-wipe plastic chair floor mats.		1	
P	Wash walls.			✓

A	HISTORIC UTAH COUNTY COURTHOUSE	Days per week	Months	As needed
2	CARPET MAINTENANCE			
A	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas, industrial 3/4 h.p. vacuums to be used in office areas).	5		
B	Remove gum, grease, drinks, etc., with approved carpet spotters.	1		✓
C	Vacuum walk-off matting.	5		
D	Vacuum edges along walls, partitions, corners, etc.	1		
3	RESILIENT FLOOR MAINTENANCE			
A	Sweep edges with angler broom.	5		
B	Dust mop with treated dust mop.	5		
C	Damp-mop with film-free floor cleaner.	1		
D	Spray-buff or high-speed dry-buff (dust mop after also.)		1	
E	Prepare and refinish floors (including stairs & landings).		6	✓
F	Strip and refinish floors (including stairs & landings).		6	
G	Spray-buff tile hallways and landings.		1	
H	Clean all marble surfaces per “Marble Care” Specifications (Section 5.10.I.3, 4)	5		
I	Deep clean, restore, and protect all marble surfaces per “Marble Care” Specifications (Sec. 5.10.I. 1,2)		6	
4	REST ROOM MAINTENANCE			
A	Empty waste. Remove waste to dumpster.	5		
B	Clean, disinfect & wipe dry toilets and urinals.	5		
C	Clean and polish sinks, counters. Leave no chemical residue or mineral deposits.	5		
D	Clean/polish mirrors, stainless steel dispensers.	5		
E	Clean, wipe and dry partitions, doors and wall tile.	5		
F	Refill toilet paper, paper towel, hand sanitizer, and soap dispensers. Check operation.	5		
G	Report any inoperable fixtures, or abnormal conditions to County Representative.			✓
H	Deep clean tile floors and walls – Scrub and steam clean		4	
I	Add odor control to all floor drains		1	

A	HISTORIC UTAH COUNTY COURTHOUSE	Days per week	Months	As needed
5	ELEVATORS & STAIRS			
A	Vacuum or sweep and damp mop public elevators.	5		
B	Wipe elevator laminated plastic interior.	5		
C	Polish elevator metal surfaces.	5		
D	Clean elevator threshold and tract.	1		
E	Sweep and damp-mop stairs and landings.	5		
F	Clean all high windows and windowsills in all emergency exits		6	✓
G	Sweep and damp-mop emergency exit stairs and landings.		4	✓
H	Polish all handrails	1		
I	Scrub LVT flooring and mop clean	1		
6	PREP AND BREAKROOM MAINTENANCE			
A	Empty waste. Change liners when wet, messy or torn. Remove waste to dumpster.	5		
B	Wash inside and outside of waste containers.			✓
C	Wipe counters, tables, chairs, microwave oven and outside of refrigerator	5		
D	Wipe cabinets.	5		
E	Clean, de-lime and polish sinks.	5		
F	Dust all furniture and equipment		1	
G	Spot clean walls.			✓
H	Wash walls.			✓
7	WINDOW AND GLASS CLEANING			
A	Wash inside and outside of lobby glass doors.	5		
B	Wash inside window office glass.	1		
C	Spot clean office (non-perimeter) glass.	5		
D	Clean and dust all high windows in hallways.		6	✓
E	Clean the 3 rd floor glass panel safety screen.	3		
F	Wash interior of all perimeter glass		12	

B	UTAH COUNTY HEALTH AND JUSTICE BUILDING	Days per week	Months	As needed
1	GENERAL OFFICE / BUILDING CLEANING			
A	Empty waste. Change liners when wet, messy or torn. Remove waste, compact waste and put in dumpster. Empty trash cans at all outside entrances.	5		
B	Wash inside/outside of waste containers.		3	
C	Dust chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment and other furniture.		1	
D	Clean (laminated plastic) or polish (wooden) desktops when clear.	1		✓
E	Clean or polish sides, front and rear of desks.			✓
F	Dust vents, grills, diffusers, ledges, and corners.		1	
G	Disinfect laminated, or plastic counters, chairs and tables.	5		
H	Spot-clean doors, walls, door jambs, kickplates and baseboards.	5		
I	Vacuum partition fabric.		1	
J	Spot-clean partitions using approved product and technique.	5		
K	Dust blinds.		1	
L	Disinfect phones.	1		
M	Clean, disinfect and polish drinking fountains.	5		
N	Wash inside and outside of light fixtures.		6	✓
O	Damp-wipe plastic chair floor mats.		1	
P	Wash walls.			✓
Q	Dust tops of hanging light fixtures and wall light fixtures.		3	
R	Disinfect benches and door handles	5		
S	High dust hallways, windows, and staircases.		3	✓
T	Move and vacuum under furniture in all waiting and reception areas.	1		
U	Disinfect counter fronts and tops.	5		
V	Clean and dust wall mounted fans		6	

B	UTAH COUNTY HEALTH AND JUSTICE BUILDING	Days per week	Months	As needed
2	CARPET MAINTENANCE			
A	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas, industrial 3/4 h.p. vacuums to be used in office areas).	5		
B	Remove gum, grease, drinks, etc., with approved carpet spotters.	5		
C	Vacuum walk-off matting.	5		
D	Vacuum edges along walls, partitions, corners, etc.	1		✓
3	RESILIENT FLOOR MAINTENANCE (Vinyl Composition, LVT)			
A	Sweep edges with angler broom.	5		
B	Dust mop with treated dust mop.	5		
C	Damp-mop with film-free floor cleaner.	1		
D	Dust mop and wet mop floors.	5		
E	Dust mop and wet mop stairways and landings.	1		
F	Spray buff	1		
G	Strip and wax		6	
4	REST ROOM MAINTENANCE			
A	Empty waste. Remove waste to dumpster.	5		
B	Clean, disinfect & wipe dry toilets and urinals.	5		
C	Clean, polish, and disinfect sinks and counters. Leave no chemical residue or mineral deposits.	5		
D	Clean/polish mirrors, stainless steel dispensers.	5		
E	Clean, and disinfect partitions, doors and wall tile.	5		
F	Refill toilet paper, paper towel, sanitary napkin, seat cover, hand sanitizer, and soap dispensers. Check operation daily.	5		
G	Report any inoperable fixtures, or abnormal conditions to County Representative.			✓
H	Double bag all diaper disposal pails.			✓
I	Clean and disinfect diaper changing stations and all floor surfaces.	5		
J	Add odor control chemical and water in floor drains.	1		
K	Dust vents, grills, diffusers, ledges, and corners.		1	
L	Deep clean, scrub and steam clean floors and walls		4	

B	UTAH COUNTY HEALTH AND JUSTICE BUILDING	Days per week	Months	As needed
5	ELEVATORS & STAIRS			
A	Vacuum or sweep and damp mop elevator floors.	5		
B	Wipe elevator interiors and disinfect all railings.	5		
C	Polish elevator metal surfaces.	5		
D	Clean elevator threshold and tract, and dust high areas.	1		
E	Sweep and damp-mop stairs and landings.	5		
F	Scrub stair tile and deep clean		4	
G	Scrub and mop clean elevator flooring	1		
6	BREAK ROOM MAINTENANCE			
A	Empty waste. Change liners when wet, messy or torn. Remove waste to dumpster.	5		
B	Wash inside and outside of waste containers.			✓
C	Wipe counters, tables, chairs, microwave ovens, outside of vending machines, and outside of refrigerators.	5		
D	Wipe cabinets.			✓
E	Clean, de-lime and polish sinks.	5		
F	Dust all furniture and equipment.		1	
G	Spot clean walls.	1		
H	Wash walls.			✓
I	Fill paper towel and soap dispensers. Check operation.	5		
7	WINDOW CLEANING			
A	Wash inside and outside of lobby and hallway glass doors and windows.	5		
B	Wash both side of office glass		3	
C	Wash inside and outside of building entry glass to ten (10) feet high		3	
D	Wash inside of exterior windows		12	
8	UNPOLISHED GRANITE FLOOR MAINTENANCE			
A	Scrub with medium-brush auto scrubber.	5		
B	Scrub base and edges		3	

B	UTAH COUNTY HEALTH AND JUSTICE BUILDING	Days per week	Months	As needed
9	PARKING TERRACE			
A	Empty all trash containers	5		
B	Sweep walkways, stairways, and elevator entrances on all floors- Clean spills as needed	3		
C	Vacuum or sweep and mop elevator floors.	5		
D	Wipe elevator interiors and disinfect all railings.	3		
E	Polish elevator metal surfaces.	3		
F	Clean elevator threshold and tract, and dust high areas.	1		
G	Scrub and mop clean elevator floor.	1		
10	HEALTH CLINIC MAINTENANCE			
	NOTE: This building contains examination rooms, treatment rooms, laboratories, and public waiting rooms which need to be cleaned to hospital standards, including the use of proper disinfectant and anti-bacterial products.			
A	AVOID ALL RED DISPOSAL CANS!			
B	Empty waste. Change liners. Remove waste to dumpster.	5		
C	Wash inside and outside of waste containers.	5		
D	Clean and disinfect sinks, counters, dispensers in examination rooms and labs.	5		
E	Refill paper towel and soap dispensers in examination rooms and labs. Check operation.	5		
F	Wipe doors, door jambs, kickplates, baseboards and walls in examinations rooms and labs.		1	
G	Wash walls.			✓
H	Disinfect cabinets in examination rooms and labs.	2		
I	Disinfect handrails and walls in frequently touched areas.	5		
J	Vacuum all carpets.	5		
K	Wash and disinfect all non-carpeted floors.	5		
L	Disinfect all doors, door frames, chairs, and benches.	5		
M	Deep clean and buff hard floors		6	

C	UTAH COUNTY ADMINISTRATION BUILDING	Days per week	Months	And/Or as Needed
1	GENERAL OFFICE / BUILDING CLEANING			
A	Empty waste. Change liners when wet, messy or torn. Remove waste, compact waste and put in dumpster. Empty trash cans at all outside entrances.	5		
B	Wash inside/outside of waste containers.		3	
C	Dust chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment and other furniture.		1	
D	Clean (laminated plastic) or polish (wooden) desktops when clear.	1		✓
E	Clean or polish sides, front and rear of desks.			✓
F	Dust vents, grills, diffusers, ledges and corners.		1	
G	Damp-wipe laminated, or plastic counters, chairs and tables.	5		
H	Spot-clean doors, walls, door jambs, kickplates and baseboards.		1	
I	Vacuum partition fabric.		1	
J	Spot-clean partitions using approved product and technique.	5		
K	Dust blinds.		1	
L	Disinfect phones.	1		
M	Clean, disinfect and polish drinking fountains.	5		
N	Wash inside and outside of light fixtures.		6	✓
O	Damp-wipe plastic chair floor mats.		1	
P	Wash walls.			✓
Q	Disinfect all front counter tops.	1		
R	Dust all high areas in main lobby.		6	✓
S	Clean all glass railings with a non-ammonia cleaner.			✓
2	CARPET MAINTENANCE			
A	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas, industrial 3/4 h.p. vacuums to be used in office areas).	5		
B	Remove gum, grease, drinks, etc., with approved carpet spotters.	5		
C	Vacuum walk-off matting.	5		
D	Vacuum edges along walls, partitions, corners, etc.	1		

C	UTAH COUNTY ADMINISTRATION BUILDING	Days per week	Months	As needed
3	RESILIENT FLOOR MAINTENANCE (Vinyl Composition)			
A	Sweep edges with angler broom.	5		
B	Dust mop with treated dust mop.	5		
C	Damp-mop with film-free floor cleaner.	1		
D	Spray-buff or high-speed dry-buff (dust mop after also.)		1	
E	Prepare and refinish floors (including stairs & landings).			✓
F	Strip and refinish floors (including stairs & landings).		6	
G	Spray-buff tile hallways and landings.		1	
H	Clean ceramic tile	5		
4	REST ROOM MAINTENANCE			
A	Empty waste. Remove waste to dumpster.	5		
B	Clean, disinfect & wipe dry toilets and urinals.	5		
C	Clean and polish sinks, counters. Leave no chemical residue or mineral deposits.	5		
D	Clean/polish mirrors, stainless steel dispensers.	5		
E	Clean, wipe and dry partitions, doors and wall tile.	5		
F	Refill toilet paper, paper towel, sanitary napkin, hand sanitizer, and soap dispensers. Check operation.	5		
G	Report any inoperable fixtures, or abnormal conditions to County Representative.			✓
H	Sweep and disinfect floors.	5		
I	Add odor control chemical and water in floor drains.	1		
J	Deep clean floors and walls, scrub and steam clean		6	

C	UTAH COUNTY ADMINISTRATION BUILDING	Days per week	Months	As needed
5	COMPUTER AREA MAINTENANCE			
A	Empty waste, change liners when wet, messy or torn. Remove waste to dumpster.	5		
B	Dust desks, tables and other furniture.	5		
C	DO NOT DUST VIDEO DISPLAY TERMINALS.			
D	Vacuum carpeting, using hospital-type upright vacuum, equipped with microscopical filter.	5		
E	Spot clean using approved spotters.	5		
F	Spot clean doors, walls, door jambs, kickplates and baseboards.			✓
G	Clean, de-lime and polish sinks.	2		
H	Fill paper towel and soap dispensers.			✓
6	BREAK ROOM AND WORK ROOMS MAINTENANCE			
A	Empty waste. Change liners when wet, messy or torn. Remove waste to dumpster.	5		
B	Wash inside and outside of waste containers.			✓
C	Wipe counters, tables, chairs, microwave oven and outside of refrigerator.	5		
D	Wipe cabinets.			✓
E	Clean, de-lime and polish sinks.	5		
F	Dust all furniture and equipment.		1	
G	Spot clean walls.	5		
H	Wash walls.			✓
I	Fill all paper and soap dispensers. Check operation daily			✓
7	COMMISSION CHAMBERS			
A	Remove debris from seating area.	5		
B	Dust seats, tables, cabinets, ledges and other furniture.	5		
C	Vacuum carpeting throughout.	5		
D	Spot Clean carpeting using approved products and method.	5		
E	Apply lemon oil to all wood in room 1400.		6	
F	Wipe doors, kickplates, door jambs, etc.	5		

C	UTAH COUNTY ADMINISTRATION BUILDING	Days per week	Months	As needed
8	WINDOW CLEANING			
A	Wash inside and outside of lobby and hall glass doors.	5		
B	Wash inside office (non-perimeter) glass.		1	
C	Spot clean inside office (non-perimeter) glass.	5		
D	Clean the 2 nd floor glass railing. Spot clean daily as needed.		6	✓
E	Wash inside of perimeter glass		12	
9	ELEVATORS & STAIRS			
A	Vacuum or sweep and mop public elevators.	5		
B	Wipe elevator laminated plastic interior.	5		
C	Polish elevator metal surfaces.	5		
D	Clean elevator threshold and tract.	1		
E	Sweep and damp-mop stairs and landings.	5		
F	Scrub and mop clean flooring	1		

D E K L	UTAH COUNTY PUBLIC WORKS BUILDINGS, UTAH COUNTY MOSQUITO ABATEMENT FACILITY, GRANDVIEW YOUTH TREATMENT, and UTAH COUNTY EMISSIONS Clean 3 days per week: Monday, Wednesday, Friday (PW Includes main building, Motor Pool offices and restroom, and Fuel Station office and restroom)	Days per week	Months	As needed
1	GENERAL OFFICE CLEANING			
A	Empty waste. Change liners when wet, messy or torn. Remove waste, compact waste and put in dumpster.	3		
B	Wash inside/outside of waste containers		3	
C	Dust chairs, desks, couches, credenzas, file cabinets, partitions, counters, wood walls, bookcases, office equipment and other furniture.		1	
D	Clean (laminated plastic) or polish (wooden) desktops when clear	1		✓
E	Clean or polish sides, front and rear of desks.			✓
F	Dust vents, grills, diffusers, ledges and corners.		1	
G	Damp-wipe laminated plastic counters and tables.	3		
H	Spot-clean doors, walls, door jambs, kickplates and baseboards	3		
I	Vacuum partition fabric.		1	
J	Spot-clean partitions using approved product and technique.	3		
K	Dust blinds		1	
L	Disinfect phones	1		
M	Clean, disinfect and polish drinking fountains.	3		
N	Wash inside and outside of light fixtures.		6	✓
O	Damp-wipe plastic chair floor mats.		1	
P	Wash walls. Apply lemon oil to wood in Public works.			✓
Q	Sweep front entry sidewalk	3		

D E K L	UTAH COUNTY PUBLIC WORKS BUILDINGS, UTAH COUNTY MOSQUITO ABATEMENT FACILITY, GRANDVIEW YOUTH TREATMENT, and UTAH COUNTY EMISSIONS Clean 3 days per week: Monday, Wednesday, Friday (Includes main building, Motor Pool offices and restroom, and Fuel Station office and restroom)	Days per week	Months	As needed
2	CARPET MAINTENANCE			
A	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas, industrial 3/4 h.p. vacuums to be used in office areas).	3		
B	Remove gum, grease, drinks, etc., with approved carpet spotters.	3		
C	Vacuum walk-off matting.	3		
D	Vacuum edges along walls, partitions, corners, etc.	1		
3	RESILIENT FLOOR MAINTENANCE (Vinyl Composition)			
A	Sweep edges with angler broom.	3		
B	Dust mop with treated dust mop.	3		
C	Damp-mop with film-free floor cleaner.	1		
D	Spray-buff or high-speed dry-buff, and dust mop after.		1	
E	Prepare and refinish floors.			✓
F	Strip and refinish floors.		6	
G	Spray-buff tile hallways and landings.		1	
4	REST ROOM & SHOWER MAINTENANCE			
A	Empty waste. Remove waste to dumpster.	3		
B	Clean, disinfect & wipe dry toilets and urinals. Use of acidulates to be limited to insides of toilet bowls and urinals.	3		
C	Clean and polish sinks, counters. Leave no chemical residue or mineral deposits	3		
D	Clean/polish mirrors, stainless steel dispensers.	3		
E	Clean, wipe and dry partitions, doors and wall tile.	3		
F	Refill toilet paper, paper towel, sanitary napkin dispensers. Check operation.	3		
G	Report any inoperable fixtures, or abnormal conditions to County Representative			✓
H	Deep clean, scrub and steam clean tile floors and walls		6	
I	Add odor control to all floor drains		1	

		Days per week	Months	As needed
D E K L	UTAH COUNTY PUBLIC WORKS BUILDINGS, UTAH COUNTY MOSQUITO ABATEMENT FACILITY, GRANDVIEW YOUTH TREATMENT, and UTAH COUNTY EMISSIONS Clean 3 days per week: Monday, Wednesday, Friday (Includes main building, Motor Pool offices and restroom, and Fuel Station office and restroom)			
5	BREAK ROOM MAINTENANCE			
A	Empty waste. Change liners when wet, messy, or torn. Remove waste to dumpster.	3		
B	Wash inside and outside of waste containers.			✓
C	Wipe counters, tables, chairs, microwave oven and outside of refrigerator.	3		
D	Wipe cabinets.			✓
E	Clean, de-lime and polish sinks.	3		
F	Dust all furniture and equipment.		1	
G	Spot clean walls.	3		
H	Wash walls.		6	
I	Fill paper towel, seat cover, and soap dispensers. Check operation.	3		
6	WINDOW CLEANING			
A	Wash inside and outside of lobby glass doors and windows.	3		
B	Wash office glass.		3	
C	Spot clean office (non-perimeter) glass.	3		
D	Wash exterior windows (inside and out).		3	

F G H I	UTAH COUNTY CHILDRENS JUSTICE CENTER and UTAH COUNTY OREM AND AMERICAN FORK WIC CLINICS and NORTH COUNTY PUBLIC HEALTH SERVICES CLINIC and NORTH PROMISE (Clean after 5:00 pm as coordinated with County Representative and tenant.)	Days per week	Months	As needed
	1) These buildings contain examination rooms, laboratories, and public waiting rooms which shall be cleaned to hospital standards, including the use of proper disinfectant and anti-bacterial products. 2) Where indicated by “#” in the Days per Week column, each facility shall be cleaned the following number of days per week: Utah County Children’s Justice Center: 3 days per week Utah County Orem, American Fork and Payson WIC Clinics: 4 days per week North County Public Health Services Clinic: 5 days per week North Promise 2 days per week (Tuesdays & Thursdays)			
1	GENERAL OFFICE CLEANING (EVERY AREA)			
A	Empty waste. Change liners when wet, messy, or torn. Remove waste to dumpster.	#		
B	Spot clean doors, walls, door jambs, wall switches, kickplates, and baseboards.	#		
C	Dust and disinfect chairs, desks, benches, counters, office equipment, and other furniture.		1	
D	Clean and disinfect laminated or plastic counters and tables, and plastic chairs.	1		✓
E	Disinfect phones.	1		
F	Wash inside and outside of waste containers.	1		
G	Damp-wipe plastic floor mats.		1	
H	Dust vents, grills, ledges, corners, door frames, and ceilings. Remove all cobwebs.	1		
I	Damp-dust blinds.		1	
J	Polish wooden desktops when clear.			✓
K	Disinfect door handles and benches	#		
L	Clean inside and outside of light fixtures		6	✓
2	LAB AREA			
A	AVOID ALL RED DISPOSAL CANS!			
B	Empty waste, change liner, Remove to dumpster.	#		
C	Wash inside and outside of waste containers	1		
D	Refill paper towel and soap dispensers. Check operation			✓
3	CARPET MAINTENANCE			
A	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas, industrial 3/4 h.p. vacuums to be used in office areas). Move chairs from walls, vacuum behind, vacuum beneath benches	#		
B	Remove gum, grease, drinks, stains, formula, etc. with approved carpet spotters.	#		
C	Vacuum walk-off matting.	#		
D	Vacuum edges along walls, partitions, corners, etc.	1		

F G H I	UTAH COUNTY CHILDRENS JUSTICE CENTER and UTAH COUNTY OREM AND AMERICAN FORK WIC CLINICS and NORTH COUNTY PUBLIC HEALTH SERVICES CLINIC and NORTH PROMISE (Clean after 5:00 pm as coordinated with County Representative and tenant.)	Days per week	Months	As needed
4	RESILIENT FLOOR MAINTENANCE (Vinyl Composition)			
A	Sweep edges with angular broom.	#		
B	Dust mop with treated dust mop.	#		
C	Mop with film-free sanitizing cleaner.	#		
D	Deep clean floors to remove any buildup.		6	
E	Prepare and refinish floors.			✓
F	Strip and refinish floors		6	
5	REST ROOM MAINTENANCE			
A	Empty waste. Change liners when wet, messy, or torn. Remove waste to dumpster.	#		
B	Clean, disinfect, and wipe dry toilets, sinks, and changing table.	#		
C	Empty diaper pail. Double bag. Remove inner liner. Remove waste to dumpster.	#		
D	Double bag diaper disposal pail.	#		
E	Sanitize diaper pail.	1		
F	Clean and polish mirrors and stainless-steel dispensers.	#		
G	Report any inoperable fixtures or abnormal conditions to County Representative.			✓
H	Fill paper products and soap. Check operation.	#		
I	Deep clean tile surfaces – Scrub and steam clean.		6	
6	BREAK ROOM MAINTENANCE			
A	Wipe counters, tables, chairs, microwave oven, and outside of refrigerator.	#		
B	Clean, de-lime, and polish sink (if empty).	#		
C	Wipe Cabinets			✓
7	WINDOW CLEANING			
A	Spot clean lobby glass doors and playroom glass.	#		
B	Wash office glass (perimeter, non-perimeter, interior, and exterior).	#		
C	Clean exterior glass other than door entrances (inside and outside).		3	

J	UTAH COUNTY HEALTH SERVICES BUILDING (excludes Physical therapy area).	Days per week	Months	As needed
1	GENERAL OFFICE / BUILDING CLEANING			
A	Empty waste. Change liners when wet, messy or torn. Remove waste, compact waste and put in dumpster. Empty trash cans at all outside entrances.	6		
B	Wash inside/outside of waste containers.		1	
C	Dust chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment and other furniture.		1	
D	Clean (laminated plastic) or polish (wooden) desktops when clear.	1		✓
E	Clean or polish sides, front and rear of desks.			✓
F	Dust vents, grills, diffusers, ledges, and corners.		1	
G	Damp-wipe counters, chairs and tabletops.	6		
H	Spot-clean doors, walls, door jambs, kickplates and baseboards.	6		
I	Vacuum partition fabric.		1	
J	Spot-clean partitions using approved product and technique.	6		
K	Dust blinds.		1	
L	Disinfect phones.	1		
M	Clean, disinfect and polish drinking fountains.	6		
N	Wash inside and outside of light fixtures.		6	
O	Damp-wipe plastic chair floor mats.		1	
P	Wash walls.			✓
Q	Dust tops of hanging light fixtures and wall light fixtures.		3	
R	Disinfect benches and door handles	6		
S	High dust hallways and windows.		3	✓
T	Move and vacuum under furniture in all waiting and reception areas.	3		
U	Disinfect counter fronts and tops.	6		
2	CARPET MAINTENANCE			
A	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas, industrial 3/4 h.p. vacuums to be used in office areas).	6		
B	Remove gum, grease, drinks, etc., with approved carpet spotters.	6		
C	Vacuum walk-off matting.	6		
D	Vacuum edges along walls, partitions, corners, etc.	1		✓

J	UTAH COUNTY HEALTH SERVICES BUILDING	Days per week	Months	As needed
3	RESILIENT FLOOR MAINTENANCE			
A	Sweep edges with angler broom.	6		
B	Dust mop with treated dust mop.	6		
C	Damp-mop with film-free floor cleaner.	2		
D	Dust mop and wet mop floors.	6		
E	Dust mop and wet mop stairways and landings.	1		
F	Spray-buff or high-speed dry-buff (dust mop after also).		1	
G	Strip and refinish floors.		6	
H	Tile floor mopped	6		
I	Tile floor scrubbed and moped clean	1		
4	REST ROOM MAINTENANCE			
A	Empty waste. Remove waste to dumpster.	6		
B	Clean, disinfect & wipe dry toilets and urinals.	6		
C	Clean, polish, and disinfect sinks and counters. Leave no chemical residue or mineral deposits.	6		
D	Clean/polish mirrors, stainless steel dispensers.	6		
E	Clean, and disinfect partitions, doors and wall tile.	6		
F	Refill toilet paper, paper towel, sanitary napkin, seat cover, hand sanitizer, and soap dispensers. Check operation.	6		
G	Report any inoperable fixtures, or abnormal conditions to County Representative.			✓
H	Double bag all diaper disposal pails.			✓
I	Clean and disinfect diaper changing stations and all floor surfaces.	6		
J	Add odor control chemical and water in floor drains.	1		
K	Dust vents, grills, diffusers, ledges, and corners.		1	
L	Deep clean tile surfaces, scrub and steam clean.		4	

J	UTAH COUNTY HEALTH SERVICES BUILDING	Days per week	Months	As needed
5	BREAK ROOM MAINTENANCE			
A	Empty waste. Change liners when wet, messy or torn. Remove waste to dumpster.	6		
B	Wash inside and outside of waste containers.			✓
C	Wipe counters, tables, chairs, microwave ovens, and outside of refrigerators.	6		
D	Wipe cabinets.			✓
E	Clean, de-lime and polish sinks.	6		
F	Dust all furniture and equipment.		1	
G	Spot clean walls.	1		
H	Wash walls.			✓
I	Fill paper towel and soap dispensers. Check operation.	6		
J	Clean all stove surfaces.	1		
K	Clean exterior surfaces of refrigerator.	1		
6	WINDOW CLEANING			
A	Wash inside and outside of lobby and hallway glass doors and windows.	6		
B	Wash both side of office glass		4	
C	Wash inside and outside of building entry glass to ten (10) feet high		4	
D	Wash perimeter glass (inside and outside).		4	
7	HEALTH CLINIC MAINTENANCE			
	NOTE: This building contains examination rooms, treatment rooms, laboratories, and public waiting rooms which need to be cleaned to hospital standards, including the use of proper disinfectant and anti-bacterial products.			
A	AVOID ALL RED DISPOSAL CANS!			
B	Empty waste. Change liners. Remove waste to dumpster.	6		
C	Wash inside and outside of waste containers.	6		
D	Clean and disinfect sinks, counters, dispensers in examination rooms and labs.	6		
E	Refill paper towel and soap dispensers in examination rooms and labs. Check operation.	6		
F	Wipe doors, door jambs, kickplates, baseboards and walls in examinations rooms and labs.		1	
G	Wash walls.			✓
H	Disinfect cabinets in examination rooms and labs.	3		

I	Disinfect handrails and walls in frequently touched areas.	6		
J	Vacuum all carpets.	6		
K	Wash and disinfect all non-carpeted floors.	6		
L	Disinfect all doors, door frames, chairs, and benches.	6		
8	PHARMACY			
	Note: All work in the Pharmacy must be performed ONLY WHEN THE PHARMACIST IS PRESENT.			
A	Carpet maintenance (see Carpet Maintenance section above)	3		
B	Restroom maintenance (see Restroom Maintenance section above)	3		

S.19 SPECIAL CONSIDERATIONS

- A. The following areas are exempt from this contract:
1. All locked vaults (except Vital Records in the Health and Justice Building).
 2. Mechanical and equipment areas.
 3. Supply and storage rooms, excepting janitorial closets and related supply rooms.
 4. Electrical, elevator, and telephone equipment rooms.
 5. Exterior window cleaning unless otherwise specified.
 6. Exterior snow removal.

S.20 ADDITIONAL REQUIREMENTS FOR ALL BUILDINGS

- A. The following items are to be completed in each of the buildings at the frequencies specified below.
1. Quarterly
To be performed on approximately
Jan. 15th, April 15th, July 15th and Oct. 15th.
 - a. Dust and vacuum all air diffusers and grills.
 - b. Scour clean all office and hall trash containers.
 - c. Dust all books and shelves in Recorders area (Administration Building only).
 2. Semi-Annually
 - a. Remove and clean entry mats.
 - b. Clean and treat all vinyl and leather chairs and couches.
 - c. Vacuum draperies.
 - d. Strip and refinish floors (marble and resilient) or as needed.
 - e. Clean all partition glass (or as needed).
 - f. Clean Auditor's check writing room. Schedule with County Auditor for access to the room. Do not clean this room except as thus arranged.

S.21 CARPET AND UPHOLSTERY CLEANING

- A. Contractor is required to provide fabric upholstery cleaning and carpet spot cleaning in each of the facilities. This shall include:
1. Spot cleaning carpets and fabric upholstered furniture as needed according to manufacturers' specifications. Up to and including spots 2'x2'.
 2. Ant-static treatment applied as needed according to manufacturers' specifications.
 3. Clean and extract fabric upholstered furniture in all clinic areas of the Health and Justice Building, in all clinic areas of the Health Services Building, and in all areas of the Children's Justice Center and all WIC Clinics once every two (2) months using disinfectant shampoo.
 4. Clean and extract fabric upholstered furniture in room 1400 of the Administration Building once every Twelve (12) months.
 5. Clean and extract furniture in all other rooms of all facilities once per year unless otherwise requested by County Representative.
- B. Contractor shall perform all fabric upholstery extraction cleaning using commercial rated vacuum extraction equipment with electrically powered rotating brushes. All traces of dirt and stains shall be removed according to manufacturers' specifications. There shall be no lingering or objectionable odor, and the item being cleaned shall be left free of residue and foreign matter. The cleaning process shall not cause shrinkage to or affect the appearance or durability of upholstery. Hot water used shall be 150F or higher at the point of origin. Contractor shall be responsible for moving and replacing furniture. Contractor shall correct any damage caused by or resulting from methods, equipment, chemicals, or faulty workmanship.

S.22 MARBLE CARE

The following products and procedural specifications shall apply to all marble surfaces in the Historic County Courthouse. Substitute products or procedures must be approved.

A. RESTORATION

Product: Lithofin MPP - Marble Polishing Powder, or approved equivalent.

Directions: The area to be restored should be totally free of any wax coating, topical sealers and dirt. Perform work on areas approximately 3' x 8' at a time. Analyze areas adjacent to the work area to identify and protect all acid sensitive materials with coverings such as plastic, tape, etc. Carpet, wood, polished brass, glass, and any other non-masonry surfaces should be protected. Once the area to be restored has been cleaned and adjacent areas protected, wet the surface sparingly and distribute 1/4 cup of powder on the wet area. Using a red or white nylon pad and buffer running at 300 rpm or less, move the slurry over the work area several times. When desired polish is achieved, vacuum slurry and immediately rinse with clean water. Remove rinse solution with vacuum, towel dry, and move to the next area to be polished. Adjacent marble areas should be protected by wetting with clean water. Large areas should be completed in a "checkerboard" manner.

B. LONG-TERM PROTECTION

Product: Lithofin PSI, or approved equivalent.

Directions: Area to be impregnated should be totally free of any wax coatings, topical sealers, and dirt, and should be totally dry (usually 24 to 48 hours after cleaning). Cover adjacent areas before applying the impregnator. Apply according to product directions.

C. DAILY CLEANER

Product: Lithofin DCC - Daily Cleaner/Conditioner, or approved equivalent.

Directions: Dilute 1 to 1.5 ounces to 1 gallon of water. Damp mop surfaces with solution. Do not re-mop or rinse. Change solution when it becomes dirty. DCC may be buffed with white pad after drying.

D. DAILY MAINTENANCE

Sweep all marble surfaces daily, cleaning mop off as it becomes dirty. Spot mop as needed. Mop entire surface with DCC 2 times per week or more often as needed. Clean all standing marble weekly by either dusting or using DCC on soiled areas.

S.23 DAY PORTER

A. Contractor shall provide employee or employees to serve as a Day Porter for the downtown Provo facilities, including the Administration Building, Health and Justice Building, and Historic Courthouse. The Contractor employee assigned as Day Porters shall be approved in advance by the County.

B. Day Porter's duties shall include:

1. Be in the facilities performing specified duties and accessible to County Representative between the hours of 8:30 am and 5:00 pm every weekday, except holidays.
2. WINTER: Keep doormats and traffic areas free of snow, water and soil. Spread ice melt at entrances when appropriate.
3. ALL YEAR:
 - 1 - Seek direction from County representative.
 - 2 - Address spills
 - 3 - Freshen and restock restrooms
 - 4 - Check and restock HJB 1709

- 5 – Freshen and restock break rooms
- 6 – Clean entry door glass
- 7 – Sweep and mop lobby floors
- 8 – Sweep and mop where needed
- 9 – Clean exterior perimeter sidewalks
- 10 – Spot clean walls, light switches, and doors
- 11 - Clean conference rooms before and after meetings
- 12 – Clean and polish drinking fountains
- 13 – Empty trash / replace liners
- 14 – Clean conference room tables and chairs.

S.24 KEYS

- A. Keys and entry cards will be issued to Contractor by County in accordance with the County Keys and Entry Cards Policy. Contractor shall be responsible for securing all issued keys and entry cards. County will inventory all keys and entry cards quarterly. Contractor shall pay for all lost or stolen keys and entry cards which have been issued to Contractor, in accordance with County policy.

QUALITY CONTROL INSPECTION REPORT

BUILDING: _____ DATE: _____ TIME: _____

COUNTY REPRESENTATIVE / INSPECTOR: _____

(0) NOT ACCEPTABLE (1) POOR (2) FAIR (3) GOOD (4) EXCELLENT

ENTRANCES

	(0)	(1)	(2)	(3)	(4)	RATING	NOTES
Inside/Outside Entry							
Entry Glass							
Floor Mats							
Walls							
Bright Work							
Trash Containers, Urns							

HALLS, TRAFFIC AREAS, STAIRWAYS, LANDINGS

Floors: Tile, Carpet							
Steps, Railings							
Drinking Fountains							
Trash Containers							
Walls							
Windows, Frames							

OFFICES, LOUNGES, CONFERENCE, AND LUNCHROOMS

Floors: Tile, Carpet							
Desks, Tables, Chairs (reset chairs)							
Trash Containers							
Windows, Frames							
Blinds & Draperies							
Dusting							
Partitions & Partition Glass							
Walls							

RESTROOMS

Floor Drains							
Sinks, Fixtures, Mirrors							
Toilets, Urinals							
Dispensers							
Partitions, Walls							
Trash Containers							
Vents							

MISCELLANEOUS AND IRREGULAR CLEANING

Ledges, Surfaces, Vents, Light							
Doors, Frames, Light Switches							
Spot Cleaning (Carpet)							
Baseboards, Moldings, Corners							
Phone Booth, Elevators							
General Dusting							

EMPLOYEE PERFORMANCE

Attendance							
Attitude							
Appearance							
Safety Rules							
Care of Equipment and Storage							

OVERALL RATING

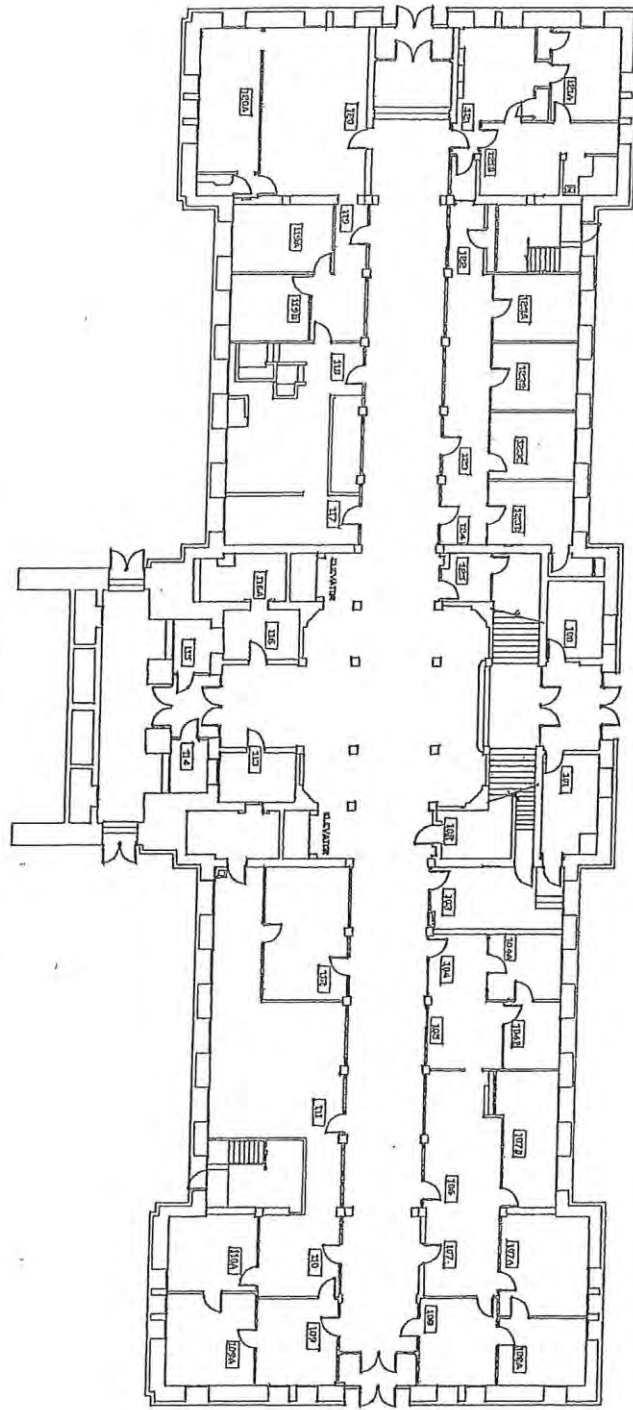
NOTES: _____

QC Supervisor Signature: _____

EXHIBIT A

BUILDING FLOOR PLANS

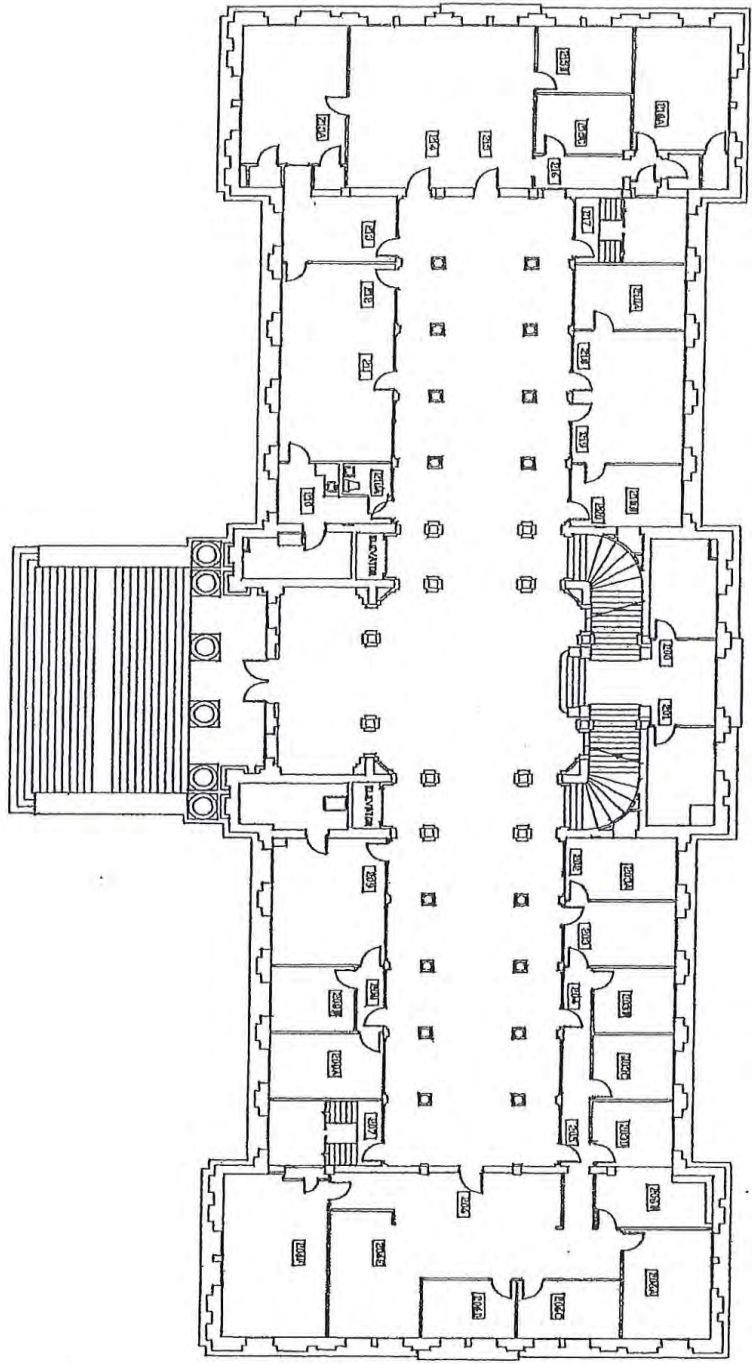
****NO FLOOR PLANS AVAILABLE FOR:
AMERICAN FORK WIC CLINIC
NORTH COUNTY PUBLIC HEALTH SERVICES CLINIC
NORTH PROMISE FACILITY
GRANDVIEW TREATMENT**



FLOOR PLAN - FIRST LEVEL

SHEET NUMBER 1 OF 4	THE UTAH COUNTY COURTHOUSE	DATE: APR 1993 SCALE: 1/8" = 1'-0" DRAWN BY: J.S. WICKLISS	REVISIONS: _____ _____ _____ _____	UTAH COUNTY ENGINEERS' OFFICE 2855 So. State Provo, Utah 84606
		_____ _____ _____ _____		

FLOOR PLAN - SECOND LEVEL



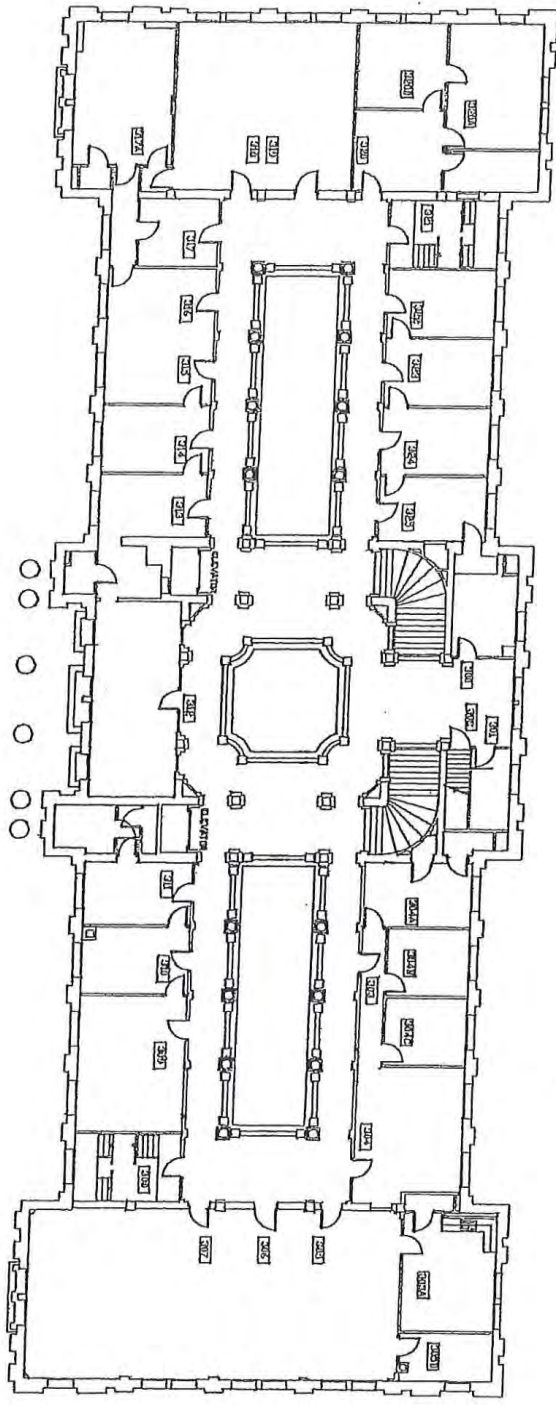
SHEET
NUMBER
2 OF 4

THE UTAH COUNTY
COURTHOUSE

DATE: _____
SCALE: 1/8" = 1'-0"
DRAWN BY: J.D. MCWALLEN
REVISIONS:

UTAH COUNTY ENGINEERS' OFFICE
2855 So. State Provo, Utah 84606

FLOOR PLAN - THIRD LEVEL



SHEET
NUMBER
3 OF 4

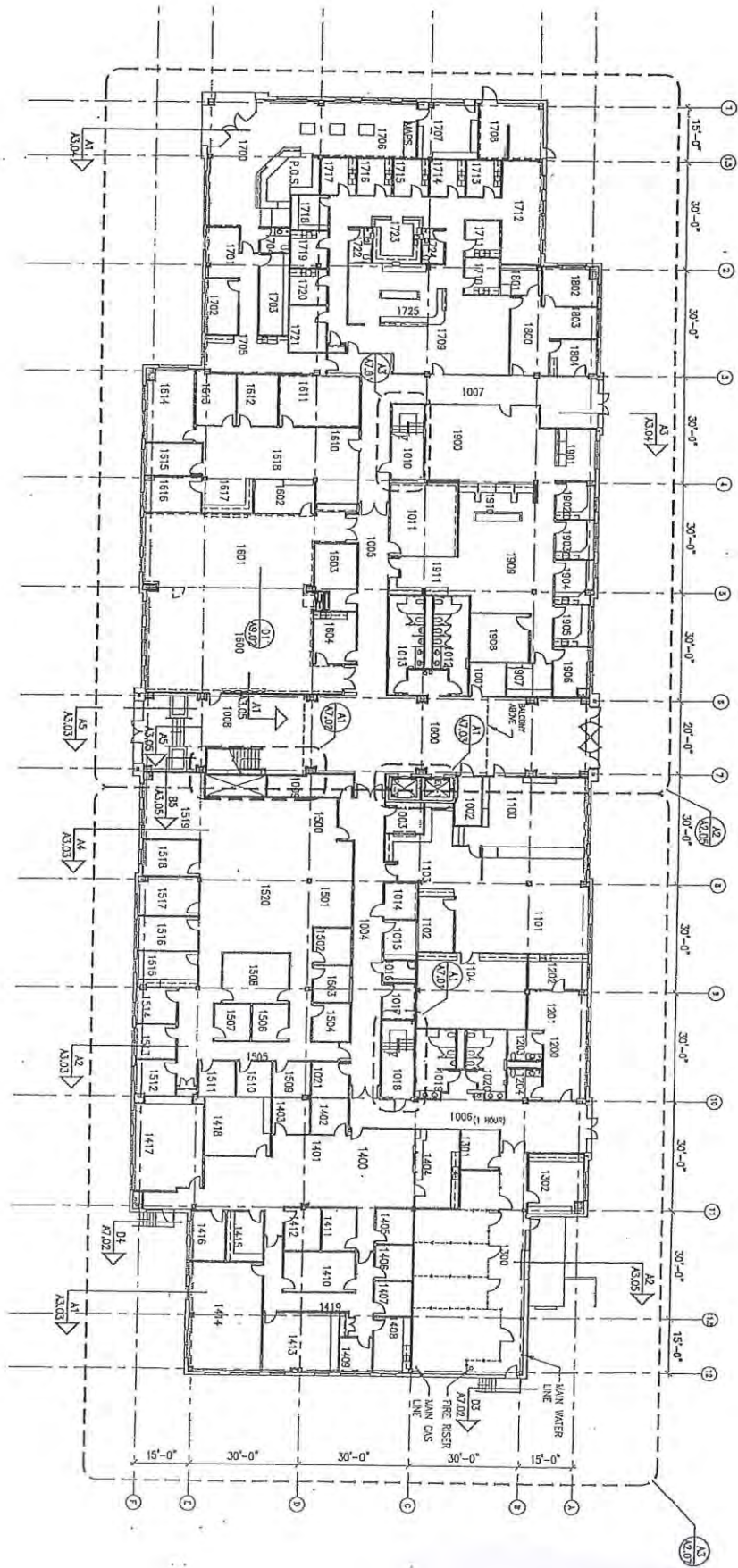
THE UTAH COUNTY
COURTHOUSE

DATE	APR 1990	REVISIONS
SCALE	1/8" = 1'-0"	
DESIGN BY	JO. HOFFER	

UTAH COUNTY ENGINEERS' OFFICE
2855 So. State Provo, Utah 84606

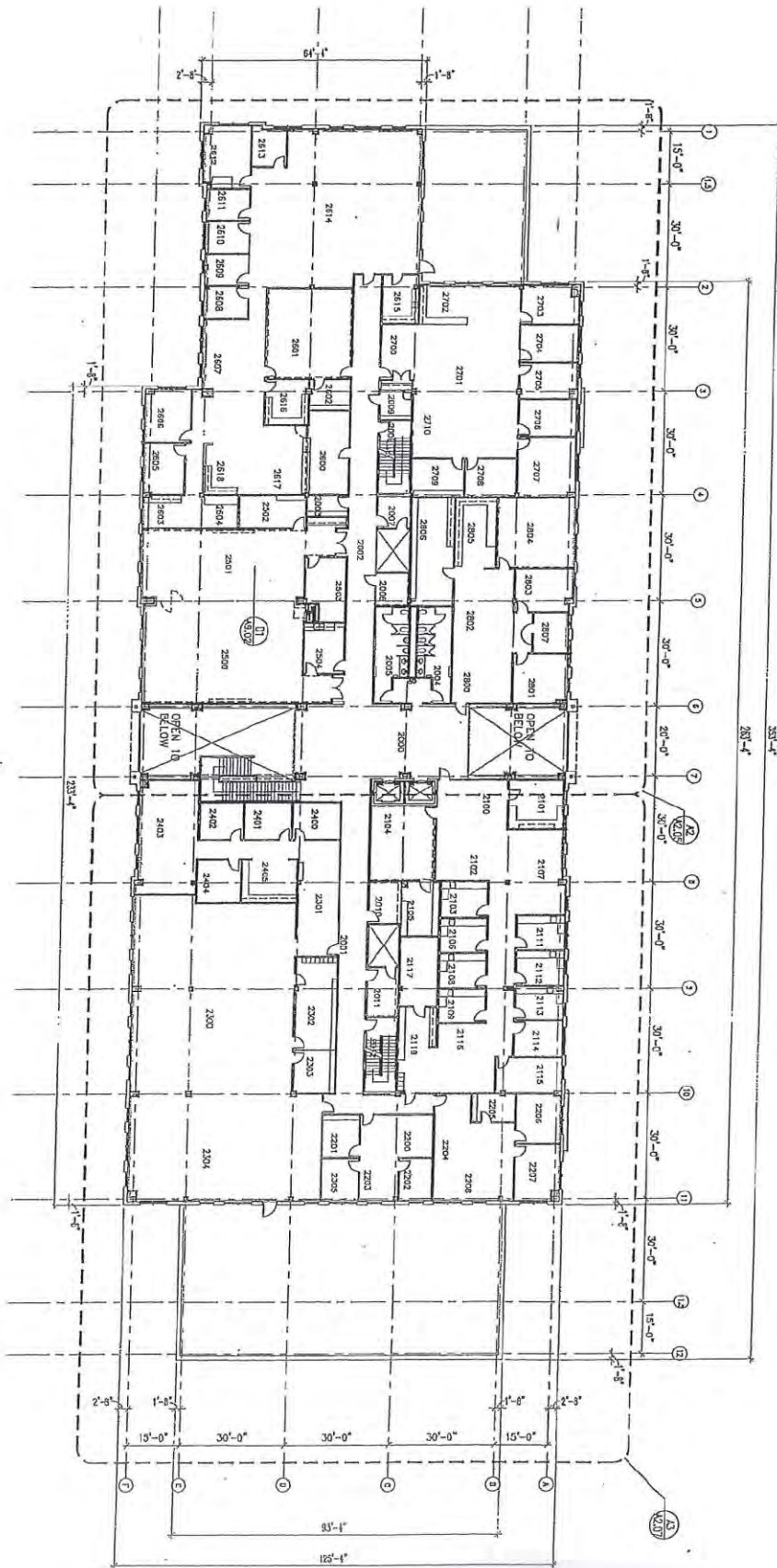
TAH COUNTY HEALTH AND JUSTICE BUILDING

LEVEL 1

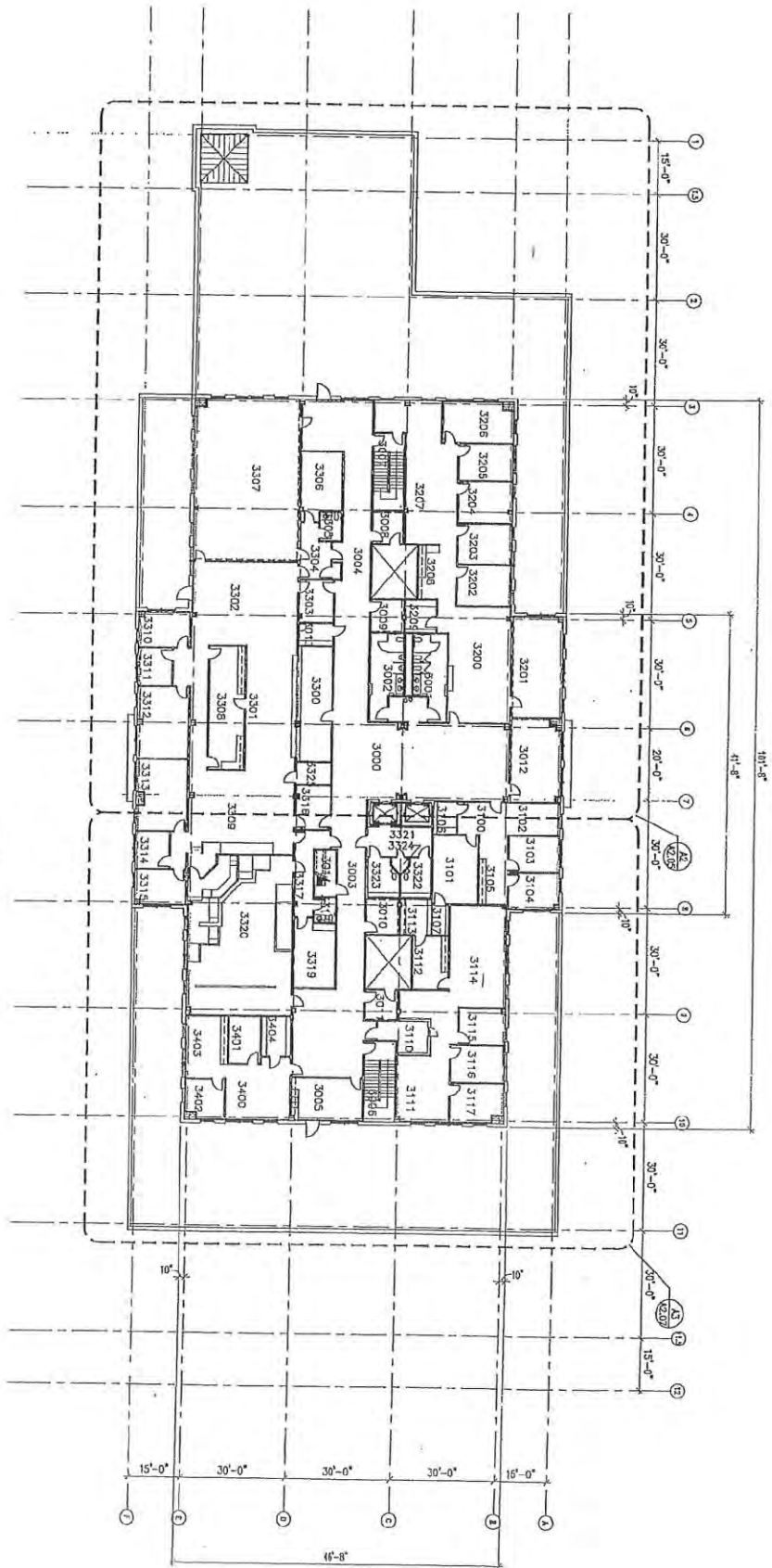


UTAH COUNTY HEALTH AND JUSTICE BUILDING

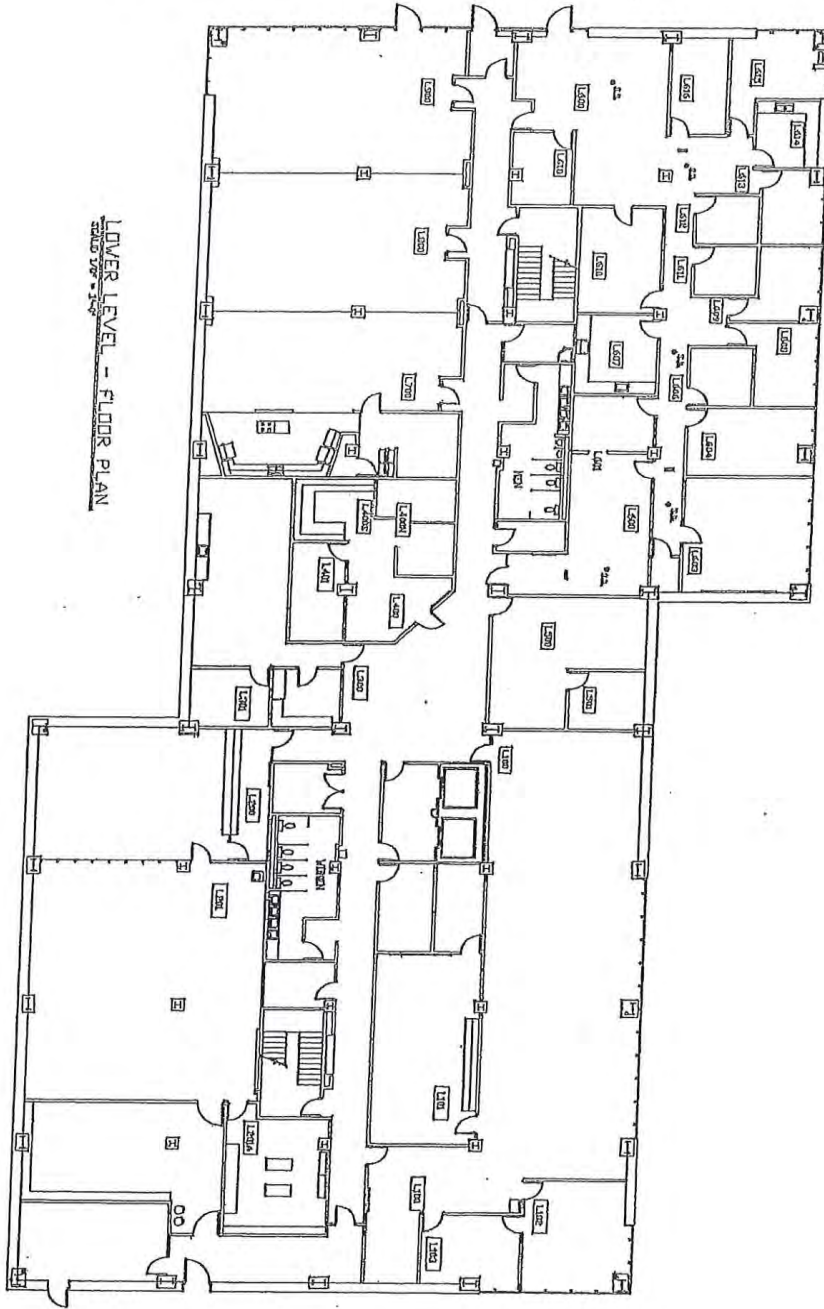
LEVEL 2



TAH COUNTY HEALTH AND JUSTICE BUID. LEVEL 3



LOWER LEVEL - FLOOR PLAN
SCALE 3/8" = 1'-0"



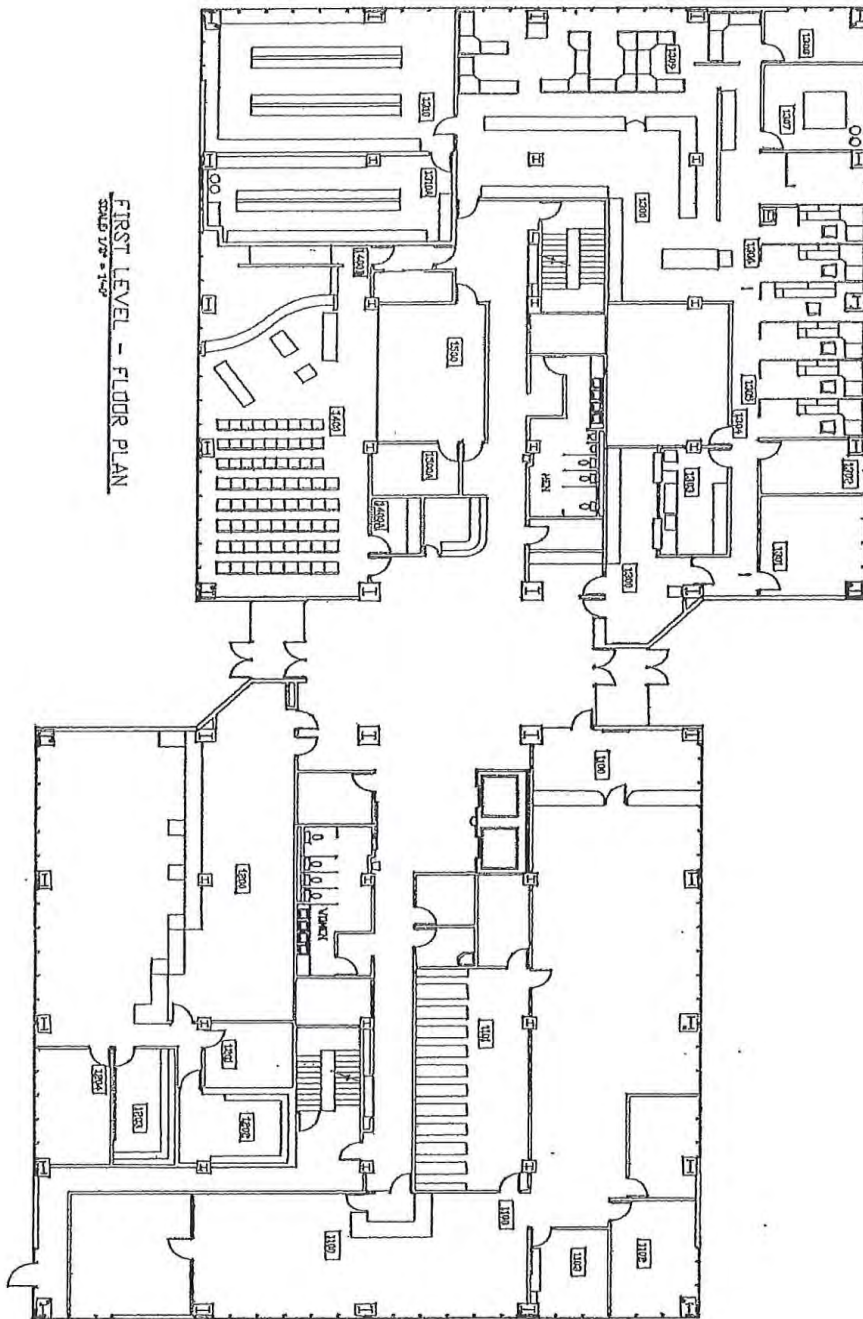
SHEET NUMBER
1 OF 5

UTAH COUNTY
ADMINISTRATION
BUILDING

DATE
DRAWN
BY
DATE
BY

REVISED
BY
DATE

UTAH COUNTY ENGINEERS' OFFICE
2855 So. State Provo, Utah 84606



FIRST LEVEL - FLOOR PLAN
 SCALE 1/8" = 1'-0"

SHEET
 NUMBER
 2 OF 5

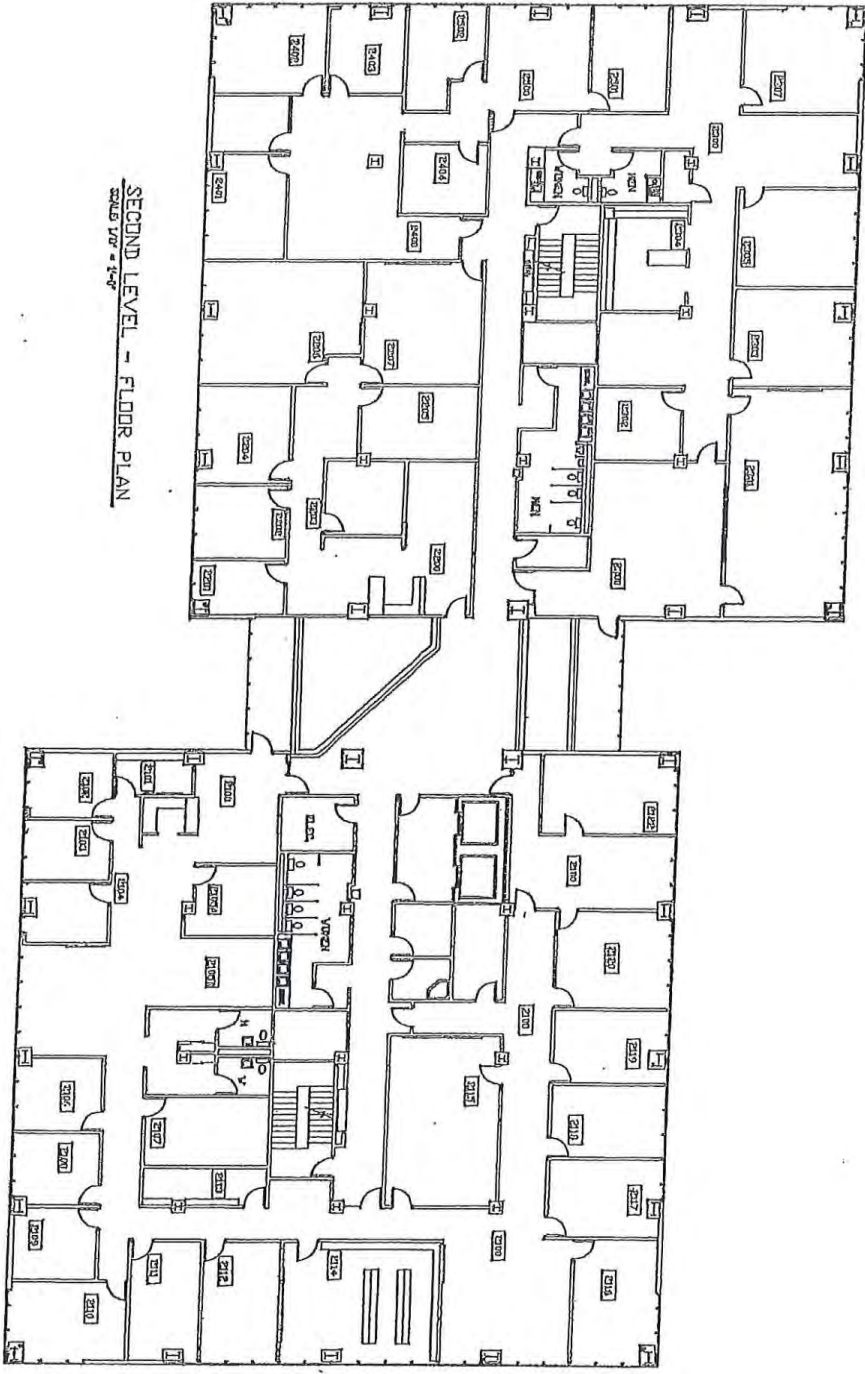
UTAH COUNTY
 ADMINISTRATION
 BUILDING

DATE OCT. 1953
 SCALE 1/8" = 1'-0"
 DRAWN BY J.B. McHALLIN

REVISIONS

UTAH COUNTY ENGINEERS' OFFICE
 2855 South State Provo, Utah 84606

SECOND LEVEL - FLOOR PLAN
SCALE 1/8" = 1'-0"



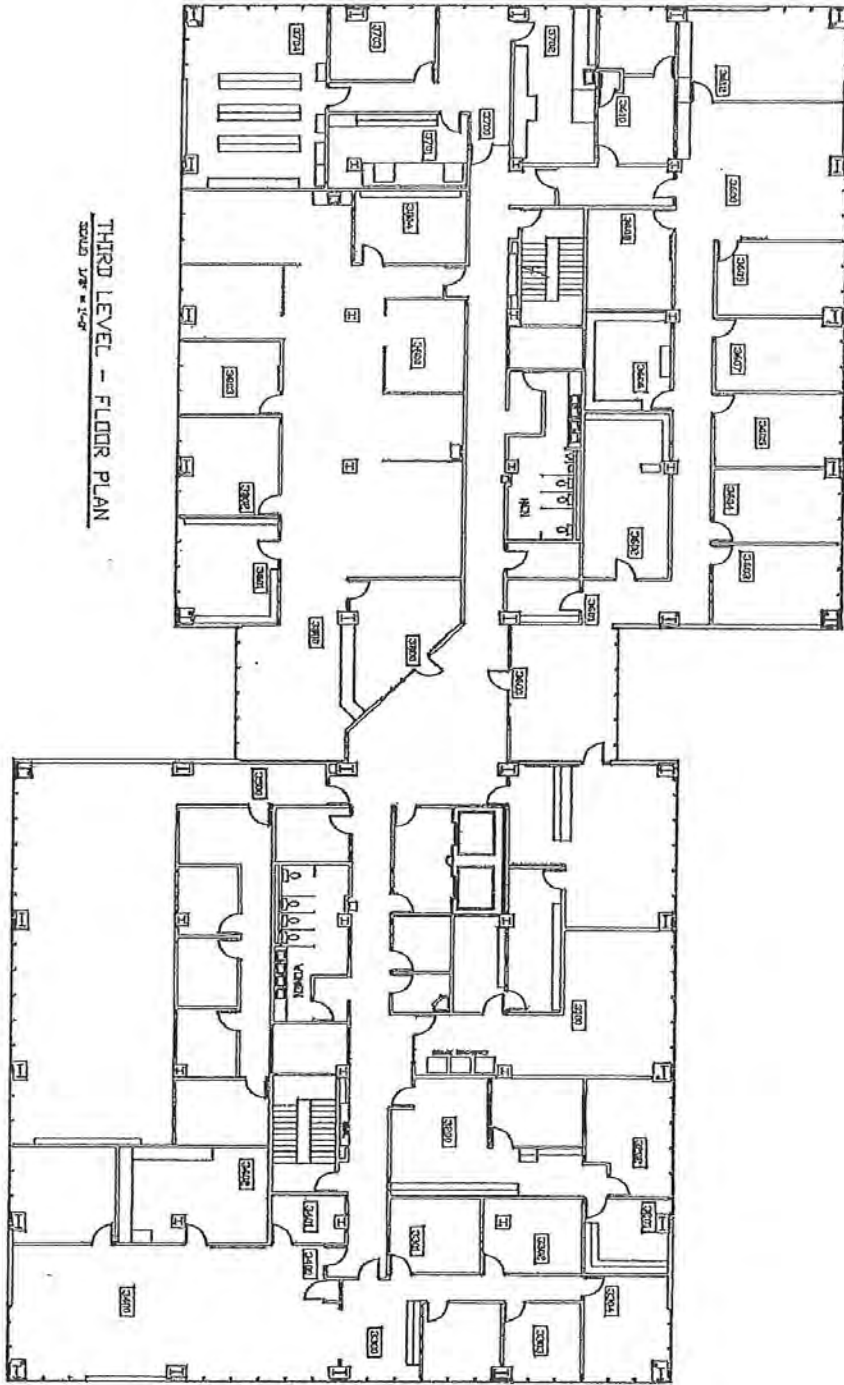
SHEET
NUMBER
3 OF 5

UTAH COUNTY
ADMINISTRATION
BUILDING

DATE: FEB. 1979
SCALE: 1/8" = 1'-0"
DRAWN BY: J.S. MCCELLIN

REVISIONS:

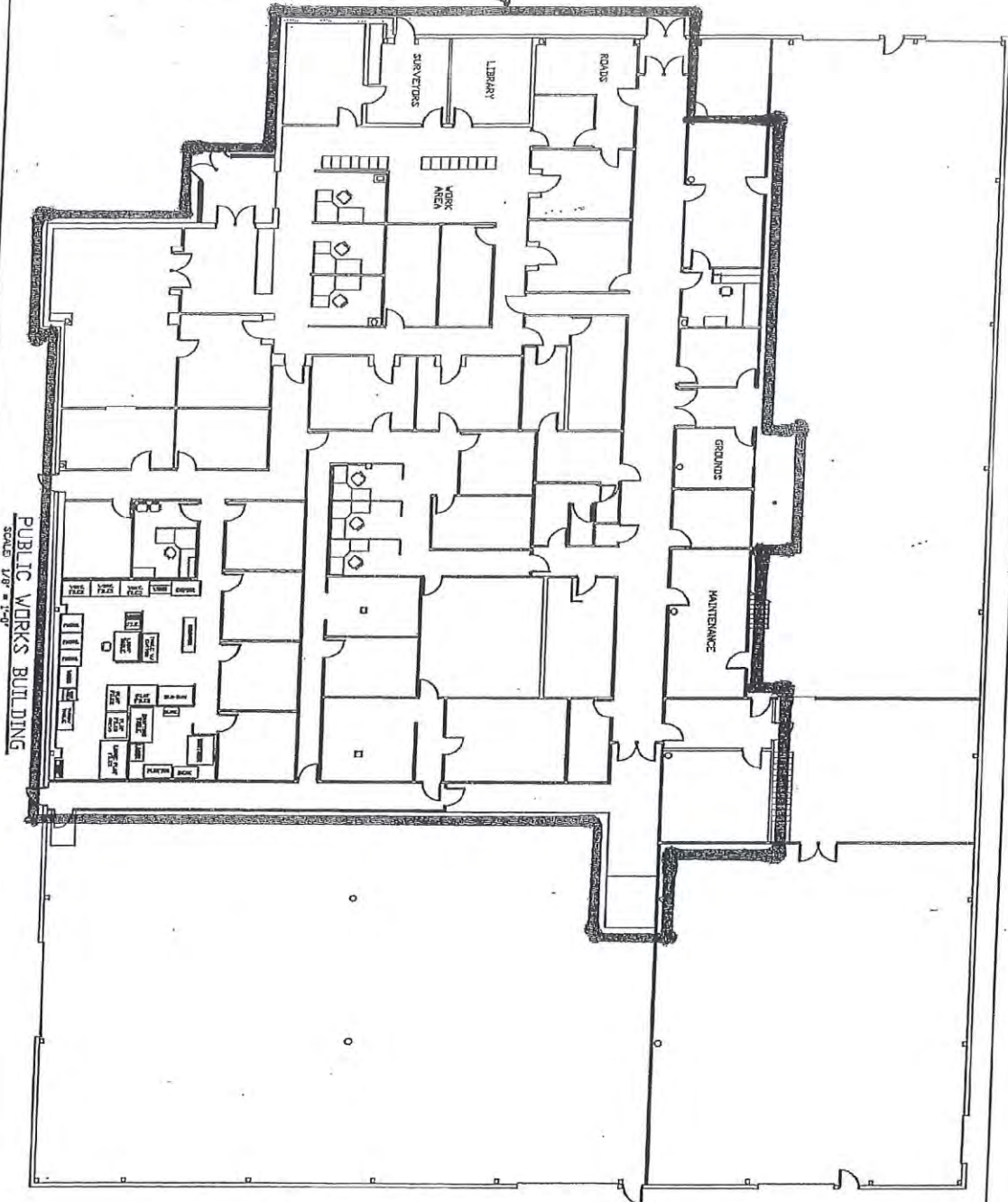
UTAH COUNTY ENGINEERS' OFFICE
2855 South State Provo, Utah 84606



THIRD LEVEL - FLOOR PLAN
SCALE 1/8" = 1'-0"

SHEET NUMBER 4 OF 5	UTAH COUNTY ADMINISTRATION BUILDING	DATE: FEB. 1993 SCALE: 1/8" = 1'-0" DRAWN BY: J.R. MCALLIN	REVISIONS: _____ _____ _____ _____ _____ UTAH COUNTY ENGINEERS' OFFICE 2855 South State Provo, Utah 84606
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CLEAN THIS AREA ONLY



PUBLIC WORKS BUILDING
SCALE: 1/8" = 1'-0"

SHEET NUMBER
1 OF 1

UTAH COUNTY
PUBLIC WORKS BUILDING

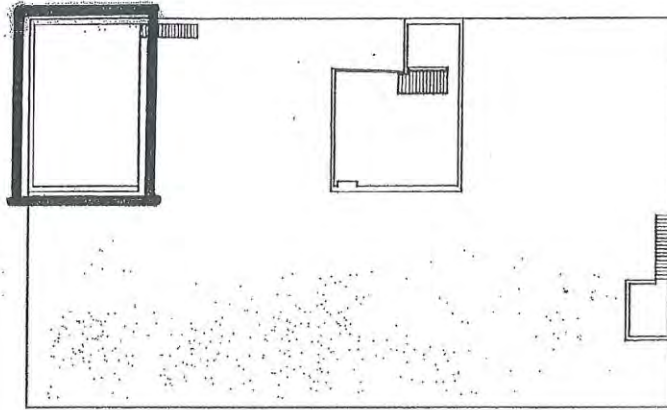
DATE: DEC. 3, 1999
SCALE: 1/8" = 1'-0"
DRAWN BY: J.B. McMALLIN

REVISIONS:

UTAH COUNTY ENGINEERS' OFFICE
2855 So. State Provo, Utah 84606

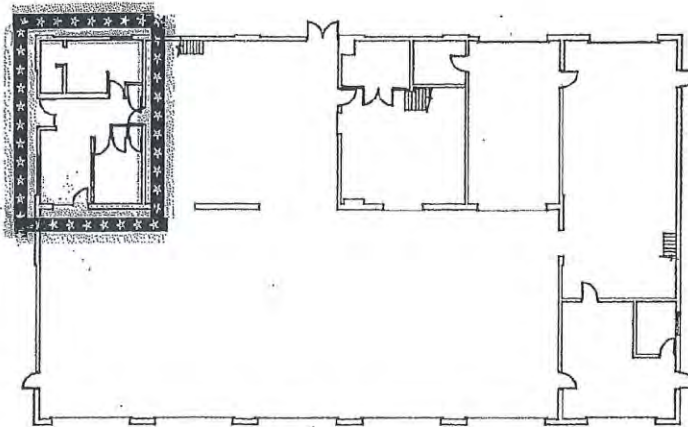
NORTH

CLEAN THIS AREA ONLY



UPPER LEVEL FLOOR PLAN

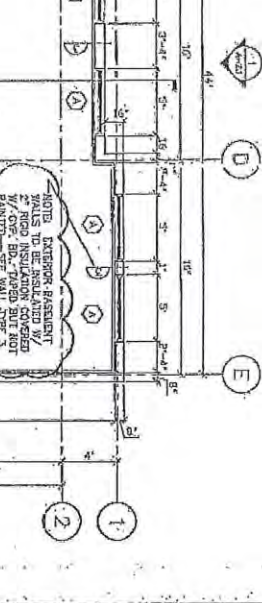
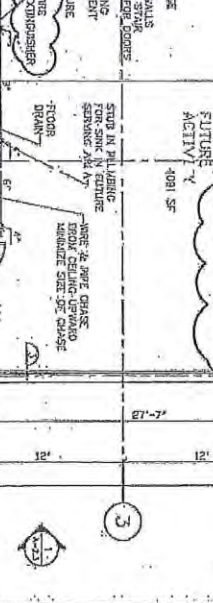
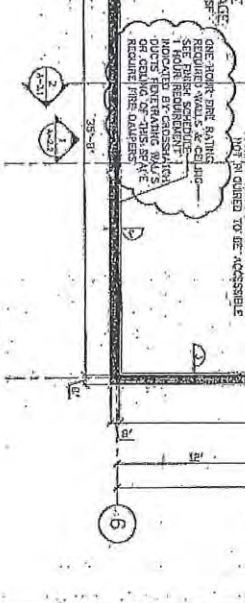
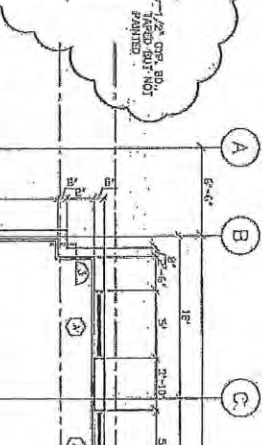
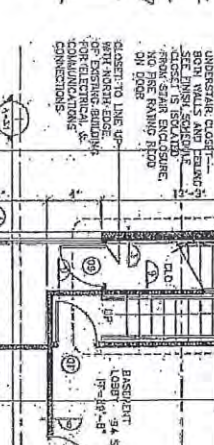
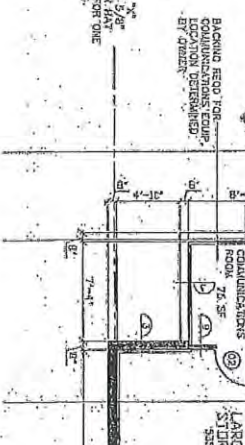
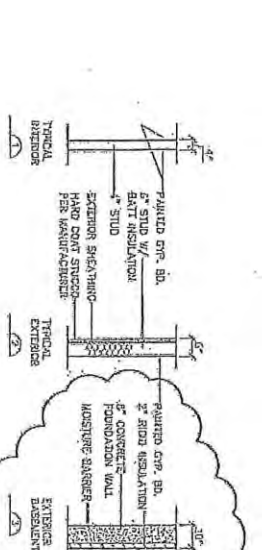
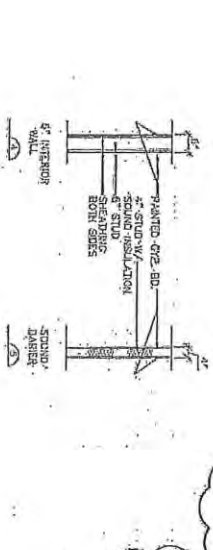
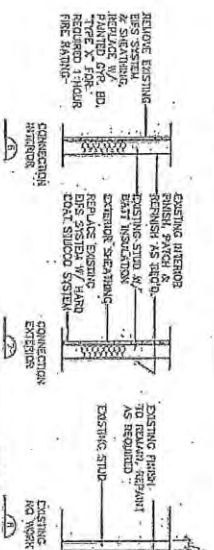
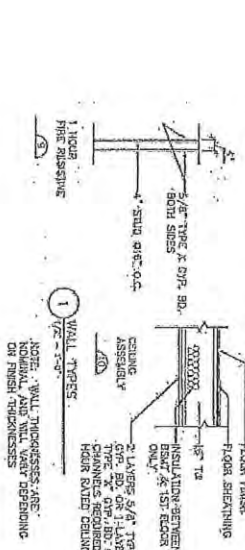
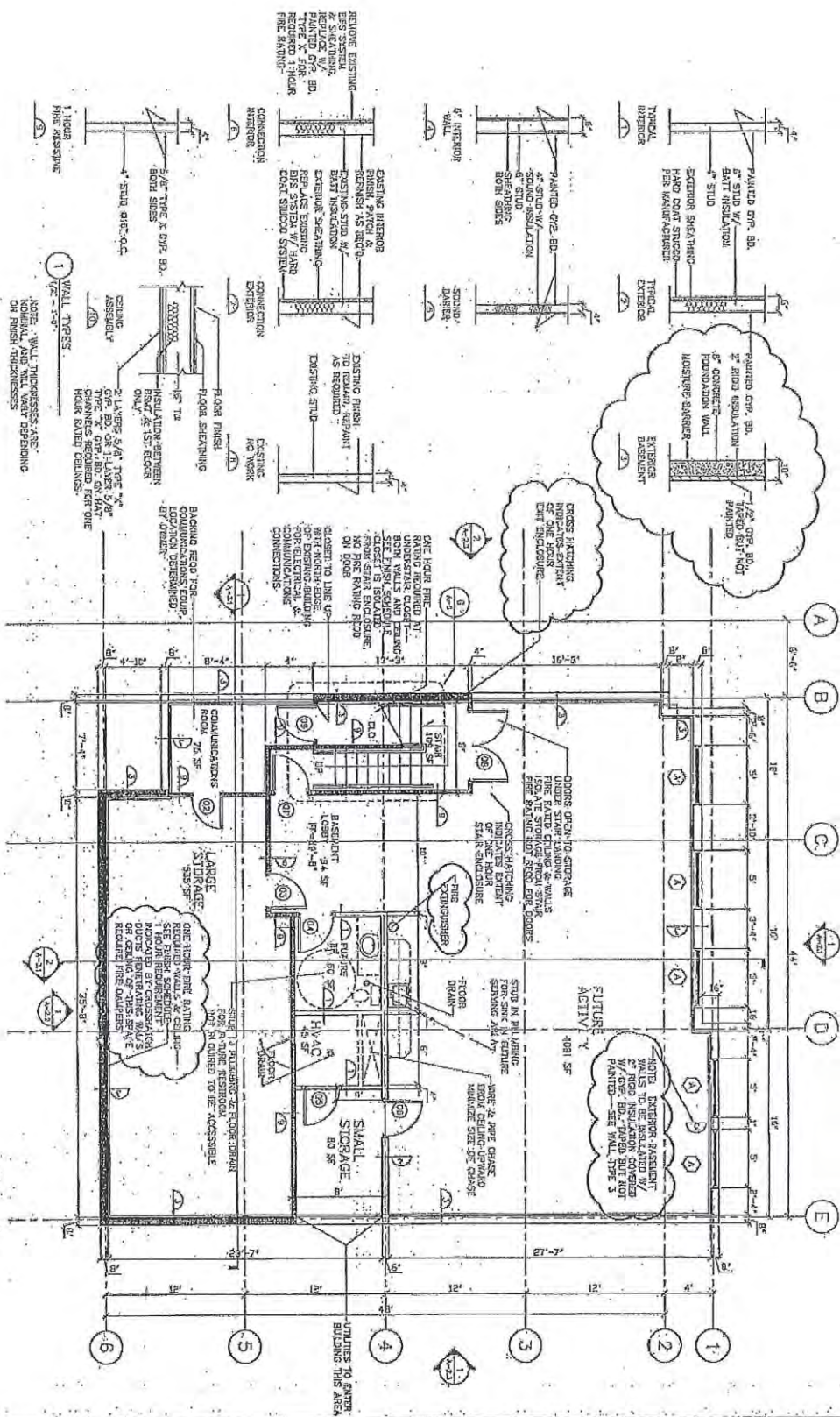
CLEAN THIS AREA ONLY



MAIN LEVEL FLOOR PLAN

MOTOR POOL

1" = 30'



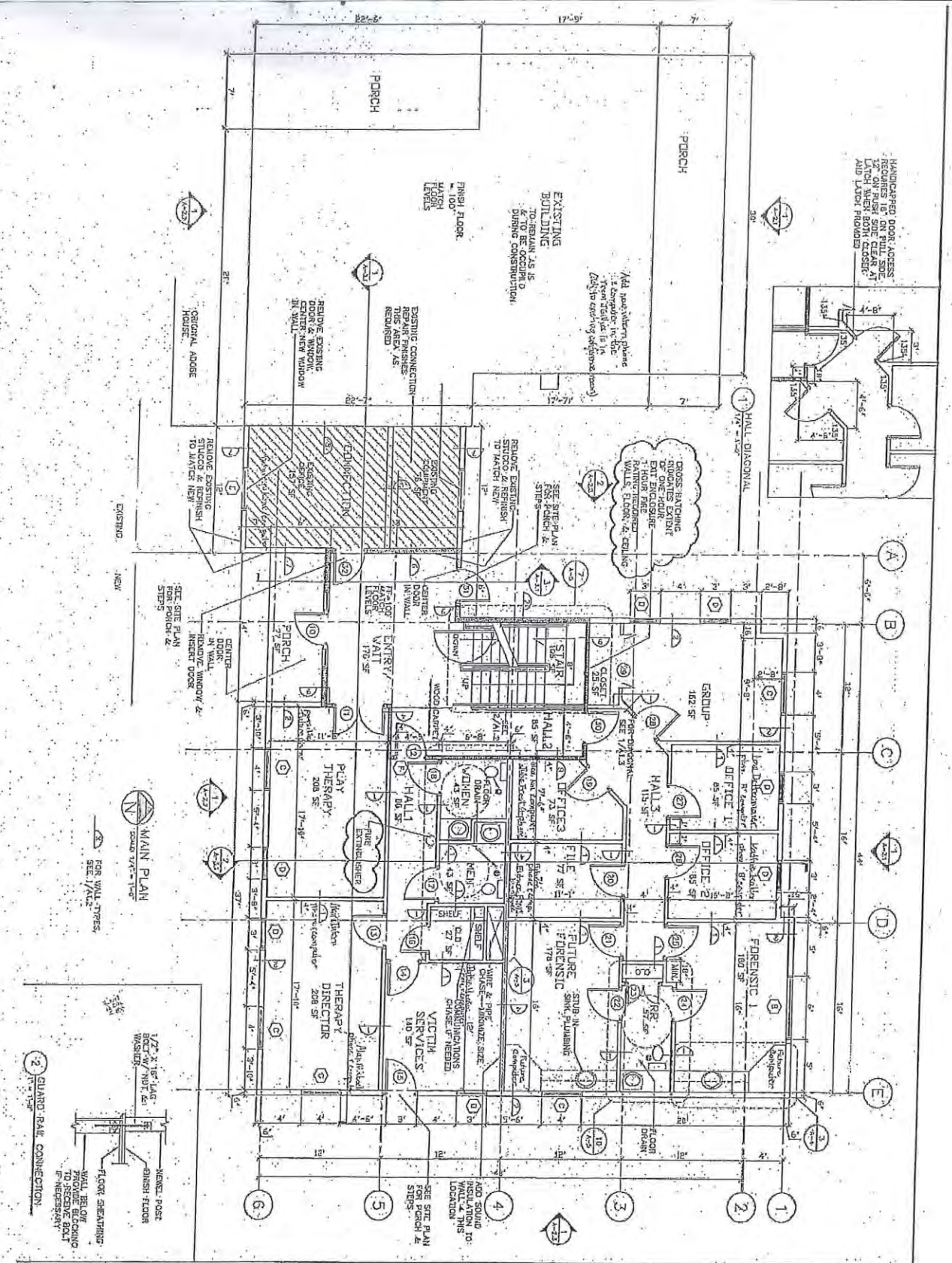
BASEMENT PLAN
 1/2" = 1'-0"
 SEE 1/A12


A-12

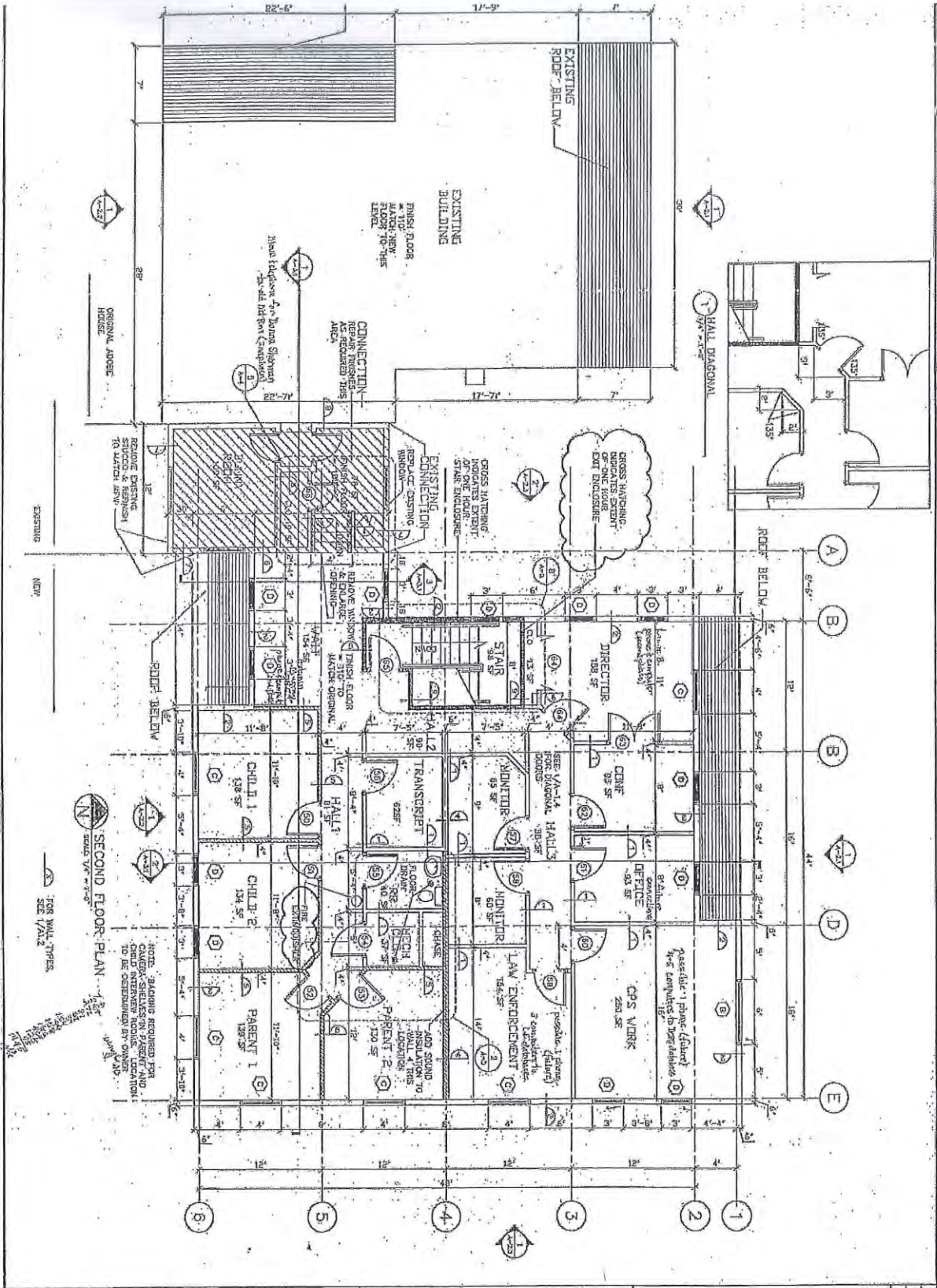
BSMT PLAN


 EVARCH
 ARCHITECTURE & PROGRAMMING
 211 East 3100 North Provo, Utah 84604
 (801) 892-6905
 (801) 375-5180
 Fax: 875-3888

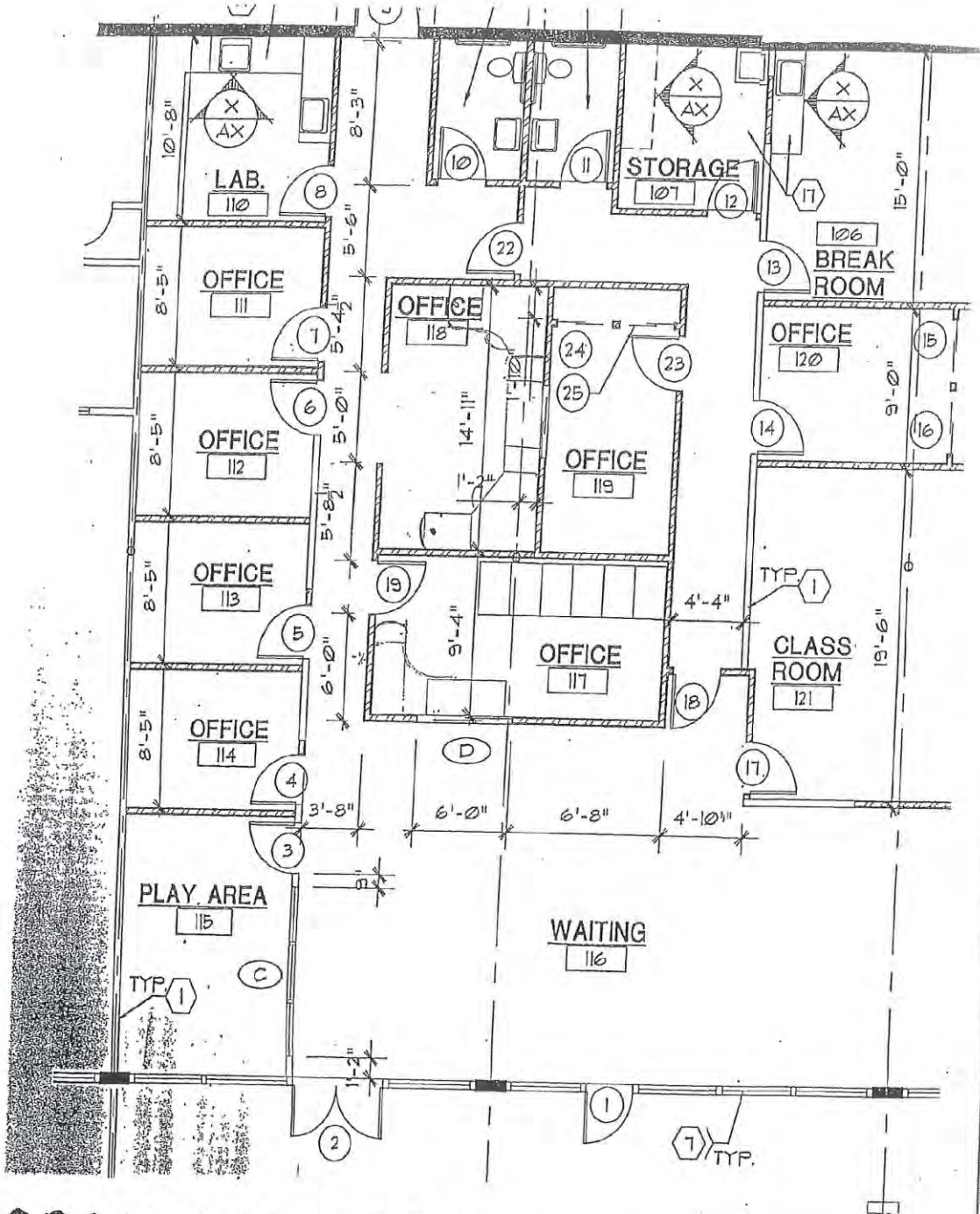
Children's Justice Center
 318 South 100 East
 Provo, Utah



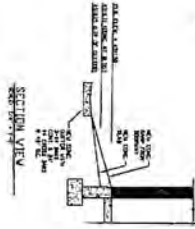
<p>A-1.3</p>	<p>MON 24, 2005</p>	<p>MAIN PLAN</p>			<p>ARCHITECTURE & PROGRAMMING</p> <p>711 East 3100 North Provo, Utah 84604</p> <p>(801) 862-8806 (801) 376-3180 Fax 376-3368</p>	<p>Children's Justice Center 315 South 100 East Provo, Utah</p>
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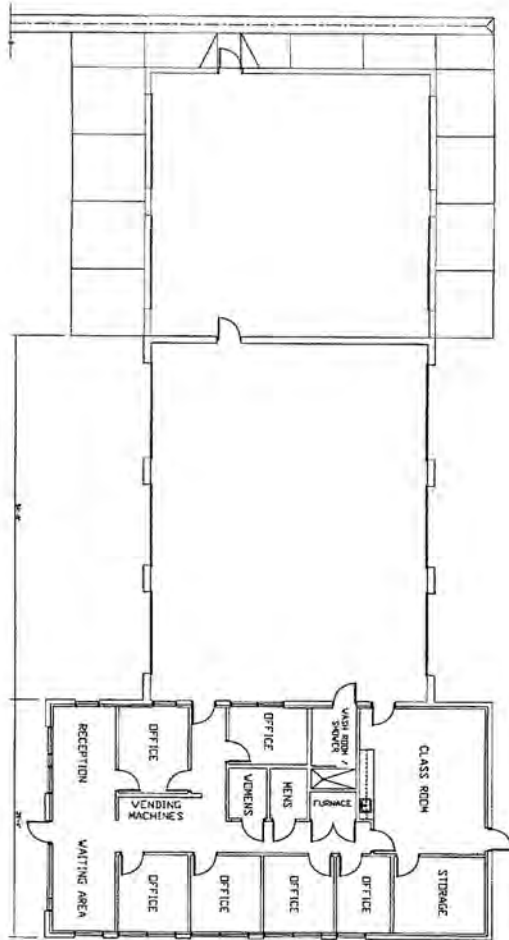
<p>A-1.4</p>	<p>NOV. 24, 2003</p>	<p>SECOND PLAN</p>		<p>EWARCH</p>	<p>ARCHITECTURE PROGRAMMING</p> <p>711 East S 100 North Provo, Utah 84604</p> <p>(801) 892-8906 (801) 876-3183 Fax: 879-5366</p>	<p>Children's Justice Center 315 South 100 East Provo, Utah</p>
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OREM WIC CLINIC 1549 N. STATE #104, OREM, UT
3300 SQ. FT.



FLOOR PLAN



SHEET NUMBER 1 OF 1	EMISSIONS BUILDING	DATE: DEC. 1996 SCALE: 1/8" = 1'-0" DRAWN BY: J.D.H.	REVISIONS: _____ _____ _____ _____	UTAH COUNTY ENGINEERS' OFFICE 2855 South State Provo, Utah 84606

Carpet Cleaning Addendum A

Utah County would also like to receive a cost proposal for carpet cleaning in all building to be priced by the square foot. It is anticipated that all building carpet will be 100% once per year in the spring (late April to the first of week in June), and high traffic areas to be determined by Utah County in the fall (late September to the first week in November). Contractor would be responsible to coordinate with Utah County to get into spaces to be cleaned at least one week in advance. Contractor would also be responsible to get the carpet cleaners in and out of areas to be cleaned. Contractor would also need to agree to the following requirements.

1. Contractor must agree to perform work outside of normal working hours.
2. Contractor must agree to use only high-quality commercial extraction equipment, capable of delivering high temp water that can be adjusted as needed. Water temperature must not be above 160F.
3. Contractor must keep all equipment in good repair, so as not to damage carpet, upholstery, or other surfaces.
4. Contractor must provide all safety apparatuses necessary to protect employees and facilities and operate equipment safely.
5. Contractor must agree to pre-treat spots and heavily soiled area.
6. Contractor must provide safety data sheets upon request for all applicable chemicals.
7. Contractor must agree to return at no additional charge if carpet cleaning is not done to the satisfaction of Utah County.
8. Contractor must provide three references for whom they have provided similar services.
9. Contractor to provide any additional costs above the per square foot price to complete jobs (stairs, minimum charge, upholstery, etc.).
10. Contractor to measure and bill for areas cleaned after each agreed upon area is completed.

Utah County reserves the right to accept some or all the carpet cleaning proposal and all buildings may or may not be included in the awarded contract. Utah County may also use this addendum when evaluating the Janitorial contract scoring.

Outside Window Cleaning Addendum B

Utah County would also like to receive a cost proposal for outside window cleaning in all buildings not already covered, to be priced per building, per cleaning. It is anticipated that all Outside windows will be cleaned twice per year in the spring (May- June), and again (September-October), with the option to do it additional times as needed and scheduled by Utah County. Contractor would be responsible to coordinate with Utah county before cleaning at least one week in advance. Contractor would also be responsible to get the window cleaners in and out of areas to be cleaned. Contractor would also need to agree to the following requirements.

1. Contractor must agree to clean all exterior glass on the buildings agreed to and scheduled by Utah County.
2. Contractor must agree to clean recessed window opening and remove screens on windows at the Historic County Courthouse. Replace screen after cleaning.
3. Contractor must keep all equipment in good repair, so as not to damage windows, or other surfaces.
4. Contractor must provide all safety apparatuses necessary to protect employees and facilities and operate equipment safely.
5. Contractor must agree to thoroughly clean all window (including removing hard water spots).
6. Contractor must provide safety data sheets upon request for all applicable chemicals.
7. Contractor must agree to return at no additional charge if window cleaning is not done to the satisfaction of Utah County.
8. Contractor must provide three references for whom they have provided similar services.
9. Contractor to provide any additional costs above the agreed upon price to complete jobs as additions in this contract.
10. All work needs to be scheduled with Utah County, and must not interfere with the normal operation of building, unless prior written approval from Utah County has been given.

Utah County reserves the right to accept some or all the outside window cleaning proposal and all buildings may or may not be included in the awarded contract. Utah County may also use this addendum when evaluating the Janitorial contract scoring.

ATTACHMENT A

PROPOSAL RESPONSE FORM

In order to receive consideration, submitted proposals must contain responses to all questions.
Failure to respond to all questions may result in disqualification of the proposal.

COMPANY NAME & ADDRESS: _____

Is this an Office: _____, Home: _____, Shop: _____, Other: _____
Telephone Number: (____) _____, Emergency Number: (____) _____.
Answering Machine: (____) _____, Fax Number: (____) _____.
Email Address: _____

COMPANY OWNER: _____
COMPANY PRESIDENT: _____
CONTACT PERSON: _____ Phone: _____

Type of Company (Partnership, Corporation, Venture etc.): _____

If a Corporation, in what State Incorporated: _____

Business License Number: _____
Federal Tax Identification Number: _____
Dun & Bradstreet "D-U-N-S Number": _____

How long has this company been in business: _____ Years, and _____ Months.
Officers authorized to execute contracts: _____

What would happen to your company in the event of the owner's absence or death?

Brief History of the Company: _____

PROPOSAL RESPONSE FORM Page 2

FINANCIAL REFERENCES

1. Name: _____, Contact: _____
Address: _____, Phone: _____

2. Name: _____, Contact: _____
Address: _____, Phone: _____

PRINCIPLE SUPPLIER REFERENCES

1. Name: _____, Contact: _____
Address: _____, Phone: _____

2. Name: _____, Contact: _____
Address: _____, Phone: _____

3. Name: _____, Contact: _____
Address: _____, Phone: _____

CUSTOMER REFERENCES

1. Name: _____, Contact: _____
Address: _____, Phone: _____
Sq. Ft. Serviced _____

2. Name: _____, Contact: _____
Address: _____, Phone: _____
Sq. Ft. Serviced _____

3. Name: _____, Contact: _____
Address: _____, Phone: _____
Sq. Ft. Serviced _____

4. Name: _____, Contact: _____
Address: _____, Phone: _____
Sq. Ft. Serviced _____

5. Name: _____, Contact: _____
Address: _____, Phone: _____
Sq. Ft. Serviced _____

LIST TWO (2) MAJOR CUSTOMERS YOU HAVE SERVICED IN THE LAST FIVE (5) YEARS BUT ARE NOT SERVICING AT THE PRESENT TIME

1. Name: _____, Contact: _____
Address: _____, Phone: _____
Sq. Ft. Serviced _____

2. Name: _____, Contact: _____
Address: _____, Phone: _____
Sq. Ft. Serviced _____

PROPOSAL RESPONSE FORM Page 3

YES NO Are there any judgements, suits or claims pending against your company?
If yes, attach a written explanation.

YES NO Has your company operated under any other name (s)?
If yes, attach a written explanation.

YES NO Are you willing to submit to Utah County, for a security background investigation, a list of your employees that will be servicing these facilities?

YES NO Do you have a functioning training program for your employees?
If yes, attach a written description.

YES NO Are your employees uniformed?

What is your average annual employee turnover rate?
Management _____% Non-Management _____%

Average number of staff over the past five years _____

What mileage range from your company headquarters will you perform services?
_____ miles

How many buildings in each of the following size ranges do your currently service?

- 0 - 20,000 sq. ft. _____
- 20,000 - 50,000 sq. Ft. _____
- 50,000 - 100,000 sq. ft. _____
- 100,000 - 500,000 sq. Ft. _____
- Over 500,000 sq. Ft. _____

PRICE PROPOSAL

1. List cost per square foot per building and the extended cost per month per building.
Contractors must enter a price proposal for each building.

	<u>BUILDING</u>	<u>MONTHLY COST/SQ FOOT</u>	<u>X SQ. FT.</u>	<u>COST/MONTH</u>
A.	Historic County Courthouse 51 South University Ave., Provo, UT	\$ _____	49,270	\$ _____
B.	Utah County Health and Justice Building 151 South University Ave., Provo, UT	\$ _____	94,560	\$ _____
C.	Utah County Administration Building 100 East Center Street, Provo, UT	\$ _____	91,150	\$ _____
D.	Utah County Public Works Buildings 2855 South State, Provo, UT	\$ _____	16,000	\$ _____
E.	Utah County Mosquito Abatement Facility 476 West 3000 North, Spanish Fork, Utah	\$ _____	3,000	\$ _____
F.	Utah County Children's Justice Center 112 East 300 South, Provo, UT	\$ _____	9,140	\$ _____
G.	Utah County Orem WIC Clinic 1549 North State, Suite 104, Orem, UT	\$ _____	3,300	\$ _____
H.	Utah County American Fork WIC Clinic North County Public Health Services Clinic 599 South 500 East, American Fork, UT	\$ _____	6,000	\$ _____
I.	Utah County North Promise 1479 W Center, Orem, UT	\$ _____	1,985	\$ _____
J.	Utah County Health Services Building 589 South State Street, Provo, UT	\$ _____	23,325	\$ _____
K.	Grandview Youth Treatment 1835 N 1120 W, Provo, UT	\$ _____	4,000	\$ _____
L.	Utah County Emissions 3255 N Main, Spanish Fork, UT	\$ _____	2,100	\$ _____

MONTHLY TOTAL \$ _____

PROPOSAL RESPONSE FORM Page 5

2. Hourly Rates:

For extra work or additional services requested by County which are not included in the above quoted prices, the rate per hour including all loaded payroll costs and mark-up, will be as follows:

Building Supervisor	\$ _____ per hour
Floor Person	\$ _____ per hour
Lead Person	\$ _____ per hour
Janitor	\$ _____ per hour
Utility	\$ _____ per hour
Other _____	\$ _____ per hour

3. Price per Square foot for carpet cleaning per addendum A \$ _____ per square foot

4. Price per building for window cleaning per addendum B

A. Courthouse	\$ _____ per cleaning
B. Health and Justice Building	\$ _____ per cleaning
C. Administration Building	\$ _____ per cleaning
D. Public Works Building	\$ _____ per cleaning
E. Mosquito Abatement	\$ _____ per cleaning
F. Children's Justice Center	\$ _____ per cleaning
G. Orem WIC Clinic	\$ _____ per cleaning
H. American Fork WIC Clinic	\$ _____ per cleaning
I. North Promise	\$ _____ per cleaning
J. Health Services Building	\$ _____ per cleaning
K. Grandview Youth Treatment	\$ _____ per cleaning
L. Emissions Building	\$ _____ per cleaning

I hereby certify that I have read, understand, and agree to all sections, Exhibits, and Attachments of this Request for Proposals for Janitorial Services. I further certify that the information submitted by me/my company in response to this RFP, including the pricing and other information, is true and accurate.

I understand that Utah County has the right to reject any or all proposals, to waive minor irregularities when to do so would be in the best interests of Utah County, and to negotiate a price for the proposed services as determined to be in the best interest of Utah County.

Signature

Title

ATTACHMENT C
SAMPLE AGREEMENT

AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____ 2019, by and between Utah County, a body corporate and politic of the State of Utah, located at 100 East Center Street, Provo, Utah 84606, hereinafter referred to as COUNTY, and _____, hereinafter referred to as CONTRACTOR.

WITNESSETH

WHEREAS, COUNTY desires to obtain janitorial services in COUNTY facilities as specified herein, and further to obtain such services in accordance with Utah State Law; and

WHEREAS, CONTRACTOR is willing to provide such services to COUNTY in consideration of receiving such fees and other considerations as herein provided;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties hereto agree as follows:

1. DESCRIPTION OF WORK

In consideration of the compensation set forth in Section 2, the CONTRACTOR agrees to materials and services as set forth in the specifications in Exhibit A which is attached hereto and is incorporated herein.

2. COMPENSATION

In exchange for services listed in Section 1, COUNTY will pay CONTRACTOR in accordance with the terms of CONTRACTOR'S proposal attached hereto as Exhibit B, which is incorporated herein by reference, or such other amount as modified in accordance with the terms hereof. Financial increases to this contract must be approved by the County Commission before additional work is authorized.

3. TERM AND RENEWAL

a. The initial term of this AGREEMENT shall commence on January 1, 2020 and shall terminate on December 31, 2025.

b. CONTRACTOR may, upon written notice delivered to COUNTY on or before November 1st, request an increase to the contract price by a percentage equal to the percentage increase which occurred in the Consumer Price Index (defined as the Consumer Price Index, All Urban Customers (CPI-U) U.S. City Average, All Items, or a similar index if this index is discontinued) during the preceding one year period, not to exceed three percent (3%) per year, to be effective not sooner than the commencement date of the following calendar year.

c. In the event of an increase to the Federal Minimum Wage enacted during the term of this AGREEMENT, CONTRACTOR shall be entitled to an adjustment in the contract price in such

amount as will offset increased wages, retirement, social security or Medicare costs to CONTRACTOR resulting from said increase. CONTRACTOR shall deliver written notice to COUNTY on or before November 1st requesting such an increase in the contract price to be effective not sooner than the commencement date of the next renewal period of the AGREEMENT. Said increase shall not be included in nor limited by the three percent (3%) per year cap on increases related to the Consumer Price Index as set forth above.

4. TERMINATION

- a. This AGREEMENT may be terminated for any reason by COUNTY upon thirty (30) days written notice to CONTRACTOR, without prejudice to any other right or remedy COUNTY may have.
- b. Failure of CONTRACTOR to adhere to any of the performance requirements of this AGREEMENT shall be cause for termination without prior notice.
- c. This AGREEMENT may be terminated for any reason by CONTRACTOR upon ninety (90) days written notice to COUNTY.

5. ALTERATION OF SPECIFICATIONS OR CHARACTER OF WORK

The County Commission, after recommendation by the County Public Works Director, reserves the right to make, at any time during the progress of the work, such increases or decreases in quantities and such alterations in the details of the work, and the elimination of one or more items as may be found necessary or desirable and to adjust the contract price accordingly. Such alterations shall not be considered as a waiver of nor release of any surety. The CONTRACTOR agrees to accept the work as altered the same as if it had been a part of the original contract. The CONTRACTOR shall proceed with the work alterations when ordered in writing.

6. AMENDMENTS

No oral modifications or amendments to this AGREEMENT shall be effective, but such may be modified or amended by a written agreement signed by the parties.

7. ASSIGNMENT

The parties to this AGREEMENT shall not assign said AGREEMENT, or any part thereof, without the prior written consent of the other party to the AGREEMENT. No assignment shall relieve the original parties from any liability hereunder.

8. AUTHORITY OF THE COUNTY COMMISSION AND THE COUNTY PUBLIC WORKS DIRECTOR

- a. The County Commission and the County Public Works Director will decide all questions which may arise as to the quality, quantity and acceptability of materials furnished and work performed and as to the rate of progress of work. They will also decide all questions which may arise as to the acceptable fulfillment of the AGREEMENT on the part of CONTRACTOR.

- b. The County Commission or the County Public Works Director will have the authority by written order to suspend work wholly or in part due to the failure of CONTRACTOR to correct conditions unsafe for the workmen or general public, for failure to carry out provisions of the AGREEMENT, for failure to carry out orders, for such periods as deemed necessary due to unsuitable weather, for conditions considered unsuitable for the progress of the work, or for any other condition or reason deemed to be in the public interest. Written orders shall state the reason for suspension.

9. EMPLOYMENT STATUS VERIFICATION

CONTRACTOR shall register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act. CONTRACTOR shall by contract require its contractors, subcontractors, contract employees, staffing agencies, or any contractors regardless of their tier to register and participate in the Status Verification System and comply with Utah Code Annotated Section 63G-11-103 of the Identity Documents and Verification Act.

10. EXTRA WORK

- a. Extra work, shall be undertaken only when previously authorized in writing by COUNTY, and is defined as additional work which is neither shown nor defined on the plans or Specifications, but determined by COUNTY to be necessary. Extra work is also defined as that additional effort necessary by reason of changed conditions. But the changed condition must be radical, unforeseen, and completely beyond the control of the CONTRACTOR.
- b. Miscellaneous items normally associated with the major work items shown, but which may not be specifically shown, shall be furnished by the CONTRACTOR as if they had been shown, without additional cost to COUNTY. After prior authorization of the County Commission in writing, payment for authorized extra work will be made as provided in the authorization.

11. INSPECTION AND ACCEPTANCE

COUNTY or its authorized representatives shall have the right to enter the premises of CONTRACTOR, or such other places where contract services are being performed, to inspect, audit, monitor or otherwise evaluate the services being provided and the financial records pertaining to the contract. CONTRACTOR must provide reasonable access to all facilities and assistance to COUNTY or its authorized representatives.

12. GOVERNING LAW

It is agreed that this AGREEMENT shall be governed by, construed and enforced in accordance with the laws of the State of Utah.

13. INDEMNIFICATION

CONTRACTOR shall defend, indemnify, save and hold harmless COUNTY, its officers, employees, and agents, from and against any and all claims, demands, causes of action, orders, decrees, judgements, losses, damages, and liabilities (including all costs and attorney's fees incurred in defending any claim,

demand, or cause of action) occasioned by, growing out of, or arising or resulting from (a) CONTRACTOR'S, its subcontractors, agents or employees performance of this AGREEMENT or their provision of any services required herein to be performed by CONTRACTOR or its subcontractors, agents or employees, and (b) any act or omission of CONTRACTOR, or its subcontractors, agents or employees. CONTRACTOR shall assume sole liability for any injuries or damages caused to a third party as a result of fulfillment of this AGREEMENT.

14. INDEPENDENT CONTRACTOR

- a. CONTRACTOR states and affirms that he is acting as an independent contractor, holding himself out to the general public as an independent contractor for other work or contracts as he sees fit; that he advertises his services as he sees fit to the general public, maintains his office or place of employment separate from COUNTY, and that this AGREEMENT is not exclusive of other agreements, contracts or opportunities.
- b. The parties intend that an independent contractor relationship will be created by this AGREEMENT. COUNTY is interested only in the results to be achieved, and the conduct and control of the work will lie solely with CONTRACTOR. CONTRACTOR is not to be considered an agent or employee of COUNTY for any purpose, and the employees of CONTRACTOR are not entitled to any of the benefits that COUNTY provides for COUNTY'S employees. It is understood that COUNTY does not agree to use CONTRACTOR exclusively. It is further understood that CONTRACTOR is free to contract for similar services to be performed for others while working under the provisions of this AGREEMENT with COUNTY.
- c. Both parties agree that CONTRACTOR shall be deemed an independent contractor in the performance of this AGREEMENT, and shall comply with all laws regarding unemployment insurance, disability insurance, and workers' compensation. As such, CONTRACTOR shall have no authorization, express or implied, to bind COUNTY to any agreement, settlement, liability, or understanding whatsoever, and agrees not to perform any acts as agent for COUNTY. The compensation provided for herein shall be the total compensation payable hereunder by COUNTY.
- d. CONTRACTOR shall cooperate with COUNTY in performing background checks, at the sole discretion of COUNTY, of all employees of CONTRACTOR and its subcontractors that will be engaged in the provision of any services required herein to be performed by CONTRACTOR.

15. INSURANCE AND BONDS

- a. CONTRACTOR agrees to carry Commercial General Liability insurance coverage equal to or greater than \$3,000,000 per occurrence. This coverage shall provide liability insurance to cover the activities of CONTRACTOR including CONTRACTOR'S agents, employees and

subcontractors, and for all equipment and vehicles, public or private, used in the performance of this contract. CONTRACTOR shall furnish a Certificate of Insurance to COUNTY evidencing that CONTRACTOR has this insurance in place.

- b. CONTRACTOR shall furnish a Certificate of Insurance to COUNTY evidencing that CONTRACTOR has Workers Compensation Insurance for the CONTRACTOR, all subcontractors, and all employees of the CONTRACTOR and subcontractors.
- c. CONTRACTOR shall provide a Performance Bond which shall be written upon a corporate surety licensed to do business in the State of Utah, in a form which is acceptable to the COUNTY Attorney, for the faithful performance of CONTRACTOR'S obligations under the contract. The penal sum of said Performance Bond shall be equal to 25% of the annual contract amount.
- d. CONTRACTOR shall provide a Fidelity Bond in the sum of \$500,000, to be issued by a surety company, licensed to do business in the State of Utah, in a form which is acceptable to the COUNTY Attorney, which shall provide that the surety will reimburse COUNTY for such pecuniary loss as COUNTY, COUNTY employees, or lessees of COUNTY sustain as a direct or indirect result of any act of fraud, dishonesty, forgery, theft, embezzlement, wrongful abstraction, or misapplication on the part of CONTRACTOR or any employee, agent or subcontractor of CONTRACTOR. CONTRACTOR shall indemnify and hold COUNTY harmless for any and all costs incurred by CONTRACTOR or COUNTY resulting from claims or litigation against the surety on the Fidelity Bond including, but not limited to, costs of suit and attorney's fees.

16. INTERPRETATION OF AGREEMENT

The invalidity of any portion of this AGREEMENT shall not prevent the remainder from being carried into effect. Whenever the context of any provision shall require it, the singular number shall be held to include the plural number, and vice versa, and the use of any gender shall include all genders. The paragraph and section headings in this AGREEMENT are for convenience only and do not constitute a part of the provisions hereof.

17. LEGAL

CONTRACTOR shall be responsible to provide all legal support for the project including but not limited to the preparation of contracts with subcontractors. This AGREEMENT shall be interpreted pursuant to the laws of the State of Utah.

18. NO PRESUMPTION

Should any provision of this AGREEMENT require judicial interpretation, the Court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against the party, by reason of the rule of construction that a document is to be construed more strictly

against the person who himself or through his agents prepared the same, it being acknowledged that all parties have participated in the preparation hereof.

19. NOTICES

All notices, demands and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been properly given if delivered by hand or by certified mail, return receipt requested, postage paid, to the parties at their respective places of business, or at such other addresses as may be designated by notice given hereunder.

20. PAYMENTS

- a. CONTRACTOR agrees to invoice COUNTY in duplicate immediately after the month in which services were rendered. CONTRACTOR shall provide to COUNTY separate invoices for each building. Invoices shall be mailed to: Utah County Auditor's Office, Accounts Payable, 100 East Center #3600, Provo, UT 84606.
- b. Following receipt of CONTRACTOR'S invoice and upon certification by COUNTY that the specified work has been completed, including but not limited to successful completion of all Quality Control Inspections, CONTRACTOR shall be paid by COUNTY within thirty (30) days of said certification.
- c. Payments may be withheld from the Contractor by Utah County in order to protect Utah County from loss due to:
 1. Defective work not remedied.
 2. Liens or claims filed or reasonable evidence of probable filing.
 3. The Contractor's failure to promptly pay subcontractors or suppliers for labor and/or materials accepted by the Contractor.
 4. Damage to another contractor.
 5. Failure to perform.

21. SUCCESSORS IN INTEREST

This AGREEMENT shall be binding upon the heirs, successors, administrators, and assigns of each of the parties thereto.

22. SUPERVISION.

COUNTY is interested only in the results to be achieved under this AGREEMENT.

In the performance of the work herein contemplated, CONTRACTOR has the authority to control the method and manner services and treatment rendered.

23. WARRANTY

CONTRACTOR warrants to COUNTY that all materials furnished under this AGREEMENT will be new unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with this AGREEMENT. All work and/or materials not conforming to these requirements, including substitutions not properly approved and authorized, may be considered

defective. If required by COUNTY, CONTRACTOR shall furnish satisfactory evidence as to the kind and quality of materials.

24. ENTIRE AGREEMENT.

This AGREEMENT shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this AGREEMENT shall not be binding upon either party except to the extent incorporated in this AGREEMENT.

IN WITNESS WHEREOF the parties have caused this AGREEMENT to be duly executed on the date listed above.

BOARD OF COUNTY COMMISSIONERS,
UTAH COUNTY, UTAH

WILLIAM C. LEE, Chairman

APPROVED AS TO FORM:
DAVID LEAVIT
Utah County Attorney

By: _____
Deputy County Attorney

CONTRACTOR

By: _____
Name: _____
Its: _____