SERIAL 10086 RFP **JANITORIAL SERVICES**
Contract – Kimco Facility Services LLC ~~Eurest Services~~

DATE OF LAST REVISION: August 17, 2016 **CONTRACT END DATE: February 28, 2017**

CONTRACT PERIOD THROUGH FEBRUARY 28, ~~2014~~ ~~2015~~ ~~2016~~ **2017**

TO: All Departments

FROM: Office of Procurement Services

SUBJECT: Contract for **JANITORIAL SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **December 15, 2010 (Eff. 03/01/11).**

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Kevin Tyne

Kevin Tyne, Chief Procurement Officer
Office of Procurement Services

SA/jl

Attach

Copy to: Office of Procurement Services
Don Jeffery Facilities Management
Cynthia Robinson, Department of Transportation

(Please remove Serial 06021-RFP from your contract notebooks)

CONTRACT PURSUANT TO RFP

This Contract is entered into this 15th day of December, 2010 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and **Kimco Facility Services LLC** ~~Eurest Services, Inc~~., an Illinois corporation ("Contractor") for the purchase of janitorial services.

1.0 CONTRACT TERM:

1.1 This Contract is for a term of three (3) years, beginning on the 1st day of March 2011 and ending the 28th day of February ~~2014~~ ~~2015~~ ~~2016~~ **2017**.

1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least thirty (30) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

2.0 FEE ADJUSTMENTS:

Any request for a fee adjustment must be submitted sixty (60) days prior to the current Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

The County shall give due consideration for adjustments outside the terms above when so mandated by federal, state or local law or collective bargaining agreement.

3.0 PAYMENTS:

3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit A.

3.2 Payment shall be made upon the County's receipt of a properly completed invoice.

3.3 INVOICES:

3.3.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract serial number
- County purchase order number
- Invoice number and date

- Payment terms
- Date of service or delivery
- Quantity
- Description of service provided
- Pricing per unit of service
- Extended price
- Total Amount Due

3.3.2 Invoices for base contract service shall be submitted by the Contractor to the County department monitoring the services:

3.3.2.1 For PUBLIC WORKS sites:

Maricopa County
Public Works
Accounts Payable
2222 S. 27th Ave.
Phoenix, AZ 85009

3.3.2.2 For FMD sites:

Facilities Management Department
Accounts Payable
401 Jefferson St.
Phoenix, AZ 85003

3.3.2.3 For Assessor sites:

Maricopa County Assessor
301 Jefferson St. #330
Attention: Maxine Thorpe
Phoenix, AZ 85003

3.3.2.4 For Library sites:

Maricopa County Library District
Accounts Payable
2700 Central Ave. Suite 700
Phoenix, AZ 85004-1140

3.3.2.5 For Court and Probation sites:

Deputy Court Administrator
Attention: Hugh Gallagher
125 W. Washington St.
Phoenix, AZ 85003

3.3.3 The Porter Sign-In log must accompany monthly invoice, otherwise, payment may be withheld until the corrected documentation is submitted. All monthly services must be provided first, and then invoiced at the beginning of the next month.

3.3.4 Problems regarding billing or invoicing shall be directed to the County using agency as listed on the Purchase Order.

3.3.5 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/)

3.3.6 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.4 TAX: (SERVICES)

3.4.1 No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.5 TAX: (COMMODITIES)

3.5.1 Tax shall not be levied against labor. Sales/use tax will be determined by County.

4.0 AVAILABILITY OF FUNDS:

4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.

4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

5.0 DUTIES:

5.1 The Contractor shall perform all duties stated in Exhibit B, or as otherwise directed in writing by the Procurement Officer.

5.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

6.0 TERMS and CONDITIONS:

6.1 INDEMNIFICATION:

6.1.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

6.1.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

6.1.3 The scope of this indemnification does not extend to the sole negligence of County.

6.2 INSURANCE REQUIREMENTS:

6.2.1 **Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.**

6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contactor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

6.2.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

6.2.7 The insurance policies required by this Contract, except Workers' Compensation shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.8 The policies required hereunder, except Workers' Compensation shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.9 Commercial General Liability.

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than $2,000,000 for each occurrence, $2,000,000 Products/Completed Operations Aggregate, and $4,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.10 Automobile Liability.

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than $2,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

6.2.11 Workers' Compensation.

6.2.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than $1,000,000 for each accident, $1,000,000 disease for each employee, and $1,000,000 disease policy limit.

6.2.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

6.2.12 Certificates of Insurance.

6.2.12.1 **Prior to commencing work or services under this Contract, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.**

6.2.12.2 **Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon ten (10) business days. BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

6.2.12.2.1 **In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.**

6.2.12.2.2 **If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.**

6.2.13 Cancellation and Expiration Notice.

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be

canceled, or be materially changed for any reason without thirty (30) days prior written notice to Maricopa County. Contractor must provide to Maricopa County, within 2 business days of receipt, if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to Maricopa County Office of Procurement Services and shall be mailed or hand delivered to 320 West Lincoln Street, Phoenix, AZ 85003, or emailed to Procurement Officer noted in solicitation.

6.3 WARRANTY OF SERVICES:

6.3.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.

6.3.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

6.4 INSPECTION OF SERVICES:

6.4.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.

6.4.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.

6.4.3 If any of the services do not conform with Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at on increase in Contract amount. When the defects in services cannot be corrected by re-performance, County may:

6.4.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and

6.4.3.2 Reduce the Contract price to reflect the reduced value of the services performed.

6.4.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:

6.4.4.1 By Contract or otherwise, perform the services and charge to the Contractor any cost incurred by County that is directly related to the performance of such service; or

6.4.4.2 Terminate the Contract for default.

6.5 PROCUREMENT CARD ORDERING CAPABILITY:

The County may determine to use a MasterCard Procurement Card, to place and make payment for orders under the Contract.

6.6 INTERNET ORDERING CAPABILITY:

The County intends, at its option, to use the Internet to communicate and to place orders under this Contract.

6.7 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Office of Procurement Services
Attn: Chief Procurement Officer
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

~~Eurest Services, Inc.~~	**Kimco Facility Services LLC, PSH Kimco, LLC**
~~Attn: Senior VP/Controller~~	
~~4700 N. Oketo Avenue~~	**PO Box 638556**
~~Harwood Heights, IL 60706~~	**Cincinnati, OH 45263**

6.8 REQUIREMENTS CONTRACT:

6.8.1 **Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials or services contained in the Contract, they will be purchased from the Contractor awarded that item if the Contractor can meet all the delivery requirements of the County. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.**

6.8.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

6.8.3 **Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.**

6.9 TERMINATION FOR CONVENIENCE:

The County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

6.10 TERMINATION FOR DEFAULT:

6.10.1 **The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:**

6.10.1.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;

6.10.1.2 Make progress, so as to endanger performance of this contract; or

6.10.1.3 Perform any of the other provisions of this contract.

6.10.1.4 The County's right to terminate this contract under these subparagraph may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

~~6.10.2 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.~~

~~6.10.3 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.~~

~~6.10.4 The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.~~

~~6.10.5 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.~~

6.11 **TERMINATION BY THE COUNTY:**

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate the Contract. Prior to termination of the Contract, the County shall give the Contractor fifteen- (15) calendar day's written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

6.12 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the County may recoup any fee or commission paid or due to any person

significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

6.13 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

6.14 ADDITIONS/DELETIONS OF SERVICE:

6.14.1 **The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.**

6.14.2 **The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.**

6.15 **CONTRACTOR EMPLOYEE MANAGEMENT:**

6.15.1 **Contractor shall endeavor to maintain the personnel proposed in their offer throughout the implementation of the Solution. In the event that Contractor personnel's employment status changes, Contractor shall provide County a list of proposed candidates with equivalent experience with the Solution. County reserves the right to assist in the selection of the replacement candidate. Under no circumstances is it acceptable for the implementation schedule to be impacted by a personnel change on the part of the Contractor.**

6.15.2 **Contractor shall not reassign any provided personnel without the express consent of the County.**

6.15.3 **County reserves the right to immediately remove from its premises any Contractor personnel it determines is a risk to County operations.**

6.15.4 **County reserves the right to request the replacement of Contractor personnel at any time, for any reason. Said requested removal shall not be subject to part 1.8.1 of this section.**

6.16 **FORCE MAJEURE**

6.16.1 **Neither party shall be liable for failure of performance, nor incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this Contract if such delay or failure is caused by events, occurrences, or causes beyond the reasonable control and without negligence of the parties. Such events, occurrences, or causes will include Acts of God/Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, riots, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, lockout, blockage, embargo, labor dispute, strike, interruption or failure of electricity or telecommunication service.**

6.16.2 **Each party, as applicable, shall give the other party notice of its inability to perform and particulars in reasonable detail of the cause of the inability. Each party must**

use best efforts to remedy the situation and remove, as soon as practicable, the cause of its inability to perform or comply.

6.16.3 **The party asserting Force Majeure as a cause for non-performance shall have the burden of proving that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.**

6.16.4 **The County shall reserve the right to terminate this Contract and/or any applicable order or contract release purchase order upon non-performance by Contractor. The County shall reserve the right to extend the Contract and time for performance at its discretion.**

6.17 **SUSPENSION OF WORK:**

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

6.18 **STOP WORK ORDER:**

6.18.1 **The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either—**

6.18.1.1 Cancel the stop-work order; or

6.18.1.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the County, clause of this contract.

6.18.1.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

6.19 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the District and the Contractor.

6.20 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

6.21 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

6.22 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

6.22.1 **In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy, and make use of, any and all said materials.**

6.22.2 If the Contractor's books, records , accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

6.22.3 **If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.**

6.23 ALTERNATIVE DISPUTE RESOLUTION:

6.23.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

6.23.1.1 Render a decision;

6.23.1.2 Notify the parties that the exhibits are available for retrieval; and

6.23.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

6.23.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

6.23.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

6.24 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

6.25 RIGHTS IN DATA:

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

6.26 INTEGRATION:

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

6.27 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

6.27.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.27.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.23.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and

may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

~~6.28 VERIFICATION~~ REGARDING ~~COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:~~

~~6.28.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.~~

~~6.28.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.~~

6.29 CONTRACTOR LICENSE REQUIREMENT:

6.29.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

6.29.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to posses the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

6.30 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

6.30.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

6.30.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.30.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

6.30.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

6.30.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

6.30.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contact.

6.30.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.31 PRICES:

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.32 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

6.33 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

6.34 INFLUENCE

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct, may be grounds for Disbarment or Suspension under MC1-902.
An attempt to influence includes, but is not limited to:

6.34.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,

6.34.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

6.35 **NON-DISCRIMINATION:**

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any or any

other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

6.36 PUBLIC RECORDS:

All Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection after Contract award and execution, except for such Offers deemed to be confidential by the Office of Procurement Services. If an Offeror believes that information in its Offer should remain confidential, it shall indicate as confidential, the specific information and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.

6.37 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

6.37.1	Exhibit A	Pricing
6.37.2	Exhibit B	Scope of Work
6.37.3	Exhibit B-1	Site Location and Data
6.37.4	Exhibit B-2	Site Inspection Report
6.37.5	Exhibit B-3	Porter Sign-In / Sign-Out Log
6.37.6	Exhibit B-4	Supplies
6.37.7	Exhibit B-5	Sanitary Napkin Machine Locations
6.37.8	Exhibit B-6	Exposure Control Program
6.37.9	Exhibit B-7	Quality Control Program
6.37.10	Exhibit B-8	Hazard Communication Program

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

Eurest Services, Inc.

AUTHORIZED SIGNATURE

John H. Barrett - President
PRINTED NAME AND TITLE

4700 N. Oketo Avenue – Harwood Heights, IL 60706
ADDRESS

12-7-2010
DATE

MARICOPA COUNTY

CHAIRMAN, BOARD OF SUPERVISORS

DEC 15 2010
DATE

ATTESTED:

CLERK OF THE BOARD

DEC 15 2010
DATE

APPROVED AS TO FORM:

LEGAL COUNSEL

Dec 15 2010
DATE

EXHIBIT A
PRICING

SERIAL 10086-RFP
PRICING SHEET NIGP 91039

BIDDER NAME: ~~Eurest Services, Inc~~ **KIMCO FACILITY SERVICES LLCPSH KIMCO, LLC**
BIDDER ADDRESS: ~~4700 Oketo Ave., Harwood Heights, IL 60706~~ **PO Box 638556, Cincinnati, OH 45263**
BIDDER PHONE #: ~~435-731-6278~~ ~~281/772-8758~~ **478/254-7120**
BIDDER FAX #: ~~704-295-5388~~ ~~281/946-8254~~ **478/254-7120**
COMPANY WEB SITE: www.eurestservices.us
COMPANY CONTACT (REP): ~~Randy Waugaman~~ **John Boike Gregg McMullen**
greggmcmullen@kimcoserv.com
E-MAIL ADDRESS (REP): ~~randy.waugaman@compass-usa.com~~ ~~john.boike@eurestservices.us~~ ~~**Gregg.Mcmullen@EurestServices.us**~~

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: __**X**__ YES _____ NO

ACCEPT PROCUREMENT CARD: __X_ YES _____ NO

INTERNET ORDERING CAPABILITY: _____ YES _X__ NO _____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: _____YES _X__ NO

PAYMENT TERMS: NET 30 **X**

PRICING:
PRICING BASED ON RFP SPECIFICATIONS, AND DATA SUPPLIED IN EXHIBIT 3, SITE LOCATIONS AND DATA
NOTE: FIXED RATE PER SERVICE DAY IS CALCULATED BY COMBINING THE TOTAL COST OF
LABOR AND SUPPLIES, DIVIDED BY THE NUMBER OF SERVICE DAYS

NOTE: SOME SITES HAVE ONLY TILE FLOORS, AND SOME HAVE ONLY CARPET. EACH SITE WILL HAVE BOTH LISTED SHOULD THIS CHANGE DURING THE TERM OF THE CONTRACT.

Labor hours: Respondents are to input the estimated number of custodial and supervisory labor hours for each site they are submitting a price. The labor hours are the total hours needed to clean the facility for one service day. This data to be used for information only.

1.0 PRICING:

AWARD SHALL BE BY BUILDING GROUP(S). THERE ARE FIVE (5) GEOGRAPHICAL GROUPS. RESPONDENTS ARE ENCOURAGED TO SUBMIT PROPOSAL PRICING EITHER IN PART, BY GROUP, OR IN WHOLE, BASED UPON THE FOLLOWING GROUPINGS:

IDENTIFY ("X") THE GROUP(S) BEING PROPOSED:

_____ **GROUP 1: DOWNTOWN COMPLEX**

3301; 3303; 3304; 3305; 3310; 3311; 3315; 3317; 3320; 3321; 3401; 4039; 4040; 4051; 4052; 4053; 4137; 4157; 6202; 6205

Combined square footage for Group 1: 2,140,787

_____ **GROUP 2: DURANGO COMPLEX**

1401; 1402; 1404; 1405; 1408; 1409; 1414; 1417; 1501; 1511; 1513; 1702; 1703; 1704; 1715; 1914; 1915; 1917; 1920

Combined square footage for Group 2: **484,953**

***X** **GROUP 3: SOUTHEAST MESA COMPLEX**

2852; 2853; 2855; 2856; 2860; 2871; **2874, 2875, 7087**

Combined square footage for Group 3: ~~236,371 236,831~~ **239,011 (Eff. 04/12/16)**

X **GROUP 4: OUTLYING SITES WEST OF I-17**

0309, 0406; **0409,** 2006; 2009; **2021,** 2025; 2029; 2033; 2310; 2316; ~~2330~~**,** 2601; **4170,** ~~3105~~**,** ~~4115~~; 4121; **4171,** ~~4150~~; **4179,** 4166;**4808,** 5719; 7036

Combined square footage for Group 4: ~~163,454~~ ~~188,430~~ ~~196,114~~ ~~192,220~~**, 195,186 (Eff. 05/23/16)**

***X** ***GROUP 5: OUTLYING SITES EAST OF I-17**

1214; **1216,** 1217; 2403; 2406; 2801; ~~2809~~ **2887**; 2811; 2814; ***2818** 2858; **2881**; ***2891; 2899; 3206** ~~3204~~; 3801; ~~3843~~; 3846; 3853; 3857; 3913; **3931**; 3933; 3934; **4136**, **4306;** 4602; 4608; ~~5105~~; **5126;** 6605

Combined square footage for Group 5: ~~339,447 351,697 (Effective 10/04/2013) *372,416 (Effective 02/18/2016) 376,416 (Eff. 04/12/16)~~ **378,416 (Eff. 08/04/16)**

GROUP 3: SOUTHEAST MESA COMPLEX										
		YEAR 1			**YEAR 2**			**YEAR 3**		
2852	**Equipment Services - Mesa Service Station**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$6,046.00	$7,238.00	/per yr	$6,046.00	$7,238.00	/per yr	$46.00	$7,238.00	/per yr
	Supplies:	$407.00	ßsame as	/per yr	$407.00	ßsame as	/per yr	407	ßsame as	/per yr
	TOTAL:	$6,453.00	$7,645.00	/per yr	$6,453.00	$7,645.00	/per yr	6,453.00	7,645.00	/per yr
	Fixed rate per service day:	$41.37	$49.01	/per day	$41.37	$49.01	/per day	$41.37	$49.01	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
2853	**MCSO - Mesa Substation**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$9,744.00	$10,997.00	/per yr	$9,744.00	$10,997.00	/per yr	$9,744.00	$10,997.00	/per yr
	Supplies:	$3,303.00	ßsame as	/per yr	$3,303.00	ßsame as	/per yr	$3,303.00	ßsame as	/per yr
	TOTAL:	$13,047.00	$14,300.00	/per yr	$13,047.00	$14,300.00	/per yr	$13,047.00	$14,300.00	/per yr
	Fixed rate per service day:	$83.63	$91.67	/per day	$83.63	$91.67	/per day	$83.63	$91.67	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
2855	**Southeast Public Facility**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	$106,742.00	$112,424.00	/per yr	$106,742.00	$112,424.00	/per yr	$106,742.00	$112,424.00	/per yr
	Supplies:	$34,648.00	ßsame as	/per yr	$34,648.00	ßsame as	/per yr	$34,648.00	ßsame as	/per yr
	TOTAL:	$141,390.00	$147,072.00	/per yr	$141,390.00	$147,072.00	/per yr	$141,390.00	$147,072.00	/per yr
	Fixed rate per service day:	$565.56	$588.29	/per day	$565.56	$588.29	/per day	$565.56	$588.29	/per day
	Porter hourly labor rate:	$16.00	/per hr		$16.00	/per hr		$16.00	/per hr	
	Minimum Number of Labor Hours Daily	29	32	/# hrs.						
2856	**Juvenile - SE Complex**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$47,957.00	$52,956.00	/per yr	$47,957.00	$52,956.00	/per yr	$47,957.00	$52,956.00	/per yr
	Supplies:	$20,213.00	ßsame as	/per yr	$20,213.00	ßsame as	/per yr	$20,213.00	ßsame as	/per yr
	TOTAL:	$68,170.00	$73,169.00	/per yr	$68,170.00	$73,169.00	/per yr	$68,170.00	$73,169.00	/per yr
	Fixed rate per service day:	$272.68	$292.68	/per day	$272.68	$292.68	/per day	$272.68	$292.68	/per day

	Porter hourly labor rate:	$16.00	/per hr		$16.00	/per hr		$16.00	/per hr	
	Minimum Number of Labor Hours Daily	13.2	15	/# hrs.						
2860	**Juvenile - Mesa Parking Garage**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$6,059.00	$7,250.00	/per yr	$6,059.00	$7,250.00	/per yr	$6,059.00	$7,250.00	/per yr
	Supplies:	$815.00	ßsame as	/per yr	$815.00	ßsame as	/per yr	$815.00	ßsame as	/per yr
	TOTAL:	$6,874.00	$8,065.00	/per yr	$6,874.00	$8,065.00	/per yr	$6,874.00	$8,065.00	/per yr
	Fixed rate per service day:	$44.06	$51.70	/per day	$44.06	$51.70	/per day	$44.06	$51.70	/per day
	Minimum Number of Labor Hours Daily	2.5	3							
2871	**Juvenile - New Addition**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,516.00	$10,561.00	/per yr	$9,516.00	$10,561.00	/per yr	$9,516.00	$10,561.00	y
	Supplies:	$1,259.00	ßsame as	/per yr	$1,259.00	ßsame as	/per yr	$1,259.00	ßsame as	/per yr
	TOTAL:	$10,775.00	$11,820.00	/per yr	$10,775.00	$11,820.00	/per yr	$10,775.00	$11,820.00	/per yr
	Fixed rate per service day:	$43.10	$47.28	/per day	$43.10	$47.28	/per day	$43.10	$47.28	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
***2874**	**ADDED EFF. 04/12/2016: PNI Warehouse**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 52 services:							**$2,080.00**		**/per yr**
	Supplies:							**$104.00**		**/per yr**
	TOTAL:							**$2,184.00**		**/per yr**
	Fixed rate per service day:							**$40.00**		**/per day**
***2875**	**ADDED EFF. 12/18/2012: Southeast FMD (Hurley)**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 250 services:					**$5,000.00**	**/per yr**		**$5,000.00**	**/per yr**
	Supplies:					**Included in Rate**	**/per yr**		**Included in Rate**	**/per yr**
	TOTAL:					**$5,000.00**	**/per yr**		**$5,000.00**	**/per yr**
	Fixed rate per service day:					**$20.00**	**/per day**		**$20.00**	**/per day**

7087	**ADDED EFF. 04/12/2016: Air Quality**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 52 services:							**$2,600.00**		**/per yr**
	Supplies:							**Included in Rate**		**/per yr**
	TOTAL:							**$2,600.00**		**/per yr**
	Fixed rate per service day:							**$50.00**		**/per day**
	Southeast Mesa Complex									
	Extra carpet shampoo/extraction:	$0.08	/per sq. ft.		$0.08	/per sq. ft.		$0.08	/per sq. ft.	
	Extra strip & wax:	$0.15	/per sq. ft.		$0.15	/per sq. ft.		$0.15	/per sq. ft.	
	Labor, extra services:	$15.00	/per hr		$15.00	/per hr		$15.00	/per hr	
	Daytime percentage increase:	0%	%			%			%	

GROUP 4: OUTLYING SITES WEST OF I-17										
		YEAR 1			**YEAR 2**	_	_	**YEAR 3**	_	_
0309	**MCSO District 2 Substation**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 250 services:			**/per yr**	**$10,516.00**	**$10,516.00**	**/per yr**	**$10,516.00**	**$10,516.00**	**/per yr**
	Supplies:			**/per yr**	**$1,259.00**	**$1,259.00**	**/per yr**	**$1,259.00**	**$1,259.00**	**/per yr**
	TOTAL:			**/per yr**	**$11,775.00**	**$11,775.00**	**/per yr**	**$11,775.00**	**$11,775.00**	**/per yr**
	Fixed rate per service day:			**/per day**	**$47.28**	**$47.28**	**/perday**	**$47.28**	**$47.28**	**/per day**
406	**MCDOT - Buckeye Service Facility**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for ~~250~~ **208** services:	$7,800.00	$9,301.00	/per yr	$7,800.00	$9,301.00	/per yr	$7,800.00	$9,301.00	/per yr
	Supplies, per year:	$1,134.00	ßsame as	/per yr	$1,134.00	ßsame as	/per yr	$1,134.00	ßsame as	/per yr
	TOTAL (per year):	$8,934.00	$10,435.00	/per yr	$8,934.00	$10,435.00	/per yr	$8,934.00	$10,435.00	/per yr
	Fixed rate per service day:	$35.74	$41.74	/per day	$35.74	$41.74	/per day	$35.74	$41.74	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
409	**Maricopa County Court Building B**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 250 services:	**$0.00**	**$15,941**	**/per yr**	**$0.00**	**$15,941**	**/per yr**	**$0.00**	**$15,941**	**/per yr**

	Supplies, per year:	**$0.00**	**$2,160**	**/per yr**	**$0.00**	**$2,160**	**/per yr**	**$0.00**	**$2,160**	**/per yr**
	TOTAL (per year):	**$0.00**	**$18,101.00**	**/per yr**	**$0.00**	**$18,101.00**	**/per yr**	**$0.00**	**$18,101.00**	**/per yr**
	Fixed rate per service day:	**$0.00**	**$72.40**	**/per day**	**$0.00**	**$72.40**	**/per day**	**$0.00**	**$72.40**	**/per day**
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
2006	**Equipment Services**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$9,814.00**	**$10,935.00**	**/per yr**	$9,814.00	$10,935.00	/per yr	$9,814.00	$10,935.00	/per yr
	Supplies:	**$1,223.00**	**ßsame as**	**/per yr**	$1,223.00	ßsame as	/per yr	$1,223.00	ßsame as	/per yr
	TOTAL:	**$11,037.00**	**$12,158.00**	**/per yr**	$11,037.00	$12,158.00	/per yr	$11,037.00	$12,158.00	/per yr
	Fixed rate per service day:	**$44.15**	**$48.63**	**/per day**	$44.15	$48.63	/per day	$44.15	$48.63	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
2009	**El Mirage Branch Library**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	**$9,171.00**	**$10,923.00**	**/per yr**	$9,171.00	$10,923.00	/per yr	$9,171.00	$10,923.00	/per yr
	Supplies:	**$6,011.00**	**ßsame as**	**/per yr**	$6,011.00	ßsame as	/per yr	$6,011.00	ßsame as	/per yr
	TOTAL:	**$15,182.00**	**$16,934.00**	**/per yr**	$15,182.00	$16,934.00	/per yr	$15,182.00	$16,934.00	/per yr
	Fixed rate per service day:	**$97.32**	**$108.55**	**/per day**	$97.32	$108.55	/per day	$97.32	$108.55	/per day
	Minimum Number of Labor Hours Daily	**2** ~~2.5~~	**2** ~~3~~	**/# hrs.**						
2021	**MCSO District 3 Substation**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:			**/per yr**	$10,516.00	$10,516.00	/per yr	$10,516.00	$10,516.00	/per yr
	Supplies:			**/per yr**	$1,259.00	$1,259.00	/per yr	$1,259.00	$1,259.00	/per yr
	TOTAL:			**/per yr**	$11,775.00	$11,775.00	/per yr	$11,775.00	$11,775.00	/per yr
	Fixed rate per service day:			**/per day**	$47.28	$47.28	/perday	$47.28	$47.28	/per day
2022	**MCSO Buckeye Shooting Range**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 104 services:							**$5,616.00**		**/per yr**
	Supplies:							**$655.00**		**/per yr**
	TOTAL:							**$6,271.20**		**/per yr**
	Fixed rate per service day:							**$60.30**		**/per day**

2025	**MCDOT - Northwest Service Facility**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
2025	**MCDOT - Northwest Service Facility**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 208 services:	**$9,546.00**	**$11,010.00**	**/per yr**	$9,546.00	$11,010.00	/per yr	$9,546.00	$11,010.00	/per yr
	Supplies:	**$1,331.00**	**ßsame as**	**/per yr**	$1,331.00	ßsame as	/per yr	$1,331.00	ßsame as	/per yr
	TOTAL:	**$10,877.00**	**$12,341.00**	**/per yr**	$10,877.00	$12,341.00	/per yr	$10,877.00	$12,341.00	/per yr
	Fixed rate per service day:	**$43.51**	**$49.36**	**/per day**	$43.51	$49.36	/per day	$43.51	$49.36	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
2029	**Superior Court - Northwest Facility**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$16,550.00**	**$17,875.00**	**/per yr**	$16,550.00	$17,875.00	/per yr	$16,550.00	$17,875.00	/per yr
	Supplies:	**$3,110.00**	**ßsame as**	**/per yr**	$3,110.00	ßsame as	/per yr	$3,110.00	ßsame as	/per yr
	TOTAL:	**$19,660.00**	**$20,985.00**	**/per yr**	$19,660.00	$20,985.00	/per yr	$19,660.00	$20,985.00	/per yr
	Fixed rate per service day:	**$78.64**	**$83.94**	**/per day**	$78.64	$83.94	/per day	$78.64	$83.94	/per day
	Minimum Number of Labor Hours Daily	**4.5**	**5**	**/# hrs.**						
2033	**Superior Court - NW Regional**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	**$47,725.00**	**$48,150.00**	**/per yr**	$47,725.00	$48,150.00	/per yr	$47,725.00	$48,150.00	/per yr
	Supplies:	**$4,146.00**	**$4,146.00**	**/per yr**	$4,146.00	$4,146.00	/per yr	$4,146.00	$4,146.00	/per yr
	TOTAL:	**$51,871.00**	**$52,296.00**	**/per yr**	$51,871.00	$52,296.00	/per yr	$51,871.00	$52,296.00	/per yr
	Fixed rate per service day:	**$207.48**	**$209.18**	**/per day**	$207.48	$209.18	/per day	$207.48	$209.18	/per day
	Porter hourly rate:	**/per hr**	**$16.00**		/per hr	$16.00		/per hr	$16.00	
	Minimum Number of Labor Hours Daily	**12.5**	**13**	**/# hrs.**						
2310	**Adult Probation**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$29,944.00**	**$31,664.00**	**/per yr**	$29,944.00	$31,664.00	/per yr	$29,944.00	$31,664.00	/per yr
	Supplies:	**$8,660.00**	**ßsame as**	**/per yr**	$8,660.00	ßsame as	/per yr	$8,660.00	ßsame as	/per yr
	TOTAL:	**$38,604.00**	**$40,324.00**	**/per yr**	$38,604.00	$40,324.00	/per yr	$38,604.00	$40,324.00	/per yr
	Fixed rate per service day:	**$154.42**	**$161.30**	**/per day**	$154.42	$161.30	/per day	$154.42	$161.30	/per day
	Minimum Number of Labor Hours Daily	**8.3**	**9**	**/# hrs.**						

2316	**Assessor - Northwest Office**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	**$6,059.00**	**$7,250.00**	**/per yr**	$6,059.00	$7,250.00	/per yr	$6,059.00	$7,250.00	/per yr
	Supplies:	**$1,113.00**	**ßsame as**	**/per yr**	$1,113.00	ßsame as	/per yr	$1,113.00	ßsame as	/per yr
	TOTAL:	**$7,172.00**	**$8,363.00**	**/per yr**	$7,172.00	$8,363.00	/per yr	$7,172.00	$8,363.00	/per yr
	Fixed rate per service day:	**$45.97**	**$53.61**	**/per day**	$45.97	$53.61	/per day	$45.97	$53.61	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
~~2330~~	~~**Peoria Immunization Clinic**~~	~~**REDUCED SERVICES**~~	~~**FULL SERVICES**~~	~~-~~	~~REDUCED SERVICES~~	~~FULL SERVICES~~	~~-~~	~~REDUCED SERVICES~~	~~FULL SERVICES~~	~~-~~
~~-~~	~~**Labor for** 156 **208 services:**~~	~~**$0.00**~~	~~**$12,527.00**~~	~~**/per yr**~~	~~$0.00~~	~~$12,527.00~~	~~/per yr~~	~~$0.00~~	~~$12,527.00~~	~~/per yr~~
~~-~~	~~**Supplies:**~~	~~**$0.00**~~	~~**1,559.00**~~	~~**/per yr**~~	~~$0.00~~	~~$1,559.00~~	~~/per yr~~	~~$0.00~~	~~$1,559.00~~	~~/per yr~~
~~-~~	~~**TOTAL:**~~	~~**$0.00**~~	~~**$14,086.00**~~	~~**/per yr**~~	~~$0.00~~	~~$14,086.00~~	~~/per yr~~	~~$0.00~~	~~$14,086.00~~	~~/per yr~~
~~-~~	~~**Fixed rate per service day:**~~	~~**$0.00**~~	~~**$50.11**~~	~~**/per day**~~	~~$0.00~~	~~$50.11~~	~~/per day~~	~~$0.00~~	~~$50.11~~	~~/per day~~
~~-~~	~~**Minimum Number of Labor Hours Daily**~~	~~**3**~~	~~**3**~~	~~**/# hrs.**~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~
2601	**Litchfield Park Branch Library**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	**$6,059.00**	**$7,250.00**	**/per yr**	$6,059.00	$7,250.00	/per yr	$6,059.00	$7,250.00	/per yr
	Supplies:	**$10,151.00**	**ßsame as**	**/per yr**	$10,151.00	ßsame as	/per yr	$10,151.00	ßsame as	/per yr
	TOTAL:	**$16,210.00**	**$17,401.00**	**/per yr**	$16,210.00	$17,401.00	/per yr	$16,210.00	$17,401.00	/per yr
	Fixed rate per service day:	**$103.91**	**$111.54**	**/per day**	$103.91	$111.54	/per day	$103.91	$111.54	/per day
	Minimum Number of Labor Hours Daily	**3** ~~2.5~~	**3**	**/# hrs.**						
4170 ~~3105~~	**Human Services-Workforce Connections**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	**$9,516.00**	**$10,981.00**	**/per yr**	$9,516.00	$10,981.00	/per yr	$9,516.00	$10,981.00	/per yr
	Supplies:	**$1,907.00**	**ßsame as**	**/per yr**	$1,907.00	ßsame as	/per yr	$1,907.00	ßsame as	/per yr
	TOTAL:	**$11,423.00**	**$12,888.00**	**/per yr**	$11,423.00	$12,888.00	/per yr	$11,423.00	$12,888.00	/per yr
	Fixed rate per service day:	**$73.22**	**$82.62**	**/per day**	$73.22	$82.62	/per day	$73.22	$82.62	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
~~4115~~	**Eff. 10/04/13** ~~Maryvale WIC~~	~~REDUCED SERVICES~~	~~FULL SERVICES~~	~~-~~	~~REDUCED SERVICES~~	~~FULL SERVICES~~	~~-~~	~~REDUCED SERVICES~~	~~FULL SERVICES~~	~~-~~
~~-~~	~~Labor for 250 services:~~	~~$10,517.00~~	~~$10,981.00~~	~~/per yr~~	~~$10,517.00~~	~~$10,981.00~~	~~/per yr~~	~~$10,517.00~~	~~$10,981.00~~	~~/per yr~~
~~-~~	~~Supplies:~~	~~$2,003.00~~	~~ßsame as~~	~~/per yr~~	~~$2,003.00~~	~~ßsame as~~	~~/per yr~~	~~$2,003.00~~	~~ßsame as~~	~~/per yr~~

~~-~~	~~TOTAL:~~	~~$12,520.00~~	~~$12,984.00~~	~~/per yr~~	~~$12,520.00~~	~~$12,984.00~~	~~/per yr~~	~~$12,520.00~~	~~$12,984.00~~	~~/per yr~~
~~-~~	~~Fixed rate per service day:~~	~~$50.08~~	~~$51.94~~	~~/per day~~	~~$50.08~~	~~$51.94~~	~~/per day~~	~~$50.08~~	~~$51.94~~	~~/per day~~
~~-~~	~~Minimum Number of Labor Hours Daily~~	~~2.5~~	~~3~~	~~/# hrs.~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~	~~-~~
4121	**Law Enforcement Data Center**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for ~~250~~ 12 services:	**$9,230.00**	**$10,981.00**	**/per yr**	$9,230.00	$10,981.00	/per yr	$9,230.00	$10,981.00	/per yr
	Supplies:	**$857.00**	**ßsame as**	**/per yr**	$857.00	ßsame as	/per yr	$857.00	ßsame as	/per yr
	TOTAL:	**$10,087.00**	**$11,838.00**	**/per yr**	$10,087.00	$11,838.00	/per yr	$10,087.00	$11,838.00	/per yr
	Fixed rate per service day:	**$40.35**	**$47.35**	**/per day**	$40.35	$47.35	/per day	$40.35	$47.35	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
4171 ~~4150~~	**Thomas WIC**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$9,230.00**	**$10,981.00**	**/per yr**	$9,230.00	$10,981.00	/per yr	$9,230.00	$10,981.00	/per yr
	Supplies:	**$1,583.00**	**ßsame as**	**/per yr**	$1,583.00	ßsame as	/per yr	$1,583.00	ßsame as	/per yr
	TOTAL:	**$10,813.00**	**$12,564.00**	**/per yr**	$10,813.00	$12,564.00	/per yr	$10,813.00	$12,564.00	/per yr
	Fixed rate per service day:	**$43.25**	**$50.26**	**/per day**	$43.25	$50.26	/per day	$43.25	$50.26	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
4179	**ADDED EFF. 05/23/2016: Maryvale WIC**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 250 services:								**$15,339.40**	**/per yr**
	Supplies:								**$2,160.00**	**/per yr**
	TOTAL:								**$17,499.40**	**/per yr**
	Fixed rate per service day:								**$70.00**	**/per day**
	Global square foot price:								**$5.90**	**/per sq. ft.**
4166	**Adult Probation**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$18,718.00**	**$20,661.00**	**/per yr**	$18,718.00	$20,661.00	/per yr	$18,718.00	$20,661.00	/per yr
	Supplies:	**$5,120.00**	**ßsame as**	**/per yr**	$5,120.00	ßsame as	/per yr	$5,120.00	ßsame as	/per yr
	TOTAL:	**$23,838.00**	**$25,781.00**	**/per yr**	$23,838.00	$25,781.00	/per yr	$23,838.00	$25,781.00	/per yr
	Fixed rate per service day:	**$95.35**	**$103.12**	**/per day**	$95.35	$103.12	/per day	$95.35	$103.12	/per day
	Minimum Number of Labor Hours Daily	**5.1**	**5.8**	**/# hrs.**						

4808	**MCDOT -New River Service Facility**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 208 services:	**$7,800.00**	**$9,301.00**	**/per yr**	$7,800.00	$9,301.00	/per yr	$7,800.00	$9,301.00	/per yr
	Supplies:	**$714.00**	**ßsame as**	**/per yr**	$714.00	ßsame as	/per yr	$714.00	ßsame as	/per yr
	TOTAL:	**$8,514.00**	**$10,015.00**	**/per yr**	$8,514.00	$10,015.00	/per yr	$8,514.00	$10,015.00	/per yr
	Fixed rate per service day:	**$34.06**	**$40.06**	**/per day**	$34.06	$40.06	/per day	$34.06	$40.06	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
5719	**White Tanks Library**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	**$10,841.00**	**$11,658.00**	**/per yr**	$10,841.00	$11,658.00	/per yr	$10,841.00	$11,658.00	/per yr
	Supplies:	**$3,446.00**	**ßsame as**	**/per yr**	$3,446.00	ßsame as	/per yr	$3,446.00	ßsame as	/per yr
	TOTAL:	**$14,287.00**	**$15,104.00**	**/per yr**	$14,287.00	$15,104.00	/per yr	$14,287.00	$15,104.00	/per yr
	Fixed rate per service day:	**$91.58**	**$96.82**	**/per day**	$91.58	$96.82	/per day	$91.58	$96.82	/per day
	Minimum Number of Labor Hours Daily	**3~~4.5~~**	**3 ~~5~~**	**/# hrs.**						
7036	**Glendale WIC**	**REDUCED SERVICES**	**FULL SERVICES**		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$9,516.00**	**$10,981.00**	**/per yr**	$9,516.00	$10,981.00	/per yr	$9,516.00	$10,981.00	/per yr
	Supplies:	**$1,883.00**	**ßsame as**	**/per yr**	$1,883.00	ßsame as	/per yr	$1,883.00	ßsame as	/per yr
	TOTAL:	**$11,399.00**	**$12,864.00**	**/per yr**	$11,399.00	$12,864.00	/per yr	$11,399.00	$12,864.00	/per yr
	Fixed rate per service day:	**$45.60**	**$51.46**	**/per day**	$45.60	$51.46	/per day	$45.60	$51.46	/per day
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
	Sites West of I-17									
	Extra carpet shampoo/extraction:	**$0.08**	**/per sq. ft.**		$0.08	/per sq. ft.		$0.08	/per sq. ft.	
	Extra strip & wax:	**$0.15**	**/per sq. ft.**		$0.15	/per sq. ft.		$0.15	/per sq. ft.	
	Labor, extra services:	**$15.00**	**/per hr**		$15.00	/per hr		$15.00	/per hr	
	Daytime percentage increase:	**0%**	**%**		0%	%		0%	%	

GROUP 5: OUTLYING SITES EAST OF I-17

		YEAR 1			**YEAR 2**			**YEAR 3**		
1214	**Chandler WIC**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,218.00	$10,968.00	/per yr	$9,218.00	$10,968.00	/per yr	$9,218.00	$10,968.00	/per yr
	Supplies:	$1,559.00	ßsame as	/per yr	$1,559.00	ßsame as	/per yr	$1,559.00	ßsame as	/per yr
	TOTAL:	$10,777.00	$12,527.00	/per yr	$10,777.00	$12,527.00	/per yr	$10,777.00	$12,527.00	/per yr
	Fixed rate per service day:	$43.11	$50.11	/per day	$43.11	$50.11	/per day	$43.11	$50.11	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
1216	**San Tan Regional Court Center**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$64,410.00**	**66,577.00**	**/per yr**	**$64,410.00**		**/per yr**	**$64,41.00**	**$66,577.00**	**/per yr**
	Supplies:	**$8,968.00**	**same as**	**/per yr**		**same as**	**/per yr**		**same as**	**/per yr**
	TOTAL:	**$73,378.00**	**75,545.00**	**/per yr**	**$64,41.00**		**/per yr**	**$64,410.00**	**$66,577.00**	**/per yr**
	Fixed rate per service day:	**$293.51**	**302.18**	**/per day**	**$257.64**		**/per day**	**$257.64**	**$266.31**	**/per day**
	Minimum Number of Labor Hours Daily	**17**	**18**	**/# hrs.**						
1217	**Ed Robson Branch Library**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$6,046.00	$7,238.00	/per yr	$6,046.00	$7,238.00	/per yr	$6,046.00	$7,238.00	/per yr
	Supplies:	$1,763.00	ßsame as	/per yr	$1,763.00	ßsame as	/per yr	$1,763.00	ßsame as	/per yr
	TOTAL:	$7,809.00	$9,001.00	/per yr	$7,809.00	$9,001.00	/per yr	$7,809.00	$9,001.00	/per yr
	Fixed rate per service day:	$50.06	$57.70	/per day	$50.06	$57.70	/per day	$50.06	$57.70	/per day
	Minimum Number of Labor Hours Daily	**2** ~~2.5~~	**2** ~~3~~	/# hrs.						
2403	**Guadalupe Branch Library**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$6,046.00	$7,238.00	/per yr	$6,046.00	$7,238.00	/per yr	$6,046.00	$7,238.00	/per yr
	Supplies:	$1,151.00	ßsame as	/per yr	$1,151.00	ßsame as	/per yr	$1,151.00	ßsame as	/per yr
	TOTAL:	$7,197.00	$8,389.00	/per yr	$7,197.00	$8,389.00	/per yr	$7,197.00	$8,389.00	/per yr
	Fixed rate per service day:	$46.13	$53.78	/per day	$46.13	$53.78	/per day	$46.13	$53.78	/per day
	Minimum Number of Labor Hours Daily	**2** ~~2.5~~	**2** ~~3~~	/# hrs.						

2406	**Guadalupe WIC**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 208 services: **(eff. 10/14/14)**	$7,813.00	~~$9,314.00~~ **$9,292.40**	/per yr	$7,813.00	~~$9,314.00~~ **$9,292.40**	/per yr	$7,813.00	~~$9,314.00~~ **$9,292.40**	/per yr
	Supplies:	$1,170.00	ßsame as	/per yr	$1,170.00	ßsame as	/per yr	$1,170.00	ßsame as	/per yr
	TOTAL: **(eff. 10/14/14)**	$8,983.00	~~$10,484.00~~ **$10,462.40**	/per yr	$8,983.00	~~$10,484.00~~ **$10,462.40**	/per yr	$8,983.00	~~$10,484.00~~ **$10,462.40**	/per yr
	Fixed rate per service day: **(eff. 10/14/14)**	$43.19	~~$50.40~~ **$50.30**	/per day	$43.19	~~$50.40~~ **$50.30**	/per day	$43.19	~~$50.40~~ **$50.30**	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
2801	**Justice Court - West Mesa**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,373.00	$10,981.00	/per yr	$9,373.00	$10,981.00	/per yr	$9,373.00	$10,981.00	/per yr
	Supplies:	$1,331.00	ßsame as	/per yr	$1,331.00	ßsame as	/per yr	$1,331.00	ßsame as	/per yr
	TOTAL:	$10,704.00	$12,312.00	/per yr	$10,704.00	$12,312.00	/per yr	$10,704.00	$12,312.00	/per yr
	Fixed rate per service day:	$42.82	$49.25	/per day	$42.82	$49.25	/per day	$42.82	$49.25	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
2809	**Mesa WIC**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,230.00	$10,560.00	/per yr	$9,230.00	$10,560.00	/per yr	$9,230.00	$10,560.00	/per yr
	Supplies:	$1,907.00	ßsame as	/per yr	$1,907.00	ßsame as	/per yr	$1,907.00	ßsame as	/per yr
	TOTAL:	$11,137.00	$12,467.00	/per yr	$11,137.00	$12,467.00	/per yr	$11,137.00	$12,467.00	/per yr
	Fixed rate per service day:	$44.55	$49.87	/per day	$44.55	$49.87	/per day	$44.55	$49.87	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
2811	**Assessor - Mesa Office**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$9,230.00	$10,981.00	/per yr	$9,230.00	$10,981.00	/per yr	$9,230.00	$10,981.00	/per yr
	Supplies:	$1,415.00	ßsame as	/per yr	$1,415.00	ßsame as	/per yr	$1,415.00	ßsame as	/per yr
	TOTAL:	$10,645.00	$12,396.00	/per yr	$10,645.00	$12,396.00	/per yr	$10,645.00	$12,396.00	/per yr
	Fixed rate per service day:	$68.24	$79.46	/per day	$68.24	$79.46	/per day	$68.24	$79.46	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						

2814	**Adult Probation**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$15,694.00	$17,036.00	/per yr	$15,694.00	$17,036.00	/per yr	$15,694.00	$17,036.00	/per yr
	Supplies:	$7,014.00	ßsame as	/per yr	$7,014.00	ßsame as	/per yr	$7,014.00	ßsame as	/per yr
	TOTAL:	$22,708.00	$24,050.00	/per yr	$22,708.00	$24,050.00	/per yr	$22,708.00	$24,050.00	/per yr
	Fixed rate per service day:	$90.83	$96.20	/per day	$90.83	$96.20	/per day	$90.83	$96.20	/per day
	Minimum Number of Labor Hours Daily	4.25	4.75	/# hrs.						
***2818**	***ADDED EFF. 2/18/2016: FCD East Yard**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 52 services:							**$6,240.00**		**/per yr**
	Supplies:							**Included in Rate**		**/per yr**
	TOTAL:							**$6,240.00**		**/per yr**
	Fixed rate per service day:							**$120.00**		**/per day**
2858	**Apache/Greenfield WIC**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for **250** ~~208~~ services:	$10,540.00	**$11,822.50**	/per yr	$7,746.00	$8,814.00	/per yr	$7,746.00	$8,814.00	/per yr
		$7,746.00	$8,814.00							
	Supplies:	$1,023.00	ßsame as	/per yr	$1,023.00	ßsame as	/per yr	$1,023.00	ßsame as	/per yr
	TOTAL:	$8,769.00	$9,837.00	/per yr	$8,769.00	$9,837.00	/per yr	$8,769.00	$9,837.00	/per yr
	Fixed rate per service day:	$42.16	$47.29	/per day	$42.16	$47.29	/per day	$42.16	$47.29	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
2881	**Office of Vital Registration**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	**$7,817.16**	**$7,817.16**	**/per yr**	**$7,817.16**	**$7,817.16**	**/per yr**	**$7,817.16**	**$7,817.16**	**/per yr**
	Supplies:	**$305.84**	**$305.84**	**/per yr**	**$305.84**	**$305.84**	**/per yr**	**$305.84**	**$305.84**	**/per yr**
	TOTAL:	**$8,123.00**	**$8,123.00**	**/per yr**	**$8,123.00**	**$8,123.00**	**/per yr**	**$8,123.00**	**$8,123.00**	**/per yr**
	Fixed rate per service day:	**$50.11**	**$50.11**	**/per day**	**$50.11**	**$50.11**	**/per day**	**$50.11**	**$50.11**	**/per day**
	Global square foot price:	**$0.31**	**$0.31**	**/per sq. ft.**	**$0.31**	**$0.31**	**/per sq. ft.**	**$0.31**	**$0.31**	**/per sq. ft.**

***2891**	**ADDED EFF. 2/18/16: Mesa Environmental Services**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 250 services:								**$20,482.29**	**/per yr**
	Supplies:								**$2,246.79**	**/per yr**
	TOTAL:								**$22,729.08**	**/per yr**
	Fixed rate per service day:								**$90.92**	**/per day**
	Global square foot price:								**$0.11**	**/per sq. ft.**
2899	**ADDED EFF. 04/12/2016: WIC at Baywood**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 250 services:								**$11,970.00**	**/per yr**
	Supplies:								**$1,650.00**	**/per yr**
	TOTAL:								**$13,620.00**	**/per yr**
	Fixed rate per service day:								**$47.50**	**/per day**
	Global square foot price:									**/per sq. ft.**
3206 ~~3204~~	**Sunnyslope WIC**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,230.00	$10,981.00	/per yr	$9,230.00	$10,981.00	/per yr	$9,230.00	$10,981.00	/per yr
	Supplies:	$1,907.00	ßsame as	/per yr	$1,907.00	ßsame as	/per yr	$1,907.00	ßsame as	/per yr
	TOTAL:	$11,137.00	$12,888.00	/per yr	$11,137.00	$12,888.00	/per yr	$11,137.00	$12,888.00	/per yr
	Fixed rate per service day:	$44.55	$51.55	/per day	$44.55	$51.55	/per day	$44.55	$51.55	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
3801	**Emergency Management**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,516.00	$10,981.00	/per yr	$9,516.00	$10,981.00	/per yr	$9,516.00	$10,981.00	/per yr
	Supplies:	$1,007.00	ßsame as	/per yr	$1,007.00	ßsame as	/per yr	$1,007.00	ßsame as	/per yr
	TOTAL:	$10,523.00	$11,988.00	/per yr	$10,523.00	$11,988.00	/per yr	$10,523.00	$11,988.00	/per yr
	Fixed rate per service day:	$42.09	$47.95	/per day	$42.09	$47.95	/per day	$42.09	$47.95	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
~~3843~~	~~North Valley WIC~~	~~REDUCED SERVICES~~	~~FULL SERVICES~~	-	~~REDUCED SERVICES~~	~~FULL SERVICES~~	-	~~REDUCED SERVICES~~	~~FULL SERVICES~~	-
-	~~Labor for 250 services:~~	~~$9,516.00~~	~~$10,981.00~~	~~/per yr~~	~~$9,516.00~~	~~$10,981.00~~	~~/per yr~~	~~$9,516.00~~	~~$10,981.00~~	~~/per yr~~
-	~~Supplies:~~	~~$1,379.00~~	~~ßsame as~~	~~/per yr~~	~~$1,379.00~~	~~ßsame as~~	~~/per yr~~	~~$1,379.00~~	~~ßsame as~~	~~/per yr~~

-	~~TOTAL:~~	~~$10,895.00~~	~~$12,360.00~~	~~/per yr~~	~~$10,895.00~~	~~$12,360.00~~	~~/per yr~~	~~$10,895.00~~	~~$12,360.00~~	~~/per yr~~
-	~~Fixed rate per service day:~~	~~$43.58~~	~~$49.44~~	~~/per day~~	~~$43.58~~	~~$49.44~~	~~/per day~~	~~$43.58~~	~~$49.44~~	~~/per day~~
-	~~Minimum Number of Labor Hours Daily~~	~~2.5~~	~~3~~	~~/# hrs.~~	-	-	-	-	-	-
3846	**Public Health**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	$64,410.00	$66,577.00	/per yr	$64,410.00	$66,577.00	/per yr	$64,410.00	$66,577.00	/per yr
	Supplies:	$8,968.00	ßsame as	/per yr	$8,968.00	ßsame as	/per yr	$8,968.00	ßsame as	/per yr
	TOTAL:	$73,378.00	$75,545.00	/per yr	$73,378.00	$75,545.00	/per yr	$73,378.00	$75,545.00	/per yr
	Fixed rate per service day:	$293.51	$302.18	/per day	$293.51	$302.18	/per day	$293.51	$302.18	/per day
	Porter hourly labor rate:	$16.00	/per hr		$16.00	/per hr		$16.00	/per hr	
	Minimum Number of Labor Hours Daily	17	18	/# hrs.						
3853	**Northeast Consolidated Courts**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	$97,451.00	$102,346.00	/per yr	$97,451.00	$102,346.00	/per yr	$97,451.00	$102,346.00	/per yr
	Supplies:	$17,361.00	ßsame as	/per yr	$17,361.00	ßsame as	/per yr	$17,361.00	ßsame as	/per yr
	TOTAL:	$114,812.00	$119,707.00	/per yr	$114,812.00	$119,707.00	/per yr	$114,812.00	$119,707.00	/per yr
	Fixed rate per service day:	$459.25	$478.83	/per day	$459.25	$478.83	/per day	$459.25	$478.83	/per day
	Porter hourly rate:	$	/per hr		$	/per hr		$	/per hr	
	Minimum Number of Labor Hours Daily	26	28	/# hrs.						
3857	**Hatcher Adult Probation**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (~~Includes 1-porter~~):	$41,030.00	$41,782.00	/per yr	$41,030.00	$41,782.00	/per yr	$41,030.00	$41,782.00	/per yr
	Supplies:	$2,735.00	ßsame as	/per yr	$2,735.00	ßsame as	/per yr	$2,735.00	ßsame as	/per yr
	TOTAL:	$43,765.00	$44,517.00	/per yr	$43,765.00	$44,517.00	/per yr	$43,765.00	$44,517.00	/per yr
	Fixed rate per service day:	$175.06	$178.07	/per day	$175.06	$178.07	/per day	$175.06	$178.07	/per day
	Porter hourly rate:	$16.00	/per hr		$16.00	/per hr		$16.00	/per hr	
	Minimum Number of Labor Hours Daily	10.5	11	/# hrs.						

3913	**Agricultural Extension Co-op**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,516.00	$11,324.00	/per yr	$9,516.00	$11,324.00	/per yr	$9,516.00	$11,324.00	/per yr
	Supplies:	$3,899.00	ßsame as	/per yr	$3,899.00	ßsame as	/per yr	$3,899.00	ßsame as	/per yr
	TOTAL:	$13,415.00	$15,223.00	/per yr	$13,415.00	$15,223.00	/per yr	$13,415.00	$15,223.00	/per yr
	Fixed rate per service day:	$53.66	$60.89	/per day	$53.66	$60.89	/per day	$53.66	$60.89	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
3931	**ADDED EFFECTIVE 10/4/13: MCSO Special Investigations**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 104 services:							**$10,098.24**		**/per yr**
	Supplies:							**$3,600.00**		**/per yr**
	TOTAL:							**$13,698.24**		**/per yr**
	Fixed rate per service day:							**$134.31**		**/per day**
	Minimum Number of Labor Hours Daily									
3934	**South Phoenix WIC**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	$9,516.00	$10,981.00	/per yr	$9,516.00	$10,981.00	/per yr	$9,516.00	$10,981.00	/per yr
	Supplies:	$1,415.00	ßsame as	/per yr	$1,415.00	ßsame as	/per yr	$1,415.00	ßsame as	/per yr
	TOTAL:	$10,931.00	$12,396.00	/per yr	$10,931.00	$12,396.00	/per yr	$10,931.00	$12,396.00	/per yr
	Fixed rate per service day:	$43.72	$49.58	/per day	$43.72	$49.58	/per day	$43.72	$49.58	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
***4136**	**ADDED EFF. 08/04/2016: FCD North Yard**	**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**		**REDUCED SERVICES**	**FULL SERVICES**	
	Labor for 52 services:							**$7,540.00**		**/per yr**
	Supplies:							**Included in Rate**		**/per yr**
	TOTAL:							**$7,540.00**		**/per yr**
	Fixed rate per service day:							**$145.00**		**/per day**

4306	**East Valley Career Center**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	**$0.00**	**$11,324.00**	**/per yr**	**$0.00**	**$11,324.00**	**/per yr**	**$0.00**	**$11,324.00**	**/per yr**
	Supplies:	**$0.00**	**$3,889.00**	**/per yr**	**$0.00**	**$3,889.00**	**/per yr**	**$0.00**	**$3,889.00**	**/per yr**
	TOTAL:	**$0.00**	**$15,213.00**	**/per yr**	**$0.00**	**$15,213.00**	**/per yr**	**$0.00**	**$15,213.00**	**/per yr**
	Fixed rate per service day:	**$0.00**	**$60.89**	**/per day**	**$0.00**	**$60.89**	**/per day**	**$0.00**	**$60.89**	**/per day**
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
4602	**Assessor - Scottsdale Office**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$6,202.00	$7,250.00	/per yr	$6,202.00	$7,250.00	/per yr	$6,202.00	$7,250.00	/per yr
	Supplies:	$1,379.00	ßsame as	/per yr	$1,379.00	ßsame as	/per yr	$1,379.00	ßsame as	/per yr
	TOTAL:	$7,581.00	$8,629.00	/per yr	$7,581.00	$8,629.00	/per yr	$7,581.00	$8,629.00	/per yr
	Fixed rate per service day:	$48.60	$55.31	/per day	$48.60	$55.31	/per day	$48.60	$55.31	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
4608	**Adult probation-Scottsdale Office**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	$6,345.00	$7,250.00	/per yr	$6,345.00	$7,250.00	/per yr	$6,345.00	$7,250.00	/per yr
	Supplies:	$2,483.00	ßsame as	/per yr	$2,483.00	ßsame as	/per yr	$2,483.00	ßsame as	/per yr
	TOTAL:	$8,828.00	$9,733.00	/per yr	$8,828.00	$9,733.00	/per yr	$8,828.00	$9,733.00	/per yr
	Fixed rate per service day:	$56.59	$62.39	/per day	$56.59	$62.39	/per day	$56.59	$62.39	/per day
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.						
~~**5105**~~	~~**Animal Control Center**~~	~~REDUCED SERVICES~~	~~FULL SERVICES~~	-	~~REDUCED SERVICES~~	~~FULL SERVICES~~	-	~~REDUCED SERVICES~~	~~FULL SERVICES~~	-
-	~~Labor for 250 services:~~	~~$9,230.00~~	~~$10,981.00~~	~~/per yr~~	~~$9,230.00~~	~~$10,981.00~~	~~/per yr~~	~~$9,230.00~~	~~$10,981.00~~	~~/per yr~~
-	~~Supplies:~~	~~$2,747.00~~	~~ßsame as~~	~~/per yr~~	~~$2,747.00~~	~~ßsame as~~	~~/per yr~~	~~$2,747.00~~	~~ßsame as~~	~~/per yr~~
-	~~TOTAL:~~	~~$11,977.00~~	~~$13,728.00~~	~~/per yr~~	~~$11,977.00~~	~~$13,728.00~~	~~/per yr~~	~~$11,977.00~~	~~$13,728.00~~	~~/per yr~~
-	~~Fixed rate per service day:~~	~~$47.91~~	~~$54.91~~	~~/per day~~	~~$47.91~~	~~$54.91~~	~~/per day~~	~~$47.91~~	~~$54.91~~	~~/per day~~
-	~~Minimum Number of Labor Hours Daily~~	~~2.5~~	~~3~~	~~/# hrs.~~	-	-	-	-	-	-

5126	**Assessor - Tempe Office**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 156 services:	**$0.00**	**$10,997.00**	**/per yr**	**$0.00**	**$10,997.00**	**/per yr**	**$0.00**	**$10,997.00**	**/per yr**
	Supplies:	**$0.00**	**$3,303.00**	**/per yr**	**$0.00**	**$3,303.00**	**/per yr**	**$0.00**	**$3,303.00**	**/per yr**
	TOTAL:	**$0.00**	**$14,300.00**	**/per yr**	**$0.00**	**$14,300.00**	**/per yr**	**$0.00**	**$14,300.00**	**/per yr**
	Fixed rate per service day:	**$0.00**	**$91.67**	**/per day**	**$0.00**	**$91.67**	**/per day**	**$0.00**	**$91.67**	**/per day**
	Minimum Number of Labor Hours Daily	**2.5**	**3**	**/# hrs.**						
6605	**MCSO - Bluepoint Lake-Aid Station**	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 104 services:	$8,879.00	$9,594.00	/per yr	$8,879.00	$9,594.00	/per yr	$8,879.00	$9,594.00	/per yr
	Supplies:	$1,314.00	ßsame as	/per yr	$1,314.00	ßsame as	/per yr	$1,314.00	ßsame as	/per yr
	TOTAL:	$10,193.00	$10,908.00	/per yr	$10,193.00	$10,908.00	/per yr	$10,193.00	$10,908.00	/per yr
	Fixed rate per service day:	$98.01	$104.88	/per day	$98.01	$104.88	/per day	$98.01	$104.88	/per day
	Minimum Number of Labor Hours Daily	5.25	6	/# hrs.						
	Sites East of I-17									
	Extra carpet shampoo/extraction:	$0.08	/per sq. ft.		$0.08	/per sq. ft.		$0.08	/per sq. ft.	
	Extra strip & wax:	$0.15	/per sq. ft.		$0.15	/per sq. ft.		$0.15	/per sq. ft.	
	Labor, extra services:	$15.00	/per hr		$15.00	/per hr		$15.00	/per hr	
	Daytime percentage increase:	0%	%		0%	%		0%	%	

EXHIBIT B
SCOPE OF WORK

6.38 CONTRACTOR RESPONSIBILITIES:

The Contractor shall supply all labor, supervision, materials, supplies, transportation, and all effort necessary to carry out the specifications herein.

6.39 BUSINESS HOURS AND SERVICE DAYS:

6.39.1 Regular business hours are from 6:00 AM to 6:00 PM, Monday through Friday. There are 10 County holidays, and services will not be provided on these days unless the County agency makes such request and pays for these additional services Service Days.

6.39.2 The most common number of services per year is 250 service days, which equates to 5X week service. County holidays are excluded from all services. Service days may be:

1.0 5X week janitorial service, 250 services annually

2.0 4X week janitorial service, 208 services annually

3.0 3X week janitorial service, 156 services annually

4.0 2X week janitorial service, 104 services annually

5.0 1X week janitorial service, 52 services annually

6.39.3 For sites that receive *less than* 250 services:
If a County holiday falls on a scheduled service day, the site shall be cleaned either a working day before the holiday, or a working day after the holiday. This to ensure the billing equates to the allotted total of yearly service days specified in §2.2.2.

6.39.4 There will be times when the Contractor must be called out to perform emergency cleaning requests due to storms, floods, vandalism, or extra services not covered under regular janitorial services. This may occur during business hours or after hours. The Contractor is to respond ONLY if the call is initiated by FMD staff or an authorized representative of a self-monitoring department. The Contractor shall respond within 2-hours on-site after receiving a request. Where a day porter is assigned to a campus complex and the request is made during business hours, the porter shall respond within 20 minutes.

6.40 PORTER STAFF:

6.40.1 Porters are on-site to monitor and resupply rest rooms, maintain common areas, and emergency clean-ups, etc.

6.40.2 Porters shall have a cell phone enabling them to be contacted when needed and shall provide the phone number to key building staff.

6.40.3 Porters <u>are not</u> to perform janitorial tasks.

<u>Contractor shall utilize a separate cleaning crew for actual janitorial services or scheduled floor work for cleaning requirements specified in §2.7</u>. Porters shall remain on-site five days per week (Longer if County agencies request and pay for six-day or seven-day services). Porter hours are listed in the Exhibit B-1 Site Locations and Data. Porters shall also be responsible to provide services to surrounding buildings when assigned to multi-site complexes. Porter must maintain a porter log (See Exhibit B-3, Porter Log), which designates time-in and time-out. Porter logs must be submitted with each invoice (See Invoicing §2.29). Porters not fulfilling a total day (as specified) will result in deductions from Contractor's monthly invoice based on the porter hourly rate. If Contractor fails to submit the porter log with the invoice, a deduction of the full porter

hourly rate, times the required hours of service missed, shall be deducted from the invoice. Porters shall be required to carry a company cell phone.

6.40.4 Porter adjacent site responsibility

Site #	*Porter Site Name*	*Other Building Responsibilities*
1402	Flood Control -Admin	1401, 1402, 1404; 1405, 1408, 1409
1715	Juvenile Court-Durango	1704; 1703; 1916; 1702; 1701
2033	Superior Court-NW	2029
2855	SE Public Facility	2853, 2852, 2856, 2860
2856	SE Juvenile	2871
3303	Superior Court – ECB	3308; 3401; 4137; 4157
3305	Superior Court – CCB	3301; 3303; 3304
3310	County Administration	3311; 3315; 3317; 3320; 3321; 4051; 6202; 6205
3853	Superior Court-NE	
4157	Security Building	4137
3325	Downtown Court Tower	

6.41 INFECTIOUS BIOHAZARDOUS SPILLS:

Contractor shall be notified of any infectious biohazardous waste contamination (blood, other body fluids, etc.), and, as directed by the County agency, provide trained personnel for such cleanup. Materials used to cleanup such spills shall be disposed of into an approved OSHA infectious biohazards disposal bags, following all guidelines established by OSHA for packaging and removal. It shall be the County's responsibility to dispose of any contaminated bags. Fresh unused bags shall be kept readily available by the Contractor in each janitorial closet (See Exhibit B-4, Supplies List).

6.42 SPECIAL GARBAGE PICKUP REQUIREMENTS FOR EAST COURT BUILDING (#3303)-LOWER LEVEL:

6.42.1 This service is a requirement of the Contractor assigned to this building, priced separately from the janitorial costs, in EXHIBIT A, PRICING.

6.42.2 Located in the lower level of the ECB, the County has nine (9) portable trash dollies. When full, the Contractor shall be required to transport to the North compactor located at the Madison Street Jail, east loading dock area. This service may require several trips during the course of a business day. These portable dollies require the Contractor to supply a vehicle with a 2" ball hitch, with 6-pin receptacle for the trailer lights.

6.42.3 This service is to be performed as often as needed to keep the lower level area free of unsightly trash overage and an empty dolly readily available. <u>All dollies shall be emptied at the end of the business day to prevent odors from spreading to adjoining offices</u>. This service is all-inclusive. Under a separate contract, the garbage contractor shall pickup the compactor three times per week (susceptible to change).

6.42.4 This service may be extended to other areas of the County. At that time, the Contractor shall be given the opportunity to price such via a written quote request.

6.43 AREAS EXEMPT FROM CLEANING SERVICES:

Exempt from this contract is cafeteria in Downtown Courts Complex called the *Change of Venue*. Other cafeterias operated by the State of Arizona, Department of Economic Security, do have restrictions: only <u>floor care</u> in the DES cafeteria <u>unsecured areas</u> will be included.

6.44 CLEANING REQUIREMENTS, MINIMUM:

6.44.1 The Contractor shall furnish all necessary labor, supervision, tools, equipment, supplies, transportation, and all effort necessary to perform the required services at the designated locations.

6.44.2 There are two (2) schedules for cleaning requirements, *Reduced Service* and *Full Service*. Full service shall mean all-inclusive cleaning; to deliver a clean building. Full service shall have absolutely no exclusions for any cleaning requirement that may have been omitted as listed below. Reduced services are those that are not all inclusive and are specific to the cleaning requirement, have some extended intervals, and thus bring a lower cost to the County. Some Reduced Service cleaning requirements have the same interval as Full Service. Attachment A, PRICING, has two (2) columns for pricing of these services. At the County's option, and based on budgets, either of the services may be selected.

Full services shall include two (2) times per year floor care, reduced service shall include one (1) time per year floor care.

6.45 DAILY INSPECTIONS:

6.45.1 As part of the contract administration process, the Facilities Management -or- the self-monitoring County agency, will inspect each site as deemed necessary to ensure the Contractor is in compliance with the cleaning specifications. Each shall inspect for compliance with the daily, weekly, monthly, quarterly, semi-annually, and annual specifications. An inspection form shall be utilized (See Exhibit B-2, Site Inspection Report). The form shall provide results of the inspection. The resultant may be that the cleaning requirements have been met (ACCEPTABLE), or a cleaning requirement has not been met (UNACCEPTABLE). If unacceptable, the Contractor shall correct the deficiencies within the allotted time-lines or deductions shall be made from the Contractor's monthly invoice.

6.45.2 Should Contractor receive a total of five (5) *Unacceptable* inspection reports in a calendar month, they shall be required to attend a meeting with the **Office of Procurement Services** and a representative of the monitoring department to discuss unsatisfactory performance and placed on a performance action plan. Persistent unsatisfactory performance may result in being placed in default and removed from the contract.

6.45.3 Additionally, the Contractor's night shift supervisors shall complete and sign a contractor developed Site Inspection Report indicating all areas under his/her responsibility have been cleaned per contract requirements.

6.45.4 Site Inspection Report – Exhibit B-2:

This inspection report and all resultant scoring shall be a requirement of this contract. The report is an overview of an unannounced inspection that has been performed by either an FMD Contract Compliance Inspector (CCI) or by a representative of a self monitoring department. These site inspections are part of the contract administration process. The inspections shall reveal:

1.0 If the Contractor has received a total score of ACCEPTABLE for all categories with no UNACCEPTABLE scores, thus no deductions shall be forthcoming. Or

2.0 Have experienced some discrepancies (UNACCEPTABLE) but all discrepancies have been corrected within the time line with a follow-up visit, thus no deductions shall be forthcoming. Or

3.0 Have experienced some discrepancies, but all or some of the discrepancies have not been corrected, and therefore deductions shall be imposed to the Contractor's end-of-month invoice. The Contractor would have been provided a copy of any discrepancies not corrected during the inspection.

The report requires signatures from the CCI staff. It shall be the responsibility of the CCI staff to input the form and subsequent submittal to the Contractor. Self-monitoring departments shall be responsible for inputting the report and forward such to the Contractor.

6.46 DEDUCTIONS FOR WORK NOT PERFORMED:

For failure of the Contractor to provide the routine custodial service as specified in the contract, and based on the scoring from Exhibit B-2 Site Inspection Report, the County shall deduct monies as listed in this section from the Contractor's monthly invoicing. This provision is to be used only when the work is not corrected within the allotted time frames by the Contractor or there are continuous, documented deficiencies in the Contractor's performance.

Reoccurrences: Should Contractor receive a deduction due to a lack of providing the required service, and fails again to provide that same service the following scheduled interval for the same occurrence, the normal deduction AND the reoccurrence charge shall be deducted from the Contractors' invoice.

INTERVAL	INITIAL DEDUCTION	REOCCURRENCE
Daily	$10.00 per occurrence, per day. The Contractor shall not have an opportunity to correct this deficiency as it was to be performed on a daily basis.	$20.00 per occurrence
1X/WK	$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	$30.00 per occurrence
2X/WK	$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	$30.00 per occurrence
3X/WK	$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	$40.00 per occurrence
1X/MO	$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	$40.00 per occurrence
Quarterly	$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	$50.00 per occurrence
2X/YR	$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	$50.00 per occurrence
1X/YR	$30.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	$60.00 per occurrence

Other	Deduction
No MSDS sheets (See §1.19); OSHA violations:	$10.00 per incident
No English speaking staff:	$10.00 per incident (Removal of non-English speaking employee from site and loss of applicable compensation) (See §1.21)
No County I.D. as required:	$25.00 per incident
Lost key replacement:	Cost of service
Building re-key:	Cost of service
Failure to activate/deactivate building alarms or failure to lock doors or windows:	$100.00 per incident, plus city surcharges

Note: Failure to provide service on a scheduled service day shall result in deduction of the fixed rate per service day for that building.

☐Section A -- General Office Areas

Includes, but not limited to; administrative offices, conference/multipurpose rooms, auditoriums, corridors, lobbies, patio areas, landings, entry ways, handicap ramps, break rooms, lounges, fitness centers, and storage rooms:

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
A-1	Empty trash containers, replace liners	Daily	Daily
A-2	Empty recycle containers (desk side)	Daily	Daily
A-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
A-3	Vacuum all areas of interior carpets	--	Daily
A-4	Vacuum all office/cubicle carpet areas	Weekly	2X/WK
A-5	Vacuum office traffic areas	2X/WK	Daily
A-6	Vacuum public areas and entry mats	Daily	Daily
A-7	Clean and dust mop lobby floors	Daily	Daily
A-8	Special clean marble floors/walls, copper ornamentals	--	Daily
A-9	Dust mop then damp mop all hard floor areas	3X/WK	Daily
A-10	Clean and sanitize drinking fountains; polish metal	Daily	Daily
A-11	Spot clean carpets in office traffic areas	1X/WK	Daily
A-12	Spray buff hard floors, restore luster, dust mop	2X/M	1X/WK
A-13	Clean all baseboards in traffic areas	Quarterly	1X/MO
A-14	Clean all non-traffic area baseboards	--	1X/YR
A-15	Dust all cleared furniture tops, vacant shelves, windowsills, ledges, and lobby benches	1X/MO	1X/WK
A-16	Empty public ashtrays (interior and exterior)	Daily	Daily
A-17	Broom entryways, clean up cobwebs, mud, pick up litter, etc. (Up to 20 ft. out); Use water hose when required	Daily	Daily
A-18	Clean public entry doorways, glass, handles, kick plates and adjacent glass	Daily	Daily
A-19	Clean non-public doorway areas (doors/landings)	1X/MO	1X/WK
A-20	Clean exterior surface of all trash receptacles located external to the building	1X/MO	1X/WK
A-21	Clean and sanitize public telephones	Daily	Daily
A-22	Clean surfaces of exterior patio furniture	3X/WK	Daily
A-23	Break room/lounge- clean counters, table tops, chairs, sinks, and restock supplies. If carpeted, spot clean and vacuum; if hard floor, sweep then damp mop	Daily	Daily
A-24	Vacuum all office fabric upholstery	Quarterly	1X/MO
A-25	Clean office washable non-fabric seating	1X/MO	1X/WK
A-26	Heavy sweep all patios, exterior stairwells, steps, ramps. Clean any railings	1X/M	1X/WK
A-26	Dust artwork, whiteboards, silk plants/trees	2X/YR	Quarterly
A-28	Fitness Center- clean and sanitize all fitness equipment (if applicable)	Daily	Daily
A-29	Fitness Center- clean exterior surfaces of lockers and interiors of vacant lockers (if applicable)	2X/YR	Quarterly
A-30	Dust/vacuum HVAC vents	1X/YR	2X/YR
A-31	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
A-32	Extract and shampoo all carpet	2X/YR	2X/YR
A-33	Dust or vacuum all window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
A-34	Clean all ceiling light diffusers (office areas)(up to 9 ft height)	1X/YR	2X/YR

☐Section A – General Office Areas – Libraries

The following additional services shall apply at all Library locations:

A-35	Vacuum all office fabric upholstery and spot clean	N/A	1X/MO
A-36	Dust and clean all public computers, keyboards, monitors, printers and tables located in the public areas of the library	N/A	Daily
A-37	Dusting of books on shelves and book shelves. This may be done in sections during normal service to insure that all shelves and books are dusted once a month.	N/A	1X/MO

☐*Section B – Elevators, Landings, and Stairwells*

B-1	Empty trash containers located at landings, replace liners.	2X/WK	Daily
B-2	Clean outside surface of all trash containers located at landings	1X/MO	1X/WK
B-3	Clean elevator interior all surface of walls, doors (inside and out), railings, and button panels	Daily	Daily
B-4	Clean elevator door tracks and landing tracks	1X/WK	Daily
B-5	Clean both sides of light diffusers in elevators	1X/YR	2X/YR
B-6	Dust mop, then damp mop elevator tiled floors, vacuum carpeted floors. Spot clean both types	2/WK	Daily
B-7	Strip and wax elevator tiled floor; if carpeted, shampoo	2X/YR	Quarterly
B-8	Clean elevator building floor landings. Floor should be free of stains	1X/MO	Daily
B-9	Clean all interior building stairwells and stairwell landings. Clean stair railings	Quarterly	2X/MO
B-10	Clean wall mounted light fixtures located in stairwells	Quarterly	2X/MO
B-11	Clean doors (in/out) of all floors servicing stairwells	Quarterly	2X/MO
B-12	Remove any cob webs on ceilings/walls of stairwells	Quarterly	2X/MO

☐*Section C – Data Processing Areas*

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
C-1	Empty trash containers, replace liners	Daily	Daily
C-2	Empty recycle containers (desk side)	Daily	Daily
C-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
C-3	Vacuum all office/cubicle carpet areas	2X/WK	Daily
C-4	Vacuum all area of interior carpet areas	--	Daily
C-5	Vacuum office traffic areas	2X/WK	--
C-6	Lightly damp mop elevated floors	1X/WK	Daily
C-7	Wet mop hallways and office tiled floors	3X/WK	Daily
C-8	Spot clean carpets and hard floors	1X/WK	Daily
C-9	Dust furniture, window sills, and ledges	1X/M	1X/WK
C-10	Vacuum behind data equipment	1X/M	Daily
C-11	Remove cobwebs from walls and ceilings	2X/YR	Quarterly
C-12	Clean HVAC vents	1X/YR	2X/YR
C-13	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
C-14	Extract and shampoo all carpet	1X/YR	2X/YR
C-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
C-16	Clean all ceiling light diffusers (up to 9’ height)	1X/YR	2X/YR

☐*Section D – Restroom, Showers, Locker Rooms*

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
D-1	Empty trash and replace liners	Daily	Daily
D-2	Clean outside surface of all trash containers	Quarterly	1X/WK
D-3	Restock supplies	Daily	Daily
D-4	Clean mirrors, countertops, sinks, fixtures	Daily	Daily
D-5	Clean toilet bowls, seats, rims, base	Daily	Daily
D-6	Clean urinals	Daily	Daily
C-7	Spot clean walls- remove soil, graffiti, other foreign matter	Daily	Daily
D-8	Soap clean all perimeter walls	Quarterly	Quarterly
D-9	Mop floor with germicidal solution	Daily	Daily
D-10	Clean and polish stainless steel and chrome surfaces	Daily	Daily
D-11	Clean and sanitize showers using germicidal solution	Daily	Daily
D-12	Pour 1-gallon germicidal solution into floor drains of RR	1X/WK	1X/WK
D-13	Remove cobwebs on walls/ceilings	As needed	As needed
D-14	Fully clean all partition walls and door surfaces	1X/MO	1X/WK
D-15	Clean HVAC vents	1X/YR	2X/YR
D-16	Machine scrub floors	1X/MO	1X/WK
D-17	Clean ceiling/wall light diffusers	1X/YR	2X/YR

☐*Section E – Medical Labs and Clinic Areas*

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
E-1	Empty trash and replace liners	Daily	Daily
E-2	Empty recycle containers (desk side)	Daily	Daily
E-2	Clean outside surface of all lab/clinic trash containers	Quarterly	1X/MO
E-3	Dust window sills and other horizontal surfaces	Daily	Daily
E-4	Clean glass in display partitions and on interior doors	Daily	Daily
E-5	Clean door handles, push plates, and kick plates	Daily	Daily
E-6	Clean sinks and adjacent countertop areas	Daily	Daily
E-7	Dust mop floor, wet mop with germicidal solution	Daily	Daily
E-8	Empty infectious /biohazard waste into appropriate receptacles and dispose of accordingly	Daily	Daily
E-9	Spot clean carpet and hard floors	1X/WK	Daily
E-10	Spray buff finished floors, dust mop	1X/M	1X/WK
E-11	Vacuum carpeted exam rooms; if tile dust mop in same manner	Daily	Daily
E-12	Clean and polish stainless steel exam tables	1X/M	1X/WK
E-13	Pour 1-gallon germicidal solution into floor drains	1X/WK	Daily
E-14	Damp wipe exterior surfaces of lab refrigerators	Quarterly	1X/MO
E-15	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
E-16	Clean HVAC vents	1X/YR	2X/YR
E-17	Extract and shampoo all carpet	1X/YR	2X/YR
E-18	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
E-19	Clean all ceiling light diffusers	1X/YR	2X/YR

☐*Section F – Courtrooms*

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
F-1	Empty trash and replace liners	Daily	Daily
F-2	Empty recycle containers	Daily	Daily
F-2	Clean outside surface of all office trash containers	Quarterly	1X/WK
F-3	Vacuum all carpeted areas	Daily	Daily
F-4	Dust mop all hard floors then damp mop	Daily	Daily
F-5	Dust clean and polish judges desk and bench	Daily	Daily
F-6	Clean all non-fabric courtroom seating	Daily	Daily
F-7	Vacuum and spot clean all fabric seating	Daily	Daily
F-8	Dust all horizontal surfaces	1X/WK	Daily
F-9	Spot clean carpeted areas and hard floor areas	1X/WK	Daily
F-10	Spray buff hard floors, dust mop	1X/M	1X/WK
F-11	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
F-12	Clean HVAC vents	1X/YR	2X/YR
F-13	Clean baseboards in traffic areas	Quarterly	1X/MO
F-14	Extract and shampoo all carpet	1X/YR	2X/YR
F-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
F-16	Clean all ceiling light diffusers	1X/YR	Quarterly
F-17	Remove all gum from benches, furnishings and counsel tables	Daily	Daily
F-18	Clean sound boards per manufacturer's specifications	Weekly	Weekly

☐*Section G -- Janitorial Closets*

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
G-1	Clean custodial sink	Daily	Daily
G-2	Rinse clean all mop buckets	Daily	Daily
G-3	Clean all custodial equipment	Daily	Daily
G-4	Keep room tidy	Daily	Daily
G-5	Empty trash containers	Daily	Daily
G-6	Spot clean walls and doors	Quarterly	Quarterly
G-7	Sweep and damp-mop floor	1X/WK	Daily
G-8	Clean HVAC vent	1X/YR	2X/YR

☐*Section H -- Outside Refuse Areas, Loading Docks*

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
H-1	Inspect immediate area and pickup loose debris	3X/WK	Daily
H-2	Sweep load dock and pickup litter (If applicable)	3X/WK	Daily
H-3	Clean around compactor. If unit is taken, clean entire area	2X/MO	1X/WK

Section H -- Outside Refuse Areas, Loading Docks, Building Approach - Libraries

The following services shall apply at all Library locations:

H-4	Check outdoor trash/cigarette urns on approach to building. Remove butts daily, empty when container is 1/2 full and replace liner. NOTE: Trash/cigarette urns are approximately 75-100 feet from building main doors	Daily	Daily
H-5	Pick-up litter located on or adjacent to walkways to building.	Daily	Daily

Section J -- Parking Garages, Breezeways/Bridges to Buildings

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
J-1	See Section B-1 thru B-7 for elevator service and apply	Section B	Section B
J-2	See Section B-8 thru B-12 for stairwell cleaning	Section B	Section B
J-3	Clean elevator garage floor landings (max. 20' out). Floor should be free of stains	1X/WK	Daily
J-4	Empty trash receptacles and replace liners (on all levels and all areas)	Daily	Daily
J-5	Clean out ashtray located in elevator landing areas	2/WK	Daily
J-6	Clean exterior surface of all trash receptacles located at landings	Quarterly	1X/WK
J-7	Vacuum carpeted breezeways /bridges if carpeted	2X/WK	Daily
J-8	Sweep hard floor breezeways/bridges	1X/WK	2X/WK
J-9	Dust sills on breezeways/bridges	1X/M	1X/WK
J-10	Extract and shampoo all carpeted breezeways/bridges. Damp mop hard floor if finish sealed	1X/YR	2X/YR

Section K -- Special Additional Instructions for Porters at Other Porter-Assigned Sites

K-1	Public areas – vacuum all carpet; dust mop all hard floor	Daily
K-2	Monitor public entranceways (ashtrays, trash containers, litter, etc.)	Daily
K-3	Day clean section called *Expedited Service* @ Bldg. 2855 (690 sq. ft.)	Daily
K-4	Day clean section called Exhibit Office @ Bldg. 2855 (805 sq. ft.)	Daily
K-5	Day clean areas so designated @3853	Daily

6.47 SPECIAL INSTRUCTIONS FOR PARKING GARAGES:

6.47.1 **Parking garages shall not include the actual parking areas**. Cleaning is to include, but not limited to:

1.0 Elevators;

2.0 Floor landings where the elevator stops. Area shall be free of stains;

3.0 All trash containers throughout the entire floor (parking level) shall be emptied and externally cleaned;

4.0 All stairwells cleaned as scheduled in §1.9, B-9 thru B-12.

5.0 The cleaning breezeways/bridges to buildings.

6.47.2 The square footages listed in Exhibit B-1 Site Locations and Data for sites with elevators are the total of all landings for all floors, and is included, if the parking garage is part of an office building. Landings are measured from the elevator threshold twenty (20) feet out by the total width of all elevators.

6.48 RESTOCKING, SANITARY NAPKIN DISPENSER UNITS:

6.48.1 Exhibit B-5, Sanitary Napkin Machine Locations, contains the locations of all sanitary napkin machines in County buildings. The Contractor's staff shall be responsible to keep the sanitary napkin units filled. The cost of such shall be included in the Fixed Rate per Service Day rate. The schedule to maintain supplies shall be placed on a monthly service interval. Some sites may require shorter or longer intervals dependant on usage history.

6.48.2 The Contractor shall be responsible to order product and resell to the County as a separate line item listed in Attachment A, PRICING. The Contractor shall be provided keys for each machine. The machines utilize one of two types of sanitary napkins. At a minimum, the Contractor is to restock with:

1.0 Tampon, regular absorbency

2.0 Napkin pad, package #4

6.48.3 The County shall be responsible for machine mechanical maintenance. Collections of revenue from the machines shall be the responsibility of the Contractor. All revenue collected shall be kept by the Contractor as part of the cost to administer this service.

6.49 WATERLESS URINAL FILTER CHANGE-OUT:

6.49.1 The County has in use at various locations waterless urinals. More may be added as needed. The Contractor shall be responsible for the filter change-out labor of these units. The filter change-out to be placed on an eight-week service interval (or more frequently if odors are present) and included in the fixed rate per service day. The change-out process takes about five (5) minutes per urinal. The tool to remove the old filter is included with the new filter.

6.49.2 Buildings that require this service are:

1.0 FMD Building [3311]
2.0 County Administration Building [3310]
3.0 Downtown Justice Courts [4053]
4.0 Santan Justice Court [1216]
5.0 Scottsdale Adult Probation [4608]
6.0 Southeast Public Facility [2855]

6.49.3 The County shall be responsible for maintenance and repairs of these urinals. The Contractor shall be responsible to procure replacement filters, billable back to the County as bid in Attachment A, PRICING.

6.49.4 Replacement filters may be obtained from Falcon Water free Technologies or local janitorial supply firms.

6.50 PRODUCT DISPENSERS:

6.50.1 All dispensers requested by the County (towel, toilet paper, soap, toilet seat cover, etc.) shall be obtained by the Contractor and supplied to the County at no additional cost. Existing dispensers, if worn or broken, and therefore need replacement, shall be replaced and installed by the Contractor.

6.50.2 The toilet dispensers are a mix of standard single-roll type and JRT JR. (Single roll and double roll). Paper towels dispensers are either C-fold, single fold, or rolled. Please see Exhibit B-4, Supplies List, regarding the use of proprietary dispensers.
If a new dispenser is requested by the County where there was none before, the dispenser shall be supplied by the Contractor at no additional cost to the County and installed by the County.

6.50.3 If the County deems additional dispensers are needed at sites, the Contractor must provide the unit at no additional cost to the County

6.51 SUPPLIES:

6.51.1 Exhibit B-4, Supplies List is the minimum supply requirements. Contractor must meet or exceed the quality as listed in the supply exhibit.

6.51.2 Cleaning solvents shall be biodegradable, phosphate free and citrus-based when their use will not compromise health and quality of service or increase operational costs.

6.51.3 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

6.51.4 All surfactants and detergents shall be readily biodegradable and shall not contain phosphates as long as they do not denigrate service or equipment.

6.51.5 Industrial and institutional cleaning solvents hand soaps and paper products shall meet Green Seal certification standards or environmental preferably and performance standards established by the using or monitoring agency.

6.51.6 Samples of paper products shall be submitted to the County prior to contract award. Thirty percent postconsumer waste recycled paper shall be the standard when price and quality of service is equal and health and safety of employees is not prejudiced. Once approved, paper products shall not be changed to a lower product grade. Request to change paper products must have approval from the Facilities Management Department.

6.51.7 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.

1.0 Toilet Tissue

6.51.7.1.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75” wide, 2-ply

6.51.7.1.2 Toilet tissue, standard roll, 2-ply

2.0 Paper Towels: White or Natural

6.51.7.2.1 Rolls no less than 8” wide, no proprietary types
6.51.7.2.2 C-fold, 1-ply
6.51.7.2.3 Single fold, 1-ply

3.0 Trash Can Liners

6.51.7.3.1	Small	24X24	.31 mil
6.51.7.3.2	Medium	30X37	.39 mil
6.51.7.3.3	Large	-40X48	.66 mil

4.0 Infectious/Biohazardous Receptacle Disposal Bags

6.51.7.4.1	Small	24X24	.31 mil
6.51.7.4.2	Medium	30X37	.39 mil
6.51.7.4.3	Large	40X48	.66 mil

Note: All infectious/biohardous disposal bags to be "red" color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

5.0 Toilet seat covers

6.51.7.5.1 Shall fit existing wall dispensers

6.0 Soap

6.51.7.6.1 Gravity fed hand soap dispensers

7.0 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)

~~6.51.7.7.1~~ **Microbial/enzymatic urinal blocks which comply with EcoLogo standard CCD-165 to be used in all waterless urinal, to include compatible cleaning products**. ~~The Eco-Blue Cube shall be used in all urinals unless noted otherwise~~

6.51.7.7.2 Zum Waterless Urinals (White Tanks Library) shall use the Zum Green Sealant

8.0 Tampons and napkin pads

9.0 Ash Tray Sand

6.51.7.9.1 Kiln dried, white only, no play sand

10.0 Septic Systems

6.51.7.10.1 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

6.52 CONTRACTOR EQUIPMENT:

All electrical powered equipment utilized by the Contractor must be operating within manufacturer's specifications and available for inspection by the County. Inspections may be conducted by FMD or the self-monitoring County department. The County reserves the right to bar Contractor's equipment from use in County buildings if such equipment is adjudged unsafe, posing a health and/or safety hazard. Vacuum cleaners shall meet the requirements of the Carpet and Rug Institute's "Green Label Testing Program-Vacuum Cleaner Criteria" (capable of capturing 96 percent of particles measuring 0.3 microns and operating with a sound level less than 70dBA.

Continue to systematically replace existing cleaning equipment with equipment that meets the sustainability criteria outlined in LEED IEQ Credit 3.4: Green Cleaning – Sustainable cleaning Equipment.

6.53 DAYTIME PERCENTAGE INCREASE:

6.53.1 Most sites in Exhibit B-1 are for night cleaning, a few are listed for day cleaning, and some are a mix. Should a site listed as NIGHT cleaning be converted to DAY cleaning, or a portion thereof, the daytime percentage shall be used to calculate the cost for the conversion.

6.53.2 A percent premium shall be paid to the Contractor who holds the responsibility for a County building when a County agency requests conversion from night cleaning to day cleaning, or a portion of the site. The total square foot to be converted to day cleaning will be multiplied by the global square foot price, and multiplied by the premium percentage rate, the differential becomes the *additional cost* the Contractor shall be compensated to clean the desired area during daytime hours.

6.54 GLOBAL SQUARE FOOT PRICING:

The global square foot pricing is a cost per square foot to clean a particular facility. This figure is obtained by taking the annual total cost for the facility (Labor and Supplies) divided by the total square footage of the building.

6.55 UNOCCUPIED SPACE:

6.55.1 There may be times when a portion of a building becomes "unoccupied" for various reasons. Upon notice from the County, the Contractor will be instructed to cease cleaning the unoccupied portion, and the County shall receive a credit based on the Global Square Foot Cost each day unoccupied. The total square footage of the unoccupied space will be multiplied by the facilities Global Square Foot Cost and subtracted from the total fixed rate per service day. Should the site become re-occupied, fully or partially, the cost will be recomputed.

6.55.2 In order to qualify for the unoccupied credit, the following two conditions must occur:

1.0 25% or more of the total square foot of the floor must be unoccupied, and

2.0 a minimum 30-day site un-occupancy

6.56 MATERIAL SAFETY DATA SHEETS:

6.56.1 The Contractor shall provide Material Safety Data Sheets (MSDS) that comply with OSHA Title 29, section 1910.2000 for all chemicals intended for use in County facilities. If new chemical products are introduced or new janitorial employees are hired, the Contractor is responsible for reviewing the MSDS sheets with employees and to ensure that all employees understand and are trained in the safe use of all materials. The Contractor shall provide to the County a signed affidavit stating all Contractor employees assigned to County sites have read, understand, and have been trained in the safe use of all chemicals used in the performance of their duties. The MSDS sheets must be legible, and printed in English and Spanish. Only MSDS sheets for chemicals/cleaners used on-site are to be displayed. Published books containing all industry MSDS sheets are NOT acceptable.

6.56.2 All containers of cleaning materials, both stored and used, must be properly labeled as per OSHA requirements. The County will confiscate all cleaning agents that are not properly labeled.

6.56.3 Material Safety Data Sheets (MSDS) on ALL chemicals stored and used must be kept in EVERY janitorial or storage closet in which chemicals are kept. NO EXCEPTIONS. If there are no janitorial closets in a building, the Contractor must keep the MSDS sheets readily available on the service cart. The MSDS sheets are to be readily accessible and visible, preferably attached to wall or door. Contractor shall be responsible for any fines imposed for lack of their performance regarding MSDS sheets.

6.57 SUPPLY STORAGE:

The County will provide a storage room for supplies at each site if possible. Not all sites have janitorial closets, and not all sites with janitorial closets have sink facilities. The Contractor must provide supplies via their crew trucks to sites that do not have supply room provisions. All storage areas used by the Contractor will be kept in a neat manner by the Contractor. The supply area will be kept free of any offensive odor. Damp mopping, spot cleaning, and dusting shall be done on a routine basis. All materials and supplies shall be stored in an orderly manner.

6.58 ENGLISH SPEAKING REQUIREMENT:

6.58.1 The Contractor's job supervisor porters and additional personnel as deemed necessary by the Facilities Management Department or the County Department, must be literate and fluent in the English language. There is to be at least one (1) person or more, as directed by the Facilities Management Department, or the County Using Department, on each shift on site, who can speak, read and writes English. Porters MUST speak fluent English. This is not meant to require that all Contractor personnel speak, read, and write English. Most tasks may require only the job supervisor, crew leader, or a crewmember to speak, read, and writes English. This requirement is necessary due to the following reasons, which include but are not limited to:

1.0 Warnings of emergencies and hazards.

2.0 Preparation of reports as specified.

3.0 Communication with Maricopa County personnel and tenants.

6.58.2 Due to the significance of the above listed reasons, the English requirement is to enhance communications between the Contractor representatives, FMD, the County Departmental personnel, between the Contractor representatives and the public. Violations shall result in the immediate removal of employees with a corresponding deduction in daily billings until satisfied.

6.59 EMPLOYEES OF THE CONTRACTOR:

6.59.1 No one except authorized employees of the Contractor is allowed on the premises of Maricopa County Buildings. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor. Failure of Contractor to meet this requirement will result in permanent removal of custodial employee from County buildings. It shall be a requirement of the Contractor to have all staff performing work at the County sites pass security screening. The cost of this requirement shall be performed by the County and the cost incurred by the County. The Contractor shall also provide the County with a current employee register quarterly. This register must contain the Name, Social Security Number, Phone Number, and Address of all employees assigned to this contract. If changes to the register occur, the Contractor must inform the County via electronic notice immediately.

6.59.2 Back Ground Checks:

Background checks will be a requirement for all employees of Contractor's staff providing services to the County. The cost of this service shall be incurred by the County.

6.59.3 Required Company Uniforms:

All employees must wear a company uniform (shirt or vest), identified with the company name at all times.

6.59.4 Removal Of Contractor's Employees:

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The County may require that the Contractor remove from the job

covered by this contract, any employee who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Maricopa County.

6.59.5 Contractor employees shall not provide access to County facilities to anyone.

6.60 CONTRACTOR GET-READY TIME LINE:

After award of this Contract, the Contractor shall have thirty (30) days to acquire equipment, staff, and all other requirements needed to perform the specifications of this Contract.

6.61 BUILDING SECURITY:

6.61.1 The Contractor's staff shall be provided keys to County facilities. These may be acquired by:

1.0 Keys stay on-site. Employee signs-out a set of keys (all looped on a single key ring) upon arrival at site, and must turn-in key set after completion of duties, or

2.0 Providing permanent key(s), wherein Contractor's employee signs for key as a responsible individual. Should an employee leave Contractor's work force, the signed for keys must be returned to the County. Keys not returned will cause the County to re-key the ENTIRE building and the cost be borne by the Contractor.

3.0 In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of the Facilities Management Department.

6.61.2 Contractor shall be responsible for securing all buildings, offices, and facilities at the time of their service. Failure to comply will make Contractor responsible for all loses of County Property. If building must be re-keyed due to Contractor's staff losing key(s), or failure to return signed for keys after dismissal/departure of employee, costs of re-keying shall be borne by Contractor.

6.61.3 All entrance doors shall be locked after hours. This includes interior doors that connect rooms regularly open the public and restricted quarters. Such doors that are left unlocked in a secured area are subject to a charge.

6.61.4 Contractor's employees entering or leaving the building after hours shall make sure the doors described in §1.24.3 are locked at all times. They shall be alert upon entering and leaving buildings to ensure that no unauthorized persons are waiting to gain access to the building. Doors shall not be unlocked for anyone at anytime, or for any reason, while cleaning buildings. Janitor and storage closet doors shall be locked at all times. Fines imposed to County by local municipalities due to negligence of Contractor's staff to properly energize alarm system shall be borne by the Contractor.

6.61.5 Keys for buildings under the control of the Superior Court shall be controlled by the Superior Court Security Director.

6.62 BILLABLE WORK:

Non-scheduled work, that is, work requested that is not covered under the normal day-to-day cleaning activities, shall be billed as Time and Materials. There will be a separate line item price based on an hourly rate in Attachment A, PRICING. All additional work must be billed separately. Within twenty-four (24) hours after receiving a verbal notice to proceed, the Contractor obtains a LETTER OF AUTHORIZATION TO PROCEED from the Contract Compliance Inspector staff person or the authorized representative of the County self-monitoring department. This authorization to be attached to invoice when billed for the work.

All work NOT authorized by FMD Contract Compliance Inspector staff shall be billed directly to the department authorizing the work.

6.63 DAMAGE TO COUNTY PROPERTY:

The Contractor shall carry on the above specifications in such manner that does not damage County property. In the event damage occurs to Maricopa County property or adjacent property by reason of custodial service operations performed under this Contractor, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from monies due the Contractor. Examples of possible damages are: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted wall that causes discoloration or staining, or other types of damages.

6.64 REFRIGERATOR CONTENTS – DAMAGED GOODS:

Electrically controlled refrigeration units containing drugs, vaccines, serums, medical supplies, etc., wherein contents have been damaged due to electrical source of refrigerated unit circuit breaker being manually tripped 'off', (used as an on/off switch), or said equipment unplugged by Contractor's staff, shall be Contractor's responsibility to replace said drugs, vaccines, serums, or medical supplies if so damaged.

6.65 DEFINITIONS:

The following are definitions used by the County for evaluating custodial service.

6.65.1 CLEAN: Free from dirt, dust, lint, stain, streaks, or debris from any surface.

~~6.65.2~~ CLEANING OF CARPET: The term 'cleaning' of carpet shall entail using a rotating process of one time bonneting and the next time extraction.

6.65.3 DAMP MOPPING: A satisfactorily mopped floor is completely without dirt, dust, marks, film, streaks, debris, or standing water.

6.65.4 DUST MOPPING: Use of a cut-fringe or looped-end dust mop, to pickup loose dust and dirt, pieces of paper, cigarette butts, and similar materials, on non-carpeted floors.

6.65.5 DUSTING (VERTICAL/HORIZONTAL): A properly dusted surface is completely free of all dirt and dust, streaks, lint, dead bugs, and cobwebs.

6.65.6 EXTRACTION CARPET PROCESS: This process entails pre-spraying the carpet with diluted shampoo, and extraction with clear hot water.

6.65.7 FINISHED FLOOR (Application): A floor is satisfactorily finished when all old wax has been completely removed, and sufficient coats of sealer and wax have been applied with enough drying time between each coat to assure no streaking, bubbling and yellowing. This will include all vinyl and baseboard areas.

6.65.8 GLASS CLEANING: Glass is clean when all glass surfaces are completely without dirt, streaks, film, unwanted stickers or glue, and mineral deposits.

6.65.9 HEAVY SWEEPING: Removal of dirt and coarse debris from outdoor stairwells, sidewalks, and entrances.

6.65.10 HVAC: Heating Ventilation Air Conditioning

6.65.11 LOBBY: Access to building leading into open area. A corridor or hall connected to a larger room or series of rooms and used as a passageway for both public and building employees.

6.65.12 METAL CLEANING: All cleaned metal surfaces are without deposits, tarnish or streaks, and with a uniform bright appearance. Any cleaner used is to be removed from adjacent surfaces.

6.65.13 PLUMBING FIXTURES & DISPENSER CLEANING: Plumbing fixtures and dispensers are clean when left free of all deposits, dust, streaks, film, odor, and stain.

6.65.14 POLISHING OF FINISHED FLOORS: All finished floors will be polished sufficiently for maximum gloss, removal of surface dirt, and have a uniform appearance without streaks. Only non-skid or approved finished will be used. All base molding surfaces will be protected and kept clean and uniform without marks, streaks, stains, OR DAMAGE.

6.65.15 PORTER: Custodian who does minor routine cleaning of the premises, such as, but not limited to: responds to emergency cleanups; ensures supplies are stocked in restrooms/break rooms during the course of the day; dusting; light vacuuming if requested by using departments; monitors entranceways for cleanliness. (Does not: make coffee, filing, moving furniture, etc. at the pleasure of the using agency). The porter may provide some cleaning requirements as listed in §2.8 Section K and L; and Exhibit B-1, Site Locations and Data.

6.65.16 PUBLIC AREA: Any open area within a building used by the public or the building employees for waiting, meeting, or conversing for County business (see also lobby).

6.65.17 SCRUBBING: Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, streaks, marks and standing water. Floor must have a uniformly clean appearance. A plain water rinse must follow the scrubbing process immediately.

6.65.18 SPOT: A small area visibly different (as in color, finish, or material) from the surrounding area. Further defined as a soiled area less than 3” in size or diameter.

6.65.19 SPOT CLEANING: A surface adequately spot cleaned is free of all stains, deposits, and is free of cleaning marks.

6.65.20 SPOT CLEANING CARPETS: A carpet adequately spot cleaned is free of all stains, deposits, or spills. (Exceptions: Any stain, vendor has made every attempt to remove by industry standards, and such stain has become permanent to the surface). Care will be taken to use a product for cleaning that will not harm or discolor the carpet fibers or backing.

6.65.21 SPRAY BUFFING: Use of a floor machine with a <u>white</u> pad only, and occasional spray of floor wax to remove scuffs, minor stains, to produce a uniform luster appearance without streaks. Dust mopping afterwards to pickup any loose wax particles, dirt, debris, or foreign material.

6.65.22 STAIN: A soiled or discolored area that exceeds 3” in size or diameter.

6.65.23 SWEEPING/VACUUMING: A properly swept/vacuumed floor is completely free of all dirt, grit, dust, lint, and dead bugs, staples, paper clips, or any other debris.

6.65.24 TRAFFIC AREA: Any area in a building where the volume of public and/or building employees traverses through and along a route.

6.65.25 VACANT or UNOCCUPIED SPACE: Space vacant/unoccupied due to temporary move because of construction or departmental needs.

6.65.26 WALL WASHING: After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment, will have a uniform clean appearance, free from dirt, stains, streaks, lint, and cleaning marks. Painted surfaces must not be damaged. Hard finished wainscot or glazed ceramic tile surfaces must be bright, free of film, streaks and deposits.

6.66 Contractor shall implement and maintain an on-going Exposure Control Plan.

This shall be a written Exposure Control Plan, documented proof of compliance with OSHA- mandated employee training, Hepatitis-B vaccination requirements, and a demonstrated history of compliance with all aspects of OSHA's Blood Borne Pathogens Standard. Contractor is responsible for the cost of meeting all OSHA requirements

6.67 Contractor shall maintain an on-going Quality Control System.

This shall include the philosophy and methodology they plan to use to ensure quality service is performed, and how Contractor plans to apply this plan to this Contract

6.68 Contractor shall maintain an on-going Hazard Communication Program.

This shall be a written Chemical Hygiene and Safety Plan, documented proof of compliance with OSHA-mandated employee training, and demonstrated history of compliance with all aspects of OSHA's Hazard Communication Standard.

6.69 FACILITIES:

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace as may be required by Contractor to carry out its obligation enumerated herein.

6.70 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

6.71 STRATEGIC ALLIANCE for VOLUME EXPENDITURES ($AVE):

The County is a member of the $AVE cooperative purchasing group. $AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the $AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of $AVE may access a contract resulting from a solicitation issued by the County. If a firm **does not** want to grant such access, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

6.72 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

EXHIBIT B-1
SITE LOCATION AND DATA

All square footages and counts are estimates and should be verified by the Respondent.
If exclusions are NOT stated, the entire building shall be considered for services.
For listings of quantities/locations of sanitary napkin machines, see Exhibit 7.

0309 ***MCSO District 2 Substation***
920 E. Van Buren
Avondale, AZ
5X/WK DAYS

Total Square Feet	**12,833**	**/ sq. ft.**
Carpet	**144**	**/ sq. ft.**
Hard Floor	**1,2689**	**/ sq. ft.**
# Restrooms	**4**	**/ ea.**
# Fixtures	**12**	**/ ea.**
Employees	**75**	**/ ea.**
Avg. Visitors	**10**	**/ daily**

Special Instructions:
NONE

0406 *MCDOT - Buckeye Service Facility*
26449 Highway 85
Buckeye, AZ

4X/WK DAYS

Total Square Feet	2,832	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	2,832	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	9	/ ea.
Employees	21	/ ea.
Avg. Visitors	5	/ daily

Special Instructions:
Includes sign shop office

0409 **Maricopa County Court Building B**
21765 W. Yuma Road, Ste. 101-105
Buckeye, AZ
5X/WK DAYS

Total Square Feet	**11483**	**/ sq. ft.**
Carpet	**8024**	**/ sq. ft.**
Hard Floor	**3459**	**/ sq. ft.**
# Restrooms		**/ ea.**
# Fixtures		**/ ea.**
Employees	**25**	**/ ea.**
Avg. Visitors	**300**	**/ daily**

Special Instructions:
Includes sign shop office

1214 *Chandler WIC*
3002 N. Arizona Ave. #13
Chandler, AZ

5X/WK NIGHTS

Total Square Feet	2,520	/ sq. ft.
Carpet	1,260	/ sq. ft.
Hard Floor	1,260	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	6	/ ea.
Avg. Visitors	250	/ daily

Special Instructions:
NONE

1217 *Ed Robson Branch Library*
9330 E. Riggs Rd.
Chandler, AZ

5X ~~3X~~/WK NIGHTS - M,Tu,F

Total Square Feet	6,000	/ sq. ft.
Carpet	4,467	/ sq. ft.
Hard Floor	1,492	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	14	/ ea.
Employees	5	/ ea.
Avg. Visitors	350	/ daily

Special Instructions:
Excluded: Retirement Center

1401 *MCDOT - Administration*
2901 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	69,720	/ sq. ft.
Carpet	61,027	/ sq. ft.
Hard Floor	8,693	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	84	/ ea.
Employees	250	/ ea.
Avg. Visitors	60	/ daily

Special Instructions:
Sanitary napkin units located in this facility

1216 San Tan Regional Court Center
201 W. Chicago St.
Chandler, AZ

5X WEEK		
Total Square Feet	**52,000**	**/ sq. ft.**
Carpet	**27,731**	**/ sq. ft.**
Hard Floor	**24,269**	**/ sq. ft.**
# Restrooms	**12**	**/ ea.**
# Fixtures	**60**	**/ ea.**
Employees	**66**	**/ ea.**
Avg. Visitors	**335**	**/ daily**

Special Instructions:
NONE

1402 *Flood Control - Administration*
2801 W. Durango
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	69,450	/ sq. ft.
Carpet	66,000	/ sq. ft.
Hard Floor	3,450	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	74	/ ea.
Employees	254	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:
1 porter on duty between 8:00 AM - 5:00 PM
6 shower stalls located in building
Sanitary napkin units located in this facility

1404 *Flood Control - Operations*
2801 W. Durango
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	6,634	/ sq. ft.
Carpet	5,778	/ sq. ft.
Hard Floor	856	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	30	/ ea.
Avg. Visitors	90	/ daily

Special Instructions:
8 shower stalls located in building

1405 *MCDOT - Highway Operations*
2919 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	19,420	/ sq. ft.
Carpet	170	/ sq. ft.
Hard Floor	19,250	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	27	/ ea.
Employees	200	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:
NONE

1408 *MCDOT - Distribution Center*
2222 S. 27th Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	4,140	/ sq. ft.
Carpet	1,940	/ sq. ft.
Hard Floor	2,200	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	10	/ ea.
Employees	14	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:
Excludes warehouse
Sanitary napkin units located in this facility

1409 *MCDOT - Traffic Operations*
2909 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	38,213	/ sq. ft.
Carpet	258	/ sq. ft.
Hard Floor	37,955	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	26	/ ea.
Employees	200	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:
Includes gym w/ 2 shower stalls
Sanitary napkin units located in this facility

1414 *Facilities Management - Durango Operations*
2401 N. 28th Dr.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	2,411	/ sq. ft.
Carpet	945	/ sq. ft.
Hard Floor	245	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	12	/ ea.
Employees	30	/ ea.
Avg. Visitors	10	/ daily

Special Instructions:
NONE

1417 Animal Care and Control
2500 South 27th Ave
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	43,520	/ sq. ft.
Carpet		/ sq. ft.
Hard Floor	43,520	/ sq. ft.
# Restrooms	7	/ ea.
# Fixtures	39	/ ea.
Employees	72	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
NONE

1501 *Equipment Services*
3325 W. Durango
Phoenix, AZ

5X/WK DAYS

Total Square Feet	1,990	/ sq. ft.
Carpet	945	/ sq. ft.
Hard Floor	245	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	9	/ ea.
Employees	65	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
Includes mechanics restroom/locker room adjacent to shop area, and service writers restroom; Excludes shop areas

1501 *MCSO - Jail Investigation*
3325 W. Durango
Phoenix, AZ

5X/WK DAYS

Total Square Feet	5,456	/ sq. ft.
Carpet	5,082	/ sq. ft.
Hard Floor	374	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	24	/ ea.
Employees	15	/ ea.
Avg. Visitors	10	/ daily

Special Instructions:

1511 *Telecommunications*
3324 W. Gibson Lane
Phoenix, AZ

5X/WKDAYS

Total Square Feet	3,163	/ sq. ft.
Carpet	1,684	/ sq. ft.
Hard Floor	1,479	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	8	/ ea.
Employees	25	/ ea.
Avg. Visitors	25	/ daily

Special Instructions:
Excludes shop

1513 *ADP Custody Service Center / Suite 400*
3325 W. Gibson Ln.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	4,494	/ sq. ft.
Carpet	4,494	/ sq. ft.
Hard Floor		/ sq. ft.
# Restrooms	Share	/ ea.
# Fixtures	0	/ ea.
Employees	34	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:
See parking garage cleaning requirements
6 floors; 3 elevators
Includes security office (location of RR)

1513 *Durango Parking Garage / Suite 300*
3325 W. Gibson Ln.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	5,927	/ sq. ft.
Carpet	2,421	/ sq. ft.
Hard Floor	3,506	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	15	/ ea.
Employees	50	/ ea.
Avg. Visitors	15	/ daily

1513 *Durango Parking Garage / Protective Services*
3325 W. Gibson Ln.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	1,957	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	1,957	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	15	/ ea.
Avg. Visitors	1	/ daily

1702 *Juvenile - Probation Administration*
3125 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	12,875	/ sq. ft.
Carpet	3,754	/ sq. ft.
Hard Floor	2,151	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	10	/ ea.
Employees	50	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:

1703 *Juvenile - Intake*
3125 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	11,000	/ sq. ft.
Carpet	1,253	/ sq. ft.
Hard Floor	9,847	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	14	/ ea.
Employees	50	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:
Sanitary napkin units located in this facility

1704 *Juvenile - Administration*
3125 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	20,884	/ sq. ft.
Carpet	19,541	/ sq. ft.
Hard Floor	1,343	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	17	/ ea.
Employees	110	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
Sanitary napkin units located in this facility

1715 *Juvenile - Courts*
3131 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	135,629	/ sq. ft.
Carpet	110,947	/ sq. ft.
Hard Floor	23,682	/ sq. ft.
# Restrooms	28	/ ea.
# Fixtures	127	/ ea.
Employees	260	/ ea.
Avg. Visitors	700	/ daily

Special Instructions:
1 porter on duty between 8:00 AM - 5:00 PM
Sanitary napkin units located in this facility

1910 *MCSO - Vehicle Processing Center*
3465 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	55	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	55	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	2	/ ea.
Avg. Visitors	15	/ daily

Special Instructions:
Only restrooms are cleaned - no office space

1914 *MCSO - Motorcycle Division*
3375 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	1,590	/ sq. ft.
Carpet	540	/ sq. ft.
Hard Floor	1,050	/ sq. ft.
# Restrooms	0	/ ea.
# Fixtures	0	/ ea.
Employees	2	/ ea.
Avg. Visitors	2	/ daily

Special Instructions:
NONE

1915N *Durango Adult Probation*
3355 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	9,020	/ sq. ft.
Carpet	8,010	/ sq. ft.
Hard Floor	1,010	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	6	/ ea.
Avg. Visitors	40	/ daily

Special Instructions:
Sanitary napkin units located in this facility

1915S *MCSO - Fleet Management*
3355 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	3,950	/ sq. ft.
Carpet	3,358	/ sq. ft.
Hard Floor	592	/ sq. ft.
# Restrooms	0	/ ea.
# Fixtures	0	/ ea.
Employees	15	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:
Sanitary napkin units located in this facility

1917 *MCSO - Fleet Management*
3345 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	768	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	768	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	2	/ ea.
Avg. Visitors	2	/ daily

Special Instructions:
Sanitary napkin units located in this facility

1920 *MCSO - S.W.A.T. & Canine (north side)*
3335 W. Durango
Phoenix, AZ

5X/WK DAYS

Total Square Feet	7,761	/ sq. ft.
Carpet	7,000	/ sq. ft.
Hard Floor	761	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	20	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:
NONE

1920 *MCSO - General Investigations (south side)*
3335 W. Durango
Phoenix, AZ

5X/WK DAYS

Total Square Feet	14,726	/ sq. ft.
Carpet	14,080	/ sq. ft.
Hard Floor	646	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	11	/ ea.
Employees	70	/ ea.
Avg. Visitors	8	/ daily

Special Instructions:
NONE

2006 *Equipment Services*
16821 N. Dysart Rd.
Surprise, AZ

5X/WK NIGHTS

Total Square Feet	420	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	420	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	4	/ ea.
Employees	14	/ ea.
Avg. Visitors	80	/ daily

Special Instructions:
Restrooms only -- no offices

2009 *El Mirage Branch Library*
14011 N. 1st Ave.
El Mirage, AZ

5X ~~3X~~/WK DAYS - M,W,F

Total Square Feet	2,614	/ sq. ft.
Carpet	2,422	/ sq. ft.
Hard Floor	192	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	4	/ ea.
Employees	3	/ ea.
Avg. Visitors	1,445	/ daily

Special Instructions:
NONE

2021 ***MCSO District 3 Substation***
13063 W. Bell Road
Surprise, AZ
5X/WK DAYS -

Total Square Feet	**12,143**	**/ sq. ft.**
Carpet	**2,315**	**/ sq. ft.**
Hard Floor	**9,828**	**/ sq. ft.**
# Restrooms	**4**	**/ ea.**
# Fixtures	**14**	**/ ea.**
Employees	**60**	**/ ea.**
Avg. Visitors	**30**	**/ daily**

Special Instructions:
NONE

2022 MCSO Buckeye Shooting Range
26900 W. Buckeye Hills Road
Buckeye, AZ 85326
2X/WK, DAYS - MW

Total Square Feet	**7,684**	**/ sq. ft.**
Carpet	**1,500**	**/ sq. ft.**
Hard Floor	**6,184**	**/ sq. ft.**
# Restrooms	**3**	**/ ea.**
# Fixtures	**15**	**/ ea.**
Employees	**10**	**/ ea.**
Avg. Visitors	**150**	**/ daily**

Special Instructions:
NONE

2025 *MCDOT - Northwest Service Facility*
12975 W. Bell Rd.
Surprise, AZ

4X/WK DAYS

Total Square Feet	7,363	/ sq. ft.
Carpet	2,386	/ sq. ft.
Hard Floor	4,977	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	20	/ ea.
Employees	20	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:
3 showers at this facility

2029 *Superior Court - Northwest Facility*
14264 W. Tierra Buena Ln.
Surprise, AZ

5X/WK NIGHTS

Total Square Feet	25,000	/ sq. ft.
Carpet	16,900	/ sq. ft.
Hard Floor	8,010	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	24	/ ea.
Employees	45	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:
Sanitary napkin units located in this facility

2033 *Superior Court - Northwest Regional Court*
14264 W. Tierra Buena Ln.
Surprise, AZ

5X/WK NIGHTS

Total Square Feet	25,000	/ sq. ft.
Carpet	16,900	/ sq. ft.
Hard Floor	8,010	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	24	/ ea.
Employees	45	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:
1 porter on duty between 8:00 AM - 5:00 PM
Sanitary napkin units located in this facility

2310 *Adult Probation*
6655 W. Glendale
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	44,846	/ sq. ft.
Carpet	22,824	/ sq. ft.
Hard Floor	22,002	/ sq. ft.
# Restrooms	17	/ ea.
# Fixtures	68	/ ea.
Employees	174	/ ea.
Avg. Visitors	230	/ daily

Special Instructions:
NONE

2316 *Assessor - Northwest Office*
16700 N. 51st Ave. #F1-F3
Phoenix, AZ

3X/WK NIGHTS - M,W,F

Total Square Feet	6,610	/ sq. ft.
Carpet	6,043	/ sq. ft.
Hard Floor	567	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	10	/ ea.
Employees	20	/ ea.
Avg. Visitors	30	/ daily

Special Instructions:
NONE

~~2330~~ ~~*Peoria Immunization Clinic*~~
~~*6666 W. Peoria, Ste.113*~~
~~*Glendale, AZ 85302-7014*~~
~~3X/WK NIGHTS - M,W,F~~
~~4X/WK NIGHTS - M,T,W,TH - **Effective 10/4/13**~~

~~Total Square Feet .....~~	~~2,368~~	~~/ sq. ft.~~
~~Carpet .....~~	~~0~~	~~/ sq. ft.~~
~~Hard Floor .....~~	~~2,368~~	~~/ sq. ft.~~
~~# Restrooms .....~~	~~2~~	~~/ ea.~~
~~# Fixtures .....~~	~~4~~	~~/ ea.~~
~~Employees .....~~	~~6~~	~~/ ea.~~
~~Avg. Visitors .....~~	~~100~~	~~/ daily~~
~~*Special Instructions:*~~	~~NONE~~	

2403 *Branch Library*
9241 S. Avenida del Yaqui
Guadalupe, AZ 85283

5X ~~3X~~/WK NIGHTS - M,Tu,F

Total Square Feet	3,776	/ sq. ft.
Carpet	3,676	/ sq. ft.
Hard Floor	100	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	4	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:

2406 *Guadalupe WIC*
9206 S. Avenida del Yaqui
Guadalupe, AZ

4X/WK NIGHTS - M,Tu,W,Th

Total Square Feet	1,920	/ sq. ft.
Carpet	570	/ sq. ft.
Hard Floor	1,350	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	5	/ ea.
Avg. Visitors	175	/ daily

Special Instructions:
Closed Fridays -- no cleaning

2601 *Litchfield Park Branch Library*
101 W. Wigwam Blvd.
Litchfield Park, AZ

5X ~~3X~~/WK DAYS - M,W,F

Total Square Feet	6,701	/ sq. ft.
Carpet	6,001	/ sq. ft.
Hard Floor	700	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	9	/ ea.
Employees	10	/ ea.
Avg. Visitors	2,500	/ daily

Special Instructions:
NONE

2801 *Justice Court - West Mesa*
2050 W. University
Mesa, AZ

5X/WK NIGHTS

Total Square Feet	8,300	/ sq. ft.
Carpet	6,700	/ sq. ft.
Hard Floor	1,600	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	10	/ ea.
Employees	15	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
NONE

2887 ~~2809~~ ~~*Mesa*~~ *WIC* ***Clinic***
~~*423 N. Country Club Dr. #45*~~
430 N. Dobson Rd, Suite 111&112
Mesa, AZ

5X/WK NIGHTS

Total Square Feet	3,600	/ sq. ft.
Carpet	600	/ sq. ft.
Hard Floor	3,000	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	8	/ ea.
Employees	14	/ ea.
Avg. Visitors	260	/ daily

Special Instructions:
NONE

2811 *Assessor - Mesa Office*
943 S. Gilbert #102-104
Mesa, AZ

3X/WK NIGHTS - M,W,F

Total Square Feet	7,272	/ sq. ft.
Carpet	5,879	/ sq. ft.
Hard Floor	1,393	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	7	/ ea.
Employees	25	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:
NONE

2814 *Adult Probation*
245 Centennial Way
Mesa, AZ

5X/WK NIGHTS

Total Square Feet	26,685	/ sq. ft.
Carpet	13,720	/ sq. ft.
Hard Floor	12,965	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	16	/ ea.
Employees	148	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:
NONE

***ADDED EFF. 02/18/2016**

2818** ***Flood Control District (FCD) East Yard
5211 E. Main Street
Mesa, AZ

1X/WK, DAYS – M-Th

Total Square Feet	**3,500**	**/ sq. ft.**
Carpet	**2,500**	**/ sq. ft.**
Hard Floor	**1,000**	**/ sq. ft.**
# Restrooms	**2**	**/ ea.**
# Fixtures	**6**	**/ ea.**
Employees	**8**	**/ ea.**
Avg. Visitors	**0**	**/ daily**

Special Instructions:
Clean only between 7:00 AM – 2:30 PM

2852 *Equipment Services - Mesa Service Station*
155 E. Coury Ave.
Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	300	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	300	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	4	/ ea.
Employees	2	/ ea.
Avg. Visitors	25	/ daily

Special Instructions:
Clean only between 3:00 - 5:00 PM

2853 *MCSO - Mesa Substation*
1840 S. Lewis
Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	10,263	/ sq. ft.
Carpet	9,163	/ sq. ft.
Hard Floor	1,100	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	22	/ ea.
Employees	75	/ ea.
Avg. Visitors	12	/ daily

Special Instructions:
NONE

2855 *Southeast Public Facility*
222 E. Javelina
Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	136,976	/ sq. ft.
Carpet	78,564	/ sq. ft.
Hard Floor	58,412	/ sq. ft.
# Restrooms	50	/ ea.
# Fixtures	200	/ ea.
Employees	600	/ ea.
Avg. Visitors	2,000	/ daily

Special Instructions:
1 porter on duty between 8:00 AM - 5:00 PM
Day cleaning by porter:
Exhibit Office 805 sq. ft.
Expedited Service 690 sq. ft.
Sanitary napkin units located in this facility

2856 *Juvenile - SE Complex*
1810 S. Lewis
Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	75,095	/ sq. ft.
Carpet	67,695	/ sq. ft.
Hard Floor	7,400	/ sq. ft.
# Restrooms	18	/ ea.
# Fixtures	97	/ ea.
Employees	300	/ ea.
Avg. Visitors	1,800	/ daily

Special Instructions:
Day cleaning by janitorial staff:
Clerk of Court 4,170 sq. ft.
Filing Room 2,094 sq. ft.
Sanitary napkin units located in this facility

2858 *Apache/Greenfield WIC*
4919 E. Main St.
Mesa, AZ

5 ~~4~~X/WK NIGHTS

Total Square Feet	1,400	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	1,400	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	6	/ ea.
Avg. Visitors	127	/ daily

Special Instructions:
Closed Fridays

2860 *Juvenile - Mesa Parking Garage*
1620 S. Lewis
Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	960	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	960	/ sq. ft.
# Restrooms	0	/ ea.
# Fixtures	0	/ ea.
Employees	n/a	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:
See parking garage cleaning requirements
4 floors, 1 elevator

2871 *Juvenile - New Addition*
1840 S. Lewis
Mesa, AZ

7X/WK NIGHTS

Total Square Feet	12,777	/ sq. ft.
Carpet	8,487	/ sq. ft.
Hard Floor	4,290	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	18	/ ea.
Employees	13	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
7-day cleaning schedule
Excluded: Employee break room

***ADDED EFF. 04/12/2016**

2874** ***PNI Warehouse
1920 S. Lewis
Mesa, AZ

1X/WK

Total Square Feet	**240**	**/ sq. ft.**
Carpet	**0**	**/ sq. ft.**
Hard Floor	**240**	**/ sq. ft.**
# Restrooms	**4**	**/ ea.**
# Fixtures	**4**	**/ ea.**
Employees	**2**	**/ ea.**
Avg. Visitors	**100**	**/ daily**

Special Instructions:
NONE

***ADDED EFF. 12/18/2012**

2875** ***Southeast FMD (Hurley)
227 E. Javelina Ave.
Mesa, AZ

5X/WK NIGHTS

Total Square Feet	**1,940**	**/ sq. ft.**
Carpet	**0**	**/ sq. ft.**
Hard Floor	**1,940**	**/ sq. ft.**
# Restrooms	**1**	**/ ea.**
# Fixtures	**4**	**/ ea.**
Employees	**10**	**/ ea.**
Avg. Visitors	**0**	**/ daily**

Special Instructions:
NONE

2881 ***Office of Vital Registration***
4419E. Main Street #105
Mesa, AZ 85205

3X/WK 156 Services

Total Square Feet	**2,100**	**/ sq. ft.**
Carpet	**0**	**/ sq. ft.**
Hard Floor	**2,100**	**/ sq. ft.**
# Restrooms	**2**	**/ ea.**
# Fixtures	**4**	**/ ea.**
Employees	**4**	**/ ea.**
Avg. Visitors	**30**	**/ daily**

Special Instructions:
NONE

***ADDED EFF. 02/18/2016**

2891** ***Mesa Environmental Services
106 E. Baseline Road
Mesa, AZ

5X/WK NIGHTS

Total Square Feet	**17,219**	**/ sq. ft.**
Carpet	**8,367**	**/ sq. ft.**
Hard Floor	**8,652**	**/ sq. ft.**
# Restrooms	**4**	**/ ea.**
# Fixtures	**18**	**/ ea.**
Employees	**80**	**/ ea.**
Avg. Visitors	**100**	**/ daily**

Special Instructions:
NONE

***ADDED EFF. 04/12/2016**

2899 ***WIC at Baywood***
6641 E. Baywood Ave., Bldg C
Mesa, AZ

5X/WK NIGHTS

Total Square Feet	**4,000**	**/ sq. ft.**
Carpet	**0**	**/ sq. ft.**
Hard Floor	**4,000**	**/ sq. ft.**
# Restrooms	**5**	**/ ea.**
# Fixtures	**10**	**/ ea.**
Employees	**6**	**/ ea.**
Avg. Visitors	**125**	**/ daily**

Special Instructions:
NONE

~~3105~~ **4170** *Human Services - Workforce Connections*
~~9770 W. Peoria~~ ***1840 N. 95th Avenue, #160***
~~Peoria~~ ***Phoenix****, AZ*

5X/WK NIGHTS

Total Square Feet	12,789	/ sq. ft.
Carpet	10,357	/ sq. ft.
Hard Floor	2,432	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	8	/ ea.
Employees	25	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:
NONE

3206 ~~3204~~ *Sunnyslope WIC*
8828 *~~9100~~ N. Central Ave.*
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	3,000	/ sq. ft.
Carpet	100	/ sq. ft.
Hard Floor	2,900	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	8	/ ea.
Employees	10	/ ea.
Avg. Visitors	300	/ daily

Special Instructions:
NONE

3301 *Superior Court - West Court Building*
111 S. 3rd Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	123,567	/ sq. ft.
Carpet	62,765	/ sq. ft.
Hard Floor	60,802	/ sq. ft.
# Restrooms	27	/ ea.
# Fixtures	120	/ ea.
Employees	350	/ ea.
Avg. Visitors	2,000	/ daily

Special Instructions:
Sanitary napkin units located in this facility

3303 *Superior Court - East Court Building*
101 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	150,529	/ sq. ft.
Carpet	99,404	/ sq. ft.
Hard Floor	51,125	/ sq. ft.
# Restrooms	105	/ ea.
# Fixtures	265	/ ea.
Employees	900	/ ea.
Avg. Visitors	1,500	/ daily

Special Instructions:
1 porter on duty between 8:00 AM - 5:00 PM
Sanitary napkin units located in this facility

3304 *Supervisors Auditorium*
205 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	5,208	/ sq. ft.
Carpet	1,342	/ sq. ft.
Hard Floor	3,866	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	14	/ ea.
Employees	0	/ ea.
Avg. Visitors	100	/ weekly

Special Instructions:
Sanitary napkin units located in this facility

3305 *Superior Court - Central Court Building*
201 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	262,072	/ sq. ft.
Carpet	154,840	/ sq. ft.
Hard Floor	107,232	/ sq. ft.
# Restrooms	104	/ ea.
# Fixtures	350	/ ea.
Employees	900	/ ea.
Avg. Visitors	2,000	/ daily

Special Instructions:
2 porters on duty between 8:00 AM - 5:00 PM
Sanitary napkin units located in this facility

3310 *Administration Building*
301 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	293,704	/ sq. ft.
Carpet	228,804	/ sq. ft.
Hard Floor	64,900	/ sq. ft.
# Restrooms	36	/ ea.
# Fixtures	250	/ ea.
Employees	950	/ ea.
Avg. Visitors	800	/ daily

Special Instructions:
1 porter on duty between 8:00 AM - 5:00 PM
6 shower stalls and exercise room
Includes bridge to WCB
Sanitary napkin units located in this facility
Waterless urinals located in this facility

3311 *Facilities Management & Garage*
401 W. Jefferson St.
Phoenix, AZ
5X/WK NIGHTS

Total Square Feet	13,575	/ sq. ft.
Carpet	9,360	/ sq. ft.
Hard Floor	4,215	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	20	/ ea.
Employees	80	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:
See also parking garage cleaning requires
Includes bridge to Administration Building
Garage has 5 floors, 3 elevators
Sanitary napkin units located in this facility
Waterless urinals located in this facility

3311 *Equipment Services - Downtown Station*
120 S. 4th Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	400	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	400	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	2	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
Office, restrooms, empty trash on fuel island,
in shop: sink, water fountain

3315 *Jackson St. Customer Service Center / Garage*
601 W. Jackson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	101,355	/ sq. ft.
Carpet	44,085	/ sq. ft.
Hard Floor	57,270	/ sq. ft.
# Restrooms	9	/ ea.
# Fixtures	44	/ ea.
Employees	n/a	/ ea.
Avg. Visitors	4,000	/ daily

Special Instructions:
See also parking garage cleaning requires
Garage has 9 floors, 4 elevators
Sanitary napkin units located in this facility

3317 *Star Call Center*
701 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	13,503	/ sq. ft.
Carpet	11,352	/ sq. ft.
Hard Floor	2,151	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	11	/ ea.
Employees	100	/ ea.
Avg. Visitors	0	/ daily

Special Instructions:
NONE

3317 *Forensic Science Garage*
701 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	3,814	/ sq. ft.
Carpet		/ sq. ft.
Hard Floor	3,814	/ sq. ft.
# Restrooms		/ ea.
# Fixtures		/ ea.
Employees	162	/ ea.
Avg. Visitors	60	/ daily

Special Instructions:
See also parking garage cleaning requires
Garage has 8 floors, 4 elevators

3320 *Forensic Science Center*
701 W. Jefferson St.
Phoenix, AZ

5X/WK DAYS

Total Square Feet	36,348	/ sq. ft.
Carpet	13,333	/ sq. ft.
Hard Floor	19,976	/ sq. ft.
# Restrooms	10	/ ea.
# Fixtures	28	/ ea.
Employees	62	/ ea.
Avg. Visitors	60	/ daily

Special Instructions:
Clean between 10:30 AM - 7:00 PM
Sanitary napkin units located in this facility

3321 *Santa Fe Train Depot*
501 W. Jackson St. #A
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	2,943	/ sq. ft.
Carpet	643	/ sq. ft.
Hard Floor	2,300	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	10	/ ea.
Employees	4	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:
NONE

3325 *Downtown Court Tower*
175 W. Madison St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	478,015	/ sq. ft.	
Carpet	280,203	/ sq. ft.	
Hard Floor	197,812	/ sq. ft.	
# Restrooms	193	/ ea.	
# Fixtures	655	/ ea.	
#Restrooms - Holding…….	187	/ ea.	
#Fixtures - Comby Units…….	187	/ ea.	
Employees	300	/ ea.	(Estimated)
Avg. Visitors	1,500	/ daily	(Estimated)

Special Instructions:
2 porters on duty between 8:00 AM - 5:00 PM

3401 *Superior Court - Old Courthouse*
125 W. Washington St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	77,007	/ sq. ft.
Carpet	35,662	/ sq. ft.
Hard Floor	41,345	/ sq. ft.
# Restrooms	24	/ ea.
# Fixtures	64	/ ea.
Employees	180	/ ea.
Avg. Visitors	450	/ daily

Special Instructions:
Sanitary napkin units located in this facility

3801 *Emergency Management*
2035 N. 52nd St.
Phoenix, AZ

5X/WK DAYS

Total Square Feet	7,500	/ sq. ft.
Carpet	842	/ sq. ft.
Hard Floor	6,658	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	17	/ ea.
Employees	15	/ ea.
Avg. Visitors	15	/ daily

Special Instructions:
Clean only between 3:00 PM - 5:00 PM
4 showers at this facility

3843 ~~*North Valley WIC*~~
~~*19401 N. Cave Creek Rd. #8 & #9*~~
~~*Phoenix, AZ*~~

~~5X/WK NIGHTS~~

~~Total Square Feet .....~~	~~2,850~~	~~/ sq. ft.~~
~~Carpet .....~~	~~0~~	~~/ sq. ft.~~
~~Hard Floor .....~~	~~2,850~~	~~/ sq. ft.~~
~~# Restrooms .....~~	~~2~~	~~/ ea.~~
~~# Fixtures .....~~	~~5~~	~~/ ea.~~
~~Employees .....~~	~~6~~	~~/ ea.~~
~~Avg. Visitors .....~~	~~200~~	~~/ daily~~

~~*Special Instructions:*~~
~~NONE~~

3846 *Public Health*
1645 E. Roosevelt
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	53,000
Carpet	14,683
Hard Floor	38,317
# Restrooms	12
# Fixtures	120
Employees	125
Avg. Visitors	500

Special Instructions:
1 porter on duty between 9:00 AM - 5:00 PM

3853 *Northeast Consolidated Courts*
18380 N. 40th St.
Phoenix, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	104,295	/ sq. ft.
Carpet	69,530	/ sq. ft.
Hard Floor	34,765	/ sq. ft.
# Restrooms	32	/ ea.
# Fixtures	102	/ ea.
Employees	300	/ ea.
Avg. Visitors	600	/ daily

Special Instructions:
1 porter on duty between 8:00 AM - 5:00 PM
Day clean areas--
Clerk of Court; 1,645 sq. ft. Rms 263,259, 266, 260
Justice Court; 1,057 sq. ft. Rms 309, 316, 317, 318, 319, 320, 321, 314, 314A
Sanitary napkin units located in this facility

3857 *Hatcher Adult Probation*
333 West Hatcher
Phoenix, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	7,981	/ sq. ft.
Carpet	2,888	/ sq. ft.
Hard Floor	4,104	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	11	/ ea.
Employees	25	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
NONE

3913 *Agricultural Extension Co-op*
4345 E. Broadway Rd.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	16,500	/ sq. ft.
Carpet	11,500	/ sq. ft.
Hard Floor	5,000	/ sq. ft.
# Restrooms	7	/ ea.
# Fixtures	29	/ ea.
Employees	80	/ ea.
Avg. Visitors	120	/ daily

Special Instructions:
NONE

3931 ***MCSO Special Investigations*** ******* ADDED EFFECTIVE 10/04/2013 *******
Address - Classified
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	**12,250**	**/ sq. ft.**
Carpet	**10,058**	**/ sq. ft.**
Hard Floor	**700**	**/ sq. ft.**
# Restrooms	**4**	**/ ea.**
# Fixtures	**12**	**/ ea.**
Employees	**48**	**/ ea.**
Avg. Visitors	**10**	**/ daily**

Special Instructions:
NONE

3933 *Adult Probation*
3535 S. 7th St.
Phoenix, AZ

5X/WK DAYS

Total Square Feet	5,422	/ sq. ft.
Carpet	3,081	/ sq. ft.
Hard Floor	2,341	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	9	/ ea.
Employees	60	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:
Clean only between 7:00 AM - 11:00 AM
Sanitary napkin units located in this facility

3934 *South Phoenix WIC*
438 E. Southern
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	4,048	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,048	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	7	/ ea.
Employees	13	/ ea.
Avg. Visitors	142	/ daily

Special Instructions:
NONE

4039 *One West Madison*
One West Madison
Phoenix, AZ

Total Square Feet	25,000	/ sq. ft.
Carpet	16,070	/ sq. ft.
Hard Floor	8,930	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	43	/ ea.
Employees	50	/ ea.
Avg. Visitors	70	/ daily

Special Instructions

4040 *Seventh Avenue WIC*
1260 S. 7th Ave
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	5,016	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	5,016	/ sq. ft.
# Restrooms	**2** ~~3~~	/ ea.
# Fixtures	5	/ ea.
Employees	13	/ ea.
Avg. Visitors	265	/ daily

Special Instructions:
NONE

4051 *Human Services Homeless Campus*
220 S. 12 Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	15,216	/ sq. ft.
Carpet	3,800	/ sq. ft.
Hard Floor	11,416	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	34	/ ea.
Employees	30	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
NONE

4052 *Chambers Building*
301 South 4th Ave
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	65,498	/ sq. ft.
Carpet	43,378	/ sq. ft.
Hard Floor	12,060	/ sq. ft.
# Restrooms	16	/ ea.
# Fixtures	43	/ ea.
Employees	100	/ ea.
Avg. Visitors	40	/ daily

Special Instructions:
NONE

4053 *Justice Court - Downtown Phoenix*
620 W. Madison St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	407,320	/ sq. ft.
Carpet	305,490	/ sq. ft.
Hard Floor	101,830	/ sq. ft.
# Restrooms	32	/ ea.
# Fixtures	170	/ ea.
Employees	1,300	/ ea.
Avg. Visitors	500	/ daily

Special Instructions:
Sanitary napkin units located in this facility
Waterless urinals located in this facility

Eff. 10/04/13

~~4115~~ ~~*Maryvale WIC*~~
~~*4002 N. 67th Ave. #10*~~
~~*Phoenix, AZ*~~

~~5X/WK NIGHTS~~

~~Total Square Feet .....~~	~~3,894~~	~~/ sq. ft.~~
~~Carpet .....~~	~~0~~	~~/ sq. ft.~~
~~Hard Floor .....~~	~~3,894~~	~~/ sq. ft.~~
~~# Restrooms .....~~	~~4~~	~~/ ea.~~
~~# Fixtures .....~~	~~10~~	~~/ ea.~~
~~Employees .....~~	~~22~~	~~/ ea.~~
~~Avg. Visitors .....~~	~~4,000~~	~~/ month~~

~~*Special Instructions:*~~
~~Note - Restrooms are external to the office and publicly used~~

4121 *Law Enforcement Data Center*
2656 N. 37th Ave.
Phoenix, AZ

1X ~~5X~~/WK NIGHTS

Total Square Feet	4,144	/ sq. ft.
Carpet	520	/ sq. ft.
Hard Floor	3,624	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	12	/ ea.
Avg. Visitors	8	/ daily

Special Instructions:
NONE

***ADDED EFF. 08/04/2016**

4136** ***Flood Control District (FCD) North Yard
9601 N. 21st Drive
Phoenix, AZ

1X/WK, DAYS – M-Th

Total Square Feet	**2,000**	**/ sq. ft.**
Carpet	**0**	**/ sq. ft.**
Hard Floor	**2,000**	**/ sq. ft.**
# Restrooms	**2**	**/ ea.**
# Fixtures	**6**	**/ ea.**
Employees	**9**	**/ ea.**
Avg. Visitors	**0**	**/ daily**

Special Instructions:
Clean only between 7:00 AM – 2:30 PM

4137 *Security Building*
222 N. Central Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	125,781	/ sq. ft.
Carpet	109,781	/ sq. ft.
Hard Floor	16,000	/ sq. ft.
# Restrooms	28	/ ea.
# Fixtures	117	/ ea.
Employees	375	/ ea.
Avg. Visitors	1,110	/ daily

Special Instructions:
Sanitary napkin units located in this facility

4171 ~~4150~~ *Thomas WIC*
3003 W. Thomas Rd
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	4,488	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,488	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	7	/ ea.
Employees	15	/ ea.
Avg. Visitors	166	/ daily

Special Instructions:
NONE

4157 *Security Center*
234 N. Central Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	135,835	/ sq. ft.
Carpet	118,835	/ sq. ft.
Hard Floor	18,000	/ sq. ft.
# Restrooms	28	/ ea.
# Fixtures	117	/ ea.
Employees	375	/ ea.
Avg. Visitors	90	/ daily

Special Instructions:
Porter on duty 10:00 - 2:00 PM
Sanitary napkin units located in this facility

4166 *Adult Probation*
2445 W. Indianola
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	28,456	/ sq. ft.
Carpet	23,056	/ sq. ft.
Hard Floor	5,400	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	48	/ ea.
Employees	100	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:
NONE

***ADDED EFF. 05/23/2016**

4179 ***Maryvale WIC***
6850 W. Indian School Rd.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	**2,966**	**/ sq. ft.**
Carpet	**0**	**/ sq. ft.**
Hard Floor	**2,966**	**/ sq. ft.**
# Restrooms	**4**	**/ ea.**
# Fixtures	**13**	**/ ea.**
Employees	**10**	**/ ea.**
Avg. Visitors	**70**	**/ daily**

Special Instructions:
NONE

4306 ***East Valley Career Center***
735 No. Gilbert Road Suite 134
Gilbert, AZ

5X/WK NIGHTS

Total Square Feet	**14,700**	**/ sq. ft.**
Carpet	**10,800**	**/ sq. ft.**
Hard Floor	**3,900**	**/ sq. ft.**
# Restrooms	**0**	**/ ea.**
# Fixtures	**0**	**/ ea.**
Employees	**35**	**/ ea.**
Avg. Visitors	**150**	**/ daily**

Special Instructions:
NONE

4602 *Assessor - Scottsdale Office*
15023 N. 75th St.
Scottsdale, AZ

3X/WK NIGHTS - M,W,F

Total Square Feet	9,245	/ sq. ft.
Carpet	7,925	/ sq. ft.
Hard Floor	1,320	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	9	/ ea.
Employees	20	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:
NONE

4608 *Adult Probation Scottsdale*
8230 East Buterus Dr
Scottsdale, AZ

5X/WK NIGHTS

Total Square Feet	13,246	/ sq. ft.
Carpet	9,643	/ sq. ft.
Hard Floor	3,557	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	21	/ ea.
Employees	50	/ ea.
Avg. Visitors	90	/ daily

Special Instructions:
NONE

4808 *MCDOT-New River*
41835 W. New River Road
New River, AZ

4X/WK DAYS

Total Square Feet	4,231	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,231	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	10	/ ea.
Avg. Visitors	5	/ daily

Special Instructions:
NONE

~~5105~~ ~~*Animal Control Center*~~
~~*2630 E. 8th St.*~~
~~*Tempe, AZ*~~

~~5X/WK NIGHTS~~

~~Total Square Feet .....~~	~~4,550~~	~~/ sq. ft.~~
~~Carpet .....~~	~~0~~	~~/ sq. ft.~~
~~Hard Floor .....~~	~~4,550~~	~~/ sq. ft.~~
~~# Restrooms .....~~	~~4~~	~~/ ea.~~
~~# Fixtures .....~~	~~14~~	~~/ ea.~~
~~Employees .....~~	~~32~~	~~/ ea.~~
~~Avg. Visitors .....~~	~~300~~	~~/ daily~~

~~*Special Instructions:*~~
~~1 shower stall~~
~~Excluded: kennels~~

5126 ***Assessor – Tempe Office***
8240 South Kyrene Road
Tempe, AZ

3X/WK NIGHTS		
Total Square Feet	**10,768**	**/ sq. ft.**
Carpet	**9,607**	**/ sq. ft.**
Hard Floor	**1,161**	**/ sq. ft.**
# Restrooms	**6**	**/ ea.**
# Fixtures	**12**	**/ ea.**
Employees	**15**	**/ ea.**
Avg. Visitors	**25**	**/ daily**

Special Instructions:

5719 *White Tanks Library*
20304 W. White Tank Mountain Rd.
Waddell, AZ 85355

5X ~~3X~~/WK NIGHTS - M,W,F		
Total Square Feet	25,000	/ sq. ft.
Carpet	17,009	/ sq. ft.
Hard Floor	7,991	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	9	/ ea.
Employees	10	/ ea.
Avg. Visitors	Unknown	/ daily

Special Instructions:

6202 **Office of Procurement Services** */ MCSO Warehouse*
320 W. Lincoln St.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	8,040	/ sq. ft.
Carpet	7,050	/ sq. ft.
Hard Floor	990	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	20	/ ea.
Employees	40	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:
Sanitary napkin units located in this facility

6205 *Elections*
510 S. 3rd Ave.
Phoenix, AZ

5X/WK DAYS		
Total Square Feet	31,862	/ sq. ft.
Carpet	9,229	/ sq. ft.
Hard Floor	22,633	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	26	/ ea.
Employees	45	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:
Sanitary napkin units located in this facility

6605 *MCSO - Bluepoint Lake-Aid Station*

7307 N. Bush Highway
Mesa, AZ

2X/WK DAYS - Tu,Th

Total Square Feet	7,620	/ sq. ft.	
Carpet	2,810	/ sq. ft.	
Hard Floor	4,810	/ sq. ft.	
# Restrooms	2	/ ea.	
# Fixtures	5	/ ea.	
Employees	6	/ ea.	
Avg. Visitors	100	/ daily	(Seasonal)

Special Instructions:
NONE

7036 *Glendale WIC*
5141 West Lamar Road
Glendale, AZ

5X/WK NIGHTS

Total Square Feet	4,900	/ sq. ft.
Carpet		/ sq. ft.
Hard Floor	4,900	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	13	/ ea.
Employees	15	/ ea.
Avg. Visitors	260	/ daily

Special Instructions:
Sanitary napkin units located in this facility

***ADDED EFF. 04/12/2016**

7087 ***Air Quality***
1920 S. Lewis
Mesa, AZ

1X/WK

Total Square Feet	**460**	**/ sq. ft.**
Carpet	**412**	**/ sq. ft.**
Hard Floor	**48**	**/ sq. ft.**
# Restrooms	**1**	**/ ea.**
# Fixtures	**2**	**/ ea.**
Employees	**5**	**/ ea.**
Avg. Visitors	**0**	**/ daily**

Special Instructions:
NONE

EXHIBIT B-2
SITE INSPECTION REPORT

JANITORIAL CONTRACT **SERIAL 10086-RFP**

SITE NAME _____ **BUILDING #**

CONTRACTOR _____ **FLOOR #**

A = ACCEPTABLE **U = UNACCEPTABLE**

§2.8	COMMENTS	DEDUCTIONS
SECTION A-- GENERAL OFFICE AREAS		
SECTION B-- ELEVATORS, LANDINGS, STAIRWELLS		
SECTION C-- DATA PROCESSING AREAS		
SECTION D-- RESTROOMS, SHOWERS, LOCKER ROOMS		
SECTION E-- MEDICAL LABS , CLINIC AREAS		
SECTION F-- COURTROOMS		
SECTION G-- JANITORIAL CLOSETS		
SECTION H-- OUTSIDE REFUSE AREAS, LOADING DOCKS		
SECTION J-- PARKING GARAGES, BREEZEWAYS		
SECTION K-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT LIBRARIES		
SECTION L-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT OTHER PORTER SITES		

Notice to Contractor:
The Contract Compliance Inspector or the Self-Monitoring County Department has made a proactive attempt to communicate to your firm any discrepancies found during a routine inspection of this site. Your company will be required to correct any deficiencies noted, by the close of business 12/31/06. Failure to correct these discrepancies in the allotted time frame shall result in deductions from your monthly invoice. Discrepancies that have been corrected will be noted and deleted.

OR

_____ _____
Contract Compliance Inspector Self-Monitoring Department

EXHIBIT B-3
MONTHLY PORTER SIGN-IN / SIGN-OUT LOG

SITE NAME _____ SITE BUILDING NUMBER _____

MONTH/YEAR _____

COMPANY NAME _____

DATE	TIME IN	TIME OUT	NAME (PRINT)	SIGNATURE

The original of this form shall be attached to the end-of-month invoice for all sites that have assigned porters

EXHIBIT B-4
SUPPLIES LIST

1.1.1 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.

1.1.1.1 Toilet Tissue

1.1.1.1.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75" wide, 2-ply

1.1.1.1.2 Toilet tissue, standard roll, 2-ply

1.1.1.2 Paper Towels: White or Natural

1.1.1.2.1 Rolls no less than 8" wide, no proprietary types
1.1.1.2.2 C-fold, 1-ply
1.1.1.2.3 Single fold, 1-ply

1.1.1.3 Trash Can Liners

1.1.1.3.1	Small	24X24	.31 mil
1.1.1.3.2	Medium	30X37	.39 mil
1.1.1.3.3	Large	40X48	.66 mil

1.1.1.4 Infectious/Biohazardous Receptacle Disposal Bags

1.1.1.4.1	Small	24X24	.31 mil
1.1.1.4.2	Medium	30X37	.39 mil
1.1.1.4.3	Large	40X48	.66 mil

Note: All infectious/biohardous disposal bags to be "red" color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

1.1.1.5 Toilet seat covers

1.1.1.5.1 Shall fit existing wall dispensers

1.1.1.6 Soap

1.1.1.6.1 Gravity fed hand soap dispensers

1.1.1.7 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)

1.1.1.7.1 **Microbial/enzymatic urinal blocks which comply with EcoLogo standard CCD-165 to be used in all waterless urinal, to include compatible cleaning products**. ~~Ecoblue Cube shall be used in all urinals~~

1.1.1.8 Tampons and napkin pads

1.1.1.9 Ash Tray Sand

1.1.1.9.1 Kiln dried, white only, no play sand

EXHIBIT B-5
SANITARY NAPKIN MACHINE LOCATIONS

Bldg #	Site Name	Floor	Count	Key
1401	MCDOT Transportation	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1402	Flood Control	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1408	MCDOT Distribution	1st	1	CR-1X
1409	MCDOT Traffic Operations	1st	1	HL-263
1703	Juvenile Administration	1st Public	1	Cat-74 & 118
1704	Juvenile Addition	1st	1	E-114
1715	Juvenile Court Building	1st	1	2055
		1st	1	2055
		2nd	1	2055
		2nd	1	2055
		3rd	1	2055
		3rd	1	2055
1915	Adult Probation	1st	1	CR-1X
1916	Juvenile Probation	1st	1	E-114
1917	MCSO Training Building	1st	1	CR-1X
2029	Northwest Regional Courts	1st Public	1	54-G217
		1st Staff	1	54-G217&C415
2855	Southeast Regional Center	1st Staff	1	Cat-118
		2nd Jury 204	1	H85
		3rd Jury 302	1	H85
		3rd Jury 304	1	H85
		4th Jury 402	1	H85
		4th Jury 404	1	H85

2856	Southeast Juvenile	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Staff	1	H-85
		2nd Staff	1	H-85
		2nd Public	1	HL-263
3301	West Court Building	Lower Level	1	CR-1X
		2nd	1	CR-1X
		3rd	1	H-85
		4th	1	C-146/62P
		5th Staff	1	CR-1X
		6th Staff	1	CR-1X
3301	Elections	1st	1	HL-263
	County Recorder	1st	1	C415-A
	Court Room Services	1st	1	C-146 &CR-1
3303	East Court Building	Lower Level	1	CR-1X
		1st	2	CR-1X
		2nd	1	HL-263
		3rd	1	HL-263
		4th	1	CR-1X
		5th	1	CR-1X
		6th	1	CR-1X
		7th	1	CR-1X
		8th	1	CR-1X
		9th	1	CR-1X
3304	Supervisors Auditorium	1st	2	C-146/H85
		1st	1	?
3305	Central Court Building	Lower Level	1	PK-525
		1st	1	CR-1X
		2nd	1	C-415
		3rd	1	C-415
		4th Public	1	Cat-118
		4th Civil	1	Cat-74
		4th Jury	1	CR-1X
		5th Public	1	C-415
		5th Jury	1	Cat 74 & 118
		6th Public	1	CR-1X
		6th Staff	1	Cat-74
		7th Public	1	CR-1X
		7th Staff	1	CR-1X
		8th Public	1	C-415
		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		9th Public	1	CR-1X
		9th Jury	1	Cat-74
		9th Jury	1	Cat-74
		9th Jury	1	KEY # 82

		10th Public	1	CR-1X
		10th Jury	1	Cat-74 & 118
		10th Jury	1	Cat-74
		10th Jury	1	Cat-74
		11th Public	1	CR-1X
		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		12th Public	1	Cat-118
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		13th Public	1	CR-1X
		13th Jury	1	CR-1X
		13th Jury	1	Cat-74
		13th Jury	1	Cat-74
3310	Administration Building	Lower Level	1	C-146/H85
		1st	1	C-146/H85
		2nd Staff	1	C-146/62P
		2nd	1	CR-1X
		3rd	1	CR-1X
		4th	1	C-146/H85
		5th	1	C-146/H85
		6th	1	C-146/H85
		7th	1	C-146/H85
		8th	1	C-146/H85
		9th	1	CR-1X
		10th	1	C-146/H85
3311	Facilities Management	1	1	C-415 & C118
3315	Jackson Street Garage	1	1	CR-1X
		LL Public	1	CR-1X
		LL Staff	1	CR-1X
		LL Staff	1	CR-1X
3319	Justice Court - Downtown	n/a	10	n/a
3320	Forensic Science Center	1st Staff	1	H-85
3401	Old Court House	Lower Level	1	CR-1X
		1st	1	HL-263
		2nd	1	Cat-74
		3rd	1	CR-1X
		4th	1	H-85
		5th	1	H-85
		6th	1	E114

3846	Public Health	1st Public	1	CH-751
		1st Staff	1	CH-751
		1st Staff	1	CH-751
		2nd Staff	1	CH-751
		2nd Staff	1	CH-751
3853	Northeast Regional Court	1st	6	H85
3933	Adult Probation Southport	1st Staff	1	CR-1X
4137	Security Center	1st	1	C-415
		2nd Public	1	C-415
		2nd Staff	1	C-415
		3rd	1	C-415
		4th	1	C-415
		5th	1	C-415
		6th	1	C-415
		7th	1	C-415
		8th	1	C-415
		9th	1	C-415
		10th	1	C-415
		11th	1	C-415
		13th	1	C-415
4157	Security Building	1-A	1	C-415
		2	1	C-415
		3	1	C-415
		4	1	C-415
		5	1	C-415
		6	1	C-415
		7	1	C-415
		8	1	C-415
6202	**Office of Procurement Services**	1st	1	CR-1
		2nd	1	CR-1
	Sheriffs Warehouse	1st	1	CR-1
6205	Elections	1st	1	H-85

EXHIBIT B-6
EXPOSURE CONTROL PROGRAM

Eurest Services

Exposure Control

- *Eurest Services and Compass Group have extensive programs and policies for Exposure Control. For Proposal Purposes we have included summary information on our Program. Complete program information and materials will be provided as necessary. Upon selection as your vendor all of our applicable programs and policy manuals will be provided.*
- *It is the responsibility of the unit manager, and/or the district manager to determine exactly which PPE is required at each location. Refer to the MSDS or equipment operating instructions for requirements.*
- *REMEMBER: If a particular PPE item is recommended by the MSDS or equipment operating instructions we are required to have it available for use.*

Personal Protective Equipment (PPE)

Many people don't give personal protective equipment (PPE) a thought while performing their duties throughout the day. After all, safety glasses/goggles, gloves, aprons, etc. are for "industrial" chemicals and heavy equipment, and we don't work with those do we? No, but many of the cleaning supplies, lubricants, small power tools, we do use are just as hazardous, if not more so, due to the complacent way many people handle them. This is why it is important to understand not only what PPE is required for a given task, but also why it is required.

Below are some examples of the more common types of PPE that most units would need:

Eye Protection

Cover one of your eyes with your hand and you'll get a small idea of what it would be like to be without it. To lose both eyes is much worse. Fortunately, safety goggles are very inexpensive insurance. There are many types available but the two types we are concerned with provide chemical and general-purpose impact protection:

- Chemical goggles protect the eyes from injury from splashing or sprayed chemicals and, with few exceptions should be available in every unit. Many of the cleaning and lubricating chemicals currently in use in our units are caustic and can cause severe eye damage and or blindness.
- General-purpose goggles/face shields prevent eye injuries that result from small items, such as metal particles from grinding or drilling. These will be required in vending units with a maintenance department.
- Although prescription eyewear is designed with some impact resistance, eye glasses are not intended to provide the protection afforded by safety goggles and will not provide any protection from chemicals. Contact lenses provide no protection and, although that seems like a common sense statement, there are people out there who do believe that their contacts will protect their eyes.

Eurest Services

Chemical Resistant Gloves and Aprons

- These are made of either natural or synthetic rubber to protect the body from acids and other injurious materials. Many of the chemicals in use in our kitchens today will cause a "sunburn" type of injury; you may not even realize you have been burned until much later. A majority of the injuries will be, at the most uncomfortable, although some can be severe enough to require medical treatment. Aprons and gloves should be worn along with goggles should be worn when using chemical cleaners such as Lime Away or oven cleaners.
- Most of us will probably remember our mothers wearing latex gloves as they washed the dishes or cleaned the house to protect their soft hands from so-called "harsh detergents." Many of the chemicals being used in our commercial kitchens will make those chemicals appear to be as harmless as water, yet we rarely see anyone wearing gloves while using them. NOTE: Do not rely on the thin plastic aprons that are typically worn during food preparation, these will tear easily and may also have adverse reactions with some chemicals. Relying on your clothing to protect you from a caustic chemical may also be an invitation to injury. The cloth may soak up the chemicals and keep it in contact with your skin, prolonging exposure and injury.

Dust/Mist Masks

Use dust and mist masks as required for nuisance substances. NOTE: Dust/mist masks are not for use with hazardous chemicals and are not to be used in circumstances where respirators are required.

Respirators

Respirators require specific training and fit testing that cannot be addressed in this section. DO NOT use a respirator if you have not been properly trained or do not understand the situations in which its use is required.

Steel or Reinforced Toe Shoes

- These are intended to protect the toes from damage as a result of a heavy item being dropped on them. Everyone knows how much a stubbed toe hurts; try to imagine a 10lb can of peaches or even a 700lb vending machine falling on your foot. Some of our associates who would benefit from, and should be wearing steel-toed shoes, are vending maintenance, vending money-room workers, and those whose primary duties are stocking storage rooms.

Using PPE

- More important than having PPE is ensuring its availability and use. All PPE items must be readily available, not locked away in a cabinet. ALL associates should use PPE to protect themselves at any time they are required to. If the unit does not have enough to go around, either schedule tasks to make the best use of what is available, or purchase more, it is very cheap insurance.
- When a PPE item shows signs of wear and/or damage it must be replaced. Those old, scratched goggles will eventually be in such bad shape that they could be more hazardous to use than to leave on a shelf.

Eurest Services

Final Thoughts

PPE is designed to protect you from health and safety hazards that can't be removed from the work environment. This year an estimated 2 million people will suffer a temporary or permanently disabling work-related injury. More than one-quarter of those injuries will involve the head, eyes, hands, or feet. Don't become a statistic.

Compass Group associates should be trained to identify the hazards associated with the functions of their job, and how to mitigate the hazards. In some cases Personal Protective Equipment (PPE) will be the appropriate tool to reduce or mitigate the hazards. Associates will also be trained on how to properly use and maintain the PPE in order to perform their functions in a safe manner.

It is the responsibility of the Compass group associates to properly maintain in good condition the PPE that Compass Group has provided for their use.

Compass Group associates are only to utilize personally owned PPE, when such equipment has been prescribed by a physician. The associate is also responsible for maintaining his personally owned PPE in good working condition.

Compass Group associates should conduct a safety assessment of their job functions, utilizing a Task Safety Analysis (TSA) or Job Safety Analysis (JSA).

Compass Group has selected certain types of PPE for the each individual task, and associates will be provided the reasoning behind these selections.

Some PPE provided by Compass Group to its associates may require fitting: i.e. glasses or goggles.

Damaged or defective PPE should be removed from the operation and not utilized.

Bloodborne Pathogens

What are Bloodborne Pathogens?

Bloodborne Pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens including malaria, syphilis, brucellosis, Hepatitis B (HBV), and the Human Immunodeficiency Virus (HIV).

Emergency Procedures

In an emergency situation involving blood or potentially infectious materials, you should always follow Universal Precautions and try to minimize your exposure by wearing gloves, goggles, and other barrier devices.

EXHIBIT B-6
EXPOSURE CONTROL PROGRAM

If you are exposed, however, you should:

1. Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible.

If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.

2. Report the exposure to your supervisor as soon as possible.
3. Document an exposure if you desire. This will be kept in your personnel file so that you can document workplace exposure to hazardous substances.
4. You may also go to your nearest hospital or clinic to request blood testing or the Hepatitis B vaccination if you have not already received it.

PPE, Work Practices & Engineering Controls

It is important to use personal protective equipment and work practice controls to protect yourself from bloodborne pathogens.

"Universal Precautions" is the term used to describe a prevention strategy in which all blood and potentially infectious materials are treated as if they are infectious, regardless of the perceived status of the source individual.

In other words, whether or not you think the blood/body fluid is infected with a bloodborne pathogen, you treat it as if it is. This approach is used in all situations where exposure to blood or potentially infectious materials is possible. This also means that certain engineering and work practice controls shall always be utilized in situations where exposure may occur.

Personal Protective Equipment

The first step to take in any situation where you may be exposed to a bloodborne pathogen is to ensure you are wearing the appropriate personal protective equipment (PPE). This is a simple precaution to take in order to prevent blood or potentially infectious body fluids from coming in contact with your skin. NOTE: An approved bloodborne pathogen cleanup/disposal kit should be available in the unit. Follow the directions and use the PPE and other supplies provided.

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EXPOSURE CONTROL PROGRAM

Eurest Services

Rules to follow:

Always wear personal protective equipment in exposure situations.

Remove and replace PPE that is torn or punctured, or has lost its ability to function as a barrier to bloodborne pathogens.

Remove PPE before leaving the work area.

If you work in an area with routine exposure to blood or potentially infectious materials, the necessary PPE should be readily accessible.

Gloves

Gloves should be made of vinyl, nitrile, rubber, or other water impervious materials. If glove material is thin or flimsy, double gloving can provide an additional layer of protection. Also, if you know you have cuts or sores on your hands, you should cover these with a bandage or similar protection as an additional precaution before donning your gloves. Remember, you should always inspect your gloves for tears or punctures before putting them on. If a glove is damaged, don't use it! When taking contaminated gloves off, do so carefully. Make sure you don't touch the outside of the gloves with any bare skin, and be sure to dispose of them in a proper container so that nobody else will come in contact with them, either.

Goggles

Anytime there is a risk of splashing or vaporization of contaminated fluids, goggles and/or other eye protection should be used to protect your eyes.

Face Shields

Face shields may be worn in addition to goggles to provide additional face protection. A face shield will protect against splashes to the nose and mouth.

Aprons

Aprons may be worn to protect your clothing and to keep blood or other contaminated fluids from soaking through to your skin.

Remember to follow all universal precautions and treat all blood or potentially infectious body fluids as if they are contaminated. Avoid contact with potentially contaminated objects whenever possible. Whenever contact with these objects or surfaces is unavoidable, wear personal protective equipment.

Hygiene Practices

Hand washing is one of the most important (and simplest) practices used to prevent transmission of bloodborne pathogens. Hands or other exposed skin should be thoroughly washed as soon as possible following an exposure incident. Use soft, antibacterial soap, if possible. Avoid harsh, abrasive soaps, as these may open fragile scabs or other sores.

Hands should also be washed immediately (or as soon as feasible) after removal of gloves or other personal protective equipment. Because hand washing is so important, you should familiarize yourself with the location of the nearest hand-washing sink.

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EXPOSURE CONTROL PROGRAM

Eurest Services

Decontamination and Sterilization

All surfaces, tools, equipment and other objects that come in contact with blood or potentially infectious materials must be decontaminated and sterilized as soon as possible. Equipment and tools must be cleaned and decontaminated before servicing or being put back to use.

Decontamination can be accomplished by using an EPA-registered tuberculocidal disinfectant. Check the label of all disinfectants to make sure they meet this requirement.

If you are cleaning up a spill of blood, you can carefully cover the spill with paper towels or rags, then gently use "Odor Destroyer" (Ecolab product) over the towels or rags, and leave it for at least 10 minutes. This will help ensure that the bloodborne pathogens are killed before you actually begin cleaning or wiping the material up. By covering the spill with paper towels or rags, you decrease the chances of causing a splash when you spray a disinfectant on it.

If you are decontaminating equipment or other objects upon which someone has been cut, you should follow the manufacturer's label on the disinfectant to determine how long it is to remain in place before continuing the cleaning process.

NOTE: Bloodborne pathogens kits usually contain a small bottle (2 to 4-ounces) of disinfectant, but this may not be a sufficient quantity and is not recommended for use on vomitus or feces. Use a bleach solution of 1 and 2/3 cups of bleach per one-gallon of water on all surfaces. This solution should remain on the surface no less than one minute. If the solution dries before wiping it off, apply fresh solution. All surfaces will then require a clear water rinse and sanitizing after disinfecting. Refer to the manufacturer's Material Safety Data Sheet (MSDS) for chemical hazards, first aid treatment, and PPE required for mixing

Broken Glassware

Broken glassware that has been visibly contaminated with blood must be sterilized with an approved disinfectant solution before it is disturbed or cleaned up. Glassware that has been decontaminated may be disposed of in an appropriate container.

Broken glassware must not be picked up directly with the hands. Sweep or brush the material into a dustpan.

Uncontaminated broken glassware may be disposed of in a closable, puncture resistant container such as a cardboard box or coffee can.

By using Universal Precautions and following these simple engineering and work practice controls, you can protect yourself and prevent transmission of bloodborne pathogens.

Healthcare Environments

For those units working in the healthcare environment (not including food service), there are specific protocols you must follow on top of the above information. Refer to the Exposure Control Plan for details.

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EXPOSURE CONTROL PROGRAM

Eurest Services

Rules to follow:

Never touch an improperly disposed of sharp. If one is found, work shall stop and a supervisor must be notified. The supervisor will document the occurrence and notify the charge nurse, who shall make arrangements for the sharp to be properly disposed of.

When handling waste, all employees will hold the bag, regardless whether it contains municipal waste or regulated medical waste, away from the body.

If a sharps container is filled higher than the fill line (3/4 full), the supervisor will be notified and the supervisor will notify the charge nurse. If it is the responsibility of the Compass contract to remove the sharps container, this shall be done with extra care. If it is not the responsibility of the Compass contract, do not remove the container.

Ensure all policies outlined in the Exposure Control Plan, located in the Infection Control Manual, are followed (i.e. Hepatitis B vaccinations, Post-Exposure protocol, etc.).

Compass Group requires that BBP training to be conducted before a new associate begins to work and the training must be refreshed once a year.

All Compass Group associates and supervisors performing housekeeping functions that require the cleaning of body fluid spills are considered to have exposure to BBP.

All Compass Group associates that are required to clean up body fluid spills will be considered to have exposure regardless of the PPE used.

All Compass Group associated will have access to a copy of the exposure control plan at any time.

All infectious materials that result due to a body fluid spill or the cleaning activities should be put in a leak-proof bio-hazard bag for handling, transport and proper disposal.

All Compass Group associates required to clean body fluid spills will be provided with PPE, to include: gloves, goggles, aprons/gowns, booties, and others as available in the BBP cleanup kit.

All Compass Group associates assigned to clean up body fluid spills or that are considered to have exposure, will be provided with the Hepatitis B Vaccine at the company's expense.

Medical records will be maintained for the duration of employment, plus for 30 years and the training records for the duration of employment and no less than 3 years.

All records associate with this policy will be made available upon request and in compliance with CFR 1910. 1020, (h)

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Our Proposed Services are Our Quality Control System!

Quality Control System

CIMS CERTIFICATION - An Assurance of Quality Control

Eurest Services/Crothall Services Group have completed the requirements for the Cleaning Industry Management Standard (CIMS) certification program. In addition, ISSA also granted Crothall Services certification with honors.

Much like ISO 9001 is for the manufacturing industry, CIMS (Cleaning Industry Management Standard) is the first comprehensive management and operations standard that sets the bar for clear, consistent procedures that are followed throughout the planning, implementation, measurement and improvement cycles of cleaning services. Administered jointly by ISSA (the Worldwide Cleaning Industry Association) and the American Institute for Cleaning Sciences, CIMS (Cleaning Industry Management Standard) is a standard of excellence designed to help building service contractors and in-house providers develop quality, customer-centered organizations. The CIMS framework is built around the five quality principles that have proven to be the hallmarks of well-managed successful cleaning operations: Quality Systems, Human Resources, Management Commitment, Service Delivery, and Health, Safety and Environmental Stewardship.

CIMS is a rigorous program that sets a new "standard" of excellence for building service contractors. Implementation of the Standard's signature framework, which is built around five universally accepted quality principles, establishes Eurest Services/Crothall Services Group as a high-performance, customer-focused cleaning organization. Facility management and purchasing professionals regard CIMS certification as a key differentiation tool, using the program to identify those organizations that have proven to be true companies of excellence and that stand alone among the premier organizations in the industry.

To become certified, an organization must demonstrate its compliance with the requirements described in the five sections of management best practices that make up the Standard. An independent, accredited assessor conducts an on-site review of the applicant's systems, processes, and documentation to ensure compliance.

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

How Do We Ensure Quality?

CleanTelligent Customer Service and Quality Tracking System:

Innovations in management systems have been essential in our ability to consistently provide quality consistency and cost efficiency for our customers. We were one of the first companies in the industry to employ automated work loading specifications and a computerized inspection system, and have invested significantly to incorporate new technology as it becomes available. Our current inspection system offers a web-enabled site inspection and quality control system, and will soon utilize global positioning software to track the location of our employees at all times. (Currently, all Eurest Services vans use GPS to track crew mobility.)

CleanTelligent is an online program that manages and tracks communication between clients, Eurest Services Management, and front line staff. It assigns work orders, creates job schedules, tracks inspections results and trends, and communicates online between Eurest Services and our customers. Your needs and concerns are received within seconds, from your computer, and our team is notified immediately. You receive updates to your message via e-mail, where a history log of all issues is maintained. Eurest Services also analyzes the reports generated in CleanTelligent for continuous improvement opportunities.

Wireless, immediate communication with our customers:

All of Eurest Services' supervisors and management personnel use wireless cell phones, e-mail or laptop computers for direct communication with our customer and each other. This allows for faster resolution of issues and less opportunity for miscommunication.

E-PAY computerized time-keeping and payroll tracking software:

Eurest Services uses a web-based payroll system that tracks employees by either electronic clock or phone call to an 800 number from the job site. Once the employee's time is recorded, E-Pay allows access to this information either by web interface or telephone. The system alerts managers when an employee does not show up to work. Alerts are sent via e-mail or text message from the designated site after fifteen minutes of the scheduled start time. Your designated account manager will then contact employees for our unassigned floater staff who are trained, background checked, and ready to fill in as needed.

Description on E-pay Timesheet screen

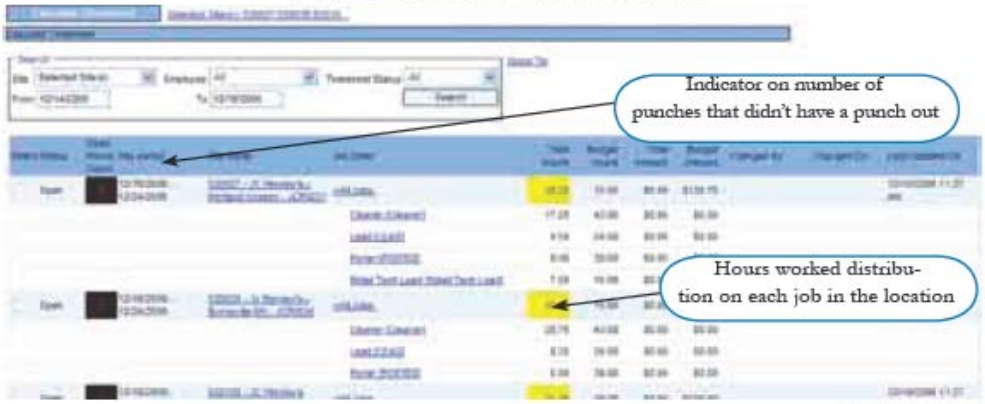

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Eurest Services Standard Training Program

Stage 1: Orientation

CIMS
Eurest Services' Rules & Regulations
Hands-On "SMART CLEANING"
Safety & Accident Prevention
Security/Alarms
Trash Removal
OSHA Regulations
Green Cleaning
Cleaning Chemicals & MSDS
Equipment Handling
Blood Borne Pathogens

Stage 2: One-on-one

On-The-Job Training
Done before the start of the job
To get the employee familiar with building set-up
To show areas of special attention
To review Chemicals & Equipment on location
Security/Emergency Procedures

Stage 3: CONTINUOUS training

Continuous Monthly Training
Using set training program
Totaling 12 hours/year/employee
Also, retraining on areas of low performance as needed

How is janitorial staff trained for a new account?

The assigned staff reports to one of our training centers for a teacher/student class called Smart Cleaning. For our smaller assignments the selected cleaner(s) are taught using Eurest Services' interactive Power Point, Smart Cleaning program or video. These workers are trained just prior to job start to maximize retention. All workers then receive additional on site training specific to the building they will be working in. This training is conducted by our route and building supervision staff starting on the first day, and continuing throughout the first week of an account start-up.

Documenting our training

We use our computerized management system to track employee training and mastery schedules in a database created for this purpose. Each employee is provided with a certificate of completion. All certificates are signed, dated and copies are retained in their employee files for reference.

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Screening and Hiring

We actively seek out and pursue bright, forward thinking, and eager employees who have a service orientation. All of our candidates are carefully and thoroughly interviewed, screened and reference checked. Our dedicated recruitment division, Resource Network, has several strategically located recruiters around the country and a clear understanding of the qualified employees that fit best within our corporate culture.

At Eurest Services, we believe it is as important to be trustworthy and believable as it is to be competent; therefore all employees are thoroughly screened before being assigned duties in your building. Eurest Services employs the following steps in screening out employees:

- All new employees are asked to sign authorization for background checks as part of the employment package.
- All new employees are subject to required background checks, including nationwide background checks which extends to seven (7) years from all counties of residence.
- All new employees are reference checked.
- Random Drug testing (optional) is performed on employees.
- Post Accident Drug testing is performed on all injured employees.
- Supervisory management must pass more rigid qualifications for employment; hence we seek candidates with impeccable background and work histories.

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Risk Management

Safety is a key priority of each and every Eurest employee. Our Safety Department takes a proactive approach to safety and accident prevention. We believe there is a direct correlation between our emphasis on safety and our low worker compensation and general liability rates. Safety Training Programs are scheduled for all employees.

Security/Emergency Procedures

All Eurest employees learn the emergency procedures for every building they work in, and follow these procedures at the first indication of an emergency situation. In addition, Eurest employees are trained to:

- Report any emergency occurrence, even a potential one, immediately to the appropriate authority
- Provide building management and building security with emergency contact names and numbers of all Eurest staff involved at your facility.
- Handle after-hours and weekend emergency calls 24 hours a day, seven days a week, all year long, including holidays. Our answering service is provided with all emergency contact numbers for all Eurest's management personnel. Eurest has implemented a calling procedure with the answering service and Eurest's management to assure a fast response to our clients in emergency situations.

Accident Prevention and Loss Control

The safety of our employees and your building is our top priority. In the unusual occurrence of accident or other work-related incidents, the manager immediately implements the following protocol for resolution:

- All claims are reported to insurance carrier within 24 hours (8 hours if there is a life threatening injury). Claim progress is monitored with Insurance providers, and if required, some methods or procedures are questioned and challenged. Investigations are aimed at preventing any repeat accidents of that nature.
- Injured employees receive medical treatment as needed. Emergency treatment, if necessary, is provided by the Emergency facility closest to the job and injury site.
- Follow up treatments, when needed, are arranged with occupational clinics close to employee's residence. All visits are monitored and employee's work status is always discussed with the medical provider.
- In an effort to try and bring all injured employees back to work as soon as possible, accommodations for light duty work are made available to fit the work release restrictions.
- A complete investigation of all parties involved is initiated and documented immediately. All reports are filled out completely by injured employees and supervisors.

This commitment to Safety and Risk Management has yielded one of the lowest worker's compensation rates in the industry, saving our clients money, keeping our valued workforce safe and productive and affording our customers the comfort of OSHA compliant operations.

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Best Practices

Eurest Services has developed a Best Practices Department which utilizes a Global Resource base called The Compass Service Framework (CSF) which is a Global intranet for sharing Best Practices. Via the Compass Service Framework we constantly review best practice around the globe and determine if a new method or process is A) appropriate for our existing client base and B) meets with in-country/local regulations.

This Department is the centerpiece of cleaning system design and innovation. Eurest Services is constantly sampling the industry for highly productive cleaning equipment, systems and programs. Strategic Provider/ Manufacturer Meetings are held throughout the year to bring the best of practice to Eurest Services leadership for review and testing. This Department is also responsible for all employee/manager training and training program development and implementation. It is also the hub of all procurement/purchasing procedures and functions for Eurest Services. The Best Practices Department plays an integral role in new business startup. Working closely with operations to provide a comprehensive startup game plan including getting needed equipment, supplies and manpower to the right place at the right time and communicating important plans with the new customer. Best Practice is also responsible for large-scale project implementation such as company-wide payroll automation. Another role of the Department is to provide ongoing productivity analysis and retuning of existing business. Providing leading-edge cleaning systems and training to current customers is crucial to long-term success.

Equipment and Supplies

Equipment and supply selection is based on a standardized process of centralized decision making, maintaining strict adherence to the consideration of superior quality prior to evaluating cost. Since the majority of our cost is in labor, spending more for superior products has resulted in long-term economies on labor that we pass on to our customers.

- We adhere to rigid performance and efficiency criteria for all products and equipment.
- We buy major equipment and supplies directly from the manufacturers to reduce costs.
- Our equipment is regularly inspected.
- We use local suppliers whenever quality standards are met, to help support local businesses and to establish local partnerships for quick response to emergency situations
- MSDS Sheets on all products are kept at all locations
- Backup equipment is always available for use in case of breakdown, and to ensure maximum productivity
- All floor finishes pass slip resistance tests by industry standard James machines.

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Eurest Services Green Cleaning Program

One of the cornerstones of Eurest Services' mission is to employ and master sustainable practices. Through our Corporate Environmental Policy, our service experts strive to create an environment that not only decreases the overall carbon footprint, but also considers how our services can positively impact the health of a facility's inhabitants.

We continue to push ourselves to truly master the art and science of sustainability via our certified Green Cleaning program. We also understand that going green is a significant commitment, which is why we've developed solutions that can be incrementally introduced and easily implemented.

Within our company, we are dedicated to operating in a socially responsible manner and fostering the continued growth and well being of our employees via extensive safety training and career development initiatives.

Most importantly, our passion for sustainability also refers to meeting and exceeding our clients' needs and expectations to ensure that we create an enduring and successful partnership.

Our Green Cleaning Program offers our clients effective, environmentally protective cleaning. The purpose of this program is to minimize exposure of building occupants and Eurest Services' employees to potentially hazardous chemical, biological and particle contaminants that may adversely impact air quality, health, building finishes and systems, and the environment. We are committed to providing you with a cost-effective, environmentally sound and health-conscious program in order to create an optimal working environment.

The products and equipment used in our Green Cleaning Program meet the criteria of the U.S. Green Building Council's LEED-EB rating system and are certified by Green Seal:

- Touchless cleaning equipment cleans using a low-pressure chemical dispersal system, followed by a manual scrubbing, then a pressure rinse, and finally, the soiled solution is evacuated into a separate tank for disposal.
- Recycled restroom products, such as recycled restroom paper products and recycled trashcan liners.
- Specialty entryway matting can be utilized to dramatically reduce the amount of particulates that enter a building.
- HEPA certified vacuum cleaner, a high efficiency particulate air filtration vacuum, contains 99.9 % of airborne particles.
- Auto scrubber uses no chemicals at all to clean; only electrolyzed water.
- Micro-fiber mops and cleaning rags can collect 98% of soil particles on the cloth and contain them until discharged. Micro fiber absorbs more moisture than conventional materials, resulting in less chemical use and more effective cleaning.

Complete GREEN

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Adopting Green Cleaning Standards to earn LEED Points

The USGBC (US Green Building Council) is a coalition of leaders from across the building industry, working to make green buildings available to everyone within a generation. To achieve this goal, they have devised a certification program called LEED (Leadership in Environmental Energy and Design) that provides an independent third-party verification that a building project (or existing building—LEED-EB) meets the highest green building and performance measures. In the case of existing buildings, it helps building owners and managers measure operations, improvements and maintenance on a consistent scale with the goal of maximizing operational efficiency while minimizing environmental impacts. The LEED Rating certification is based on a point system with at least 31 points needed for certification. Green cleaning practices can help you earn points in the following categories. For more information on how to apply LEED your building, visit the United States Green Building Council's website at www.usgbc.org.

Energy & Atmosphere

Building Operation and Maintenance: Staff Education Training - OSHA, MSDS, KIMCO Policy, Procedure, Green Cleaning Principals	1 point

Materials and Resources

Source Reduction and Waste Management: Waste Stream AuditRecycling, Certified RSI	Required
Optimize Use of Indoor Air Quality (IAQ) Compliant Products: Hepa filter Vacs.	2 points
Sustainable Cleaning Products and Materials: JohnsonDiversey, Green Seal Products	1-3 points
Occupant Recycling : RSI	1-3 points

Indoor Environmental Quality

Documenting Productivity Impacts: Absenteeism and Health Care Cost Impacts	1 point
Contemporary IAQ Practice	1 point
Green Cleaning: Entryway Systems Walk off matting	1 point
Green Cleaning: Isolation of Janitorial Closets Basement	1 point
Green Cleaning: Low Environmental Impact Cleaning Policy Microfiber cloths, Recycled Mops, Kaivac touchless cleaning	1 point
Green Cleaning: Low Environmental Impact Pest Management Policy	2 points
Green Cleaning: Low Environmental Impact Cleaning Equipment Police Use Tennant ReadySpace low moisture carpet cleaning Kaivac - Touchless Cleaning Tennant Fast Scrub Equipment (All Tennant equipment is carpet and rug institute green label certified and is recognized by the US Building Council)	1 point

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Sample Inspection Report

CleanTelligent Page 1 of 5

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SEARCH | WORK ORDERS | CLIENTS | LOCATIONS | CONTACTS | HR | REPORTS | ADMIN

Search | New Service Location | Download Inspector | Inspection Sign Off
My Unfinished Inspections (2)

Welcome
Raleen Verbeek

Service Provider - Tuesday, October 20, 2009

Quick Create: - Select One - Quick Search:

Service Location: H1991 - Niles

Back

Inspection Information

Inspected By: Claudia Sindaro
Inspected On: 09/24/2009 09:12:00 AM
Service Item Score : Yellow 70%
Tracking Item Score : 71.43%
Client Notes:
Inspector Notes: the store looks good the only thing we need to detail is the partition has a little bit of dust the employee is been aware about it and I spoke to Jim N. and he said that everything is ok.
Internal Notes:
Plan of Action:
Inspection Type: External

Client Sign Off Information

Signed Off By:
Sign Off Confirmed: No
Signed Off Confirmed By:
Client Signature:
Inspector Signature:

Inspection Explanation
Green: Meets Standards
Yellow: Needs Improvement (Counts as one half deficiency)
Red: Needs Immediate Attention (Counts as a deficiency)
N/A: Not Applicable (Will not be included in the score calculation)

Inspection Details

Expand All - Collapse All
Group By: Area Group Filter: Show All Show Tracking Items Show Item Scores

Breakrooms and Offices

Service Item Detail Score: Yellow 50% - 3.0/6.0
Tracking Item Detail Score: Yellow 50% - 4.5/9.0

Service Items:

Yellow Trash cans — Breakrooms and Offices - Daily - Trash Removal

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Trash cans	1.0				
Yellow			Clean Trash Receptacles	1.0		
Yellow			Empty trash	1.0		

Yellow Sinks and Counters — Breakrooms and Offices - Daily - General Cleaning

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Sinks and Counters	1.0				
Yellow			Clean Sinks	1.0		
Yellow			Polish Chrome	1.0		

Yellow Wet Mopping — Breakrooms and Offices - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Wet Mopping	1.0				
Yellow			Wet Mop	1.0		

Yellow Floors behind door cleaned — Breakrooms and Offices - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Floors behind door cleaned	1.0				
Yellow			Cleaned	1.0		

Yellow Ceilings dusted — Breakrooms and Offices - Daily - Dusting

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes

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Eurest Services

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Yellow	Ceilings dusted	1.0				
Yellow			Dust Vents	1.0		
Yellow			Dust light fixtures	1.0		

Yellow — Lunchroom Hallway detail cleaned — Breakrooms and Offices - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Lunchroom Hallway detail cleaned	1.0				
Yellow			Cleaned	1.0		

Decor Area

Service Item Detail Score: Yellow 70% - 3.5/5.0
Tracking Item Detail Score: Yellow 70% - 3.5/5.0

Service Items:

Green — Dust Mopping — Decor Area - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Dust Mopping	1.0				
Green			Dust Mop	1.0		

Yellow — Spot mop removing spots and spills — Decor Area - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Spot mop removing spots and spills	1.0				
Yellow			Mop Hard Floors	1.0		

Yellow — Wet Mopping — Decor Area - Weekly - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Wet Mopping	1.0				
Yellow			Wet Mop	1.0		

Yellow — Gum/Stickers/Black Marks — Decor Area - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Gum/Stickers/Black Marks	1.0				
Yellow			Miscellaneous Adhesive and Mark Removal	1.0		

Green — Kitchen counterops dusted — Decor Area - Weekly - Dusting

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Kitchen counterops dusted	1.0				
Green			Dust	1.0		

Entrances

Service Item Detail Score: Yellow 75% - 3.0/4.0
Tracking Item Detail Score: Yellow 64.29% - 4.5/7.0

Service Items:

Yellow — Empty and clean trash cans — Entrances - Daily - Trash Removal

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Empty and clean trash cans	1.0				
Yellow			Interior	1.0		
Yellow			Exterior	1.0		

Yellow — Entrance/exit glass — Entrances - Daily - Glass

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Entrance/exit glass	1.0				
Yellow			Streak Free	1.0		
Yellow			Tape free	1.0		
Yellow			Ledges cleaned	1.0		

Green — Vacuum Mats — Entrances - Daily - Carpet Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Vacuum Mats	1.0				
Green			Vacuum Carpets	1.0		

Green — Garden corner entrance glass cleaned — Entrances - Weekly - Glass

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Garden center entrance glass cleaned	1.0				
Green			entrance glass	1.0		

Janitorial Closets

Service Item Detail Score: Green 100% - 3.0/3.0
Tracking Item Detail Score: Green 100% - 3.0/3.0

Service Items:

Green — Janitors closet cleaned and organized — Janitorial Closets - Daily - General Cleaning

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Janitors closet cleaned and	1.0				

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QUALITY CONTROL PROGRAM

Eurest Services

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	organized					
Green			Cleaned	1.0		
Green	Floors Scrubbed					Janitorial Closets - Daily - Floor Care
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Floors Scrubbed	1.0				
Green			Auto Scrub	1.0		
Green	Water Fountains					Janitorial Closets - Daily - General Cleaning
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Water Fountains	1.0				
Green			Clean & Polish Water Fountains	1.0		

Rest Rooms
Service Item Detail Score: Yellow 73.08% - 9.5/13.0
Tracking Item Detail Score: Green 76.92% - 20.0/26.0

Service Items:

Green	Dust Mopping					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Dust Mopping	1.0				
Green			Dust Mop	1.0		
Green	Baby changing station cleaned					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Baby changing station cleaned	1.0				
Green			clean baby changing station	1.0		
Green	Mirrors					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Mirrors	1.0				
Green			Mirrors clean and streak free	1.0		
Green	Dispensers cleaned					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Dispensers cleaned	1.0				
Green			Sanitary dispensers	1.0		
Green			Paper dispensers	1.0		
Green			Soap dispensers	1.0		
Green			Air freshner	1.0		
Green	Dispensers refilled					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Dispensers refilled	1.0				
Green			Sanitary dispensers	1.0		
Green			Paper dispensers	1.0		
Green			Soap dispensers	1.0		
Green			Air freshner	1.0		
Yellow	Partitions					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Partitions	1.0				
Yellow			Dust Vertical Surfaces	1.0		
Green			Clean Partitions in Restroom/Locker Room	1.0		
Yellow	Sinks					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Sinks	1.0				
Yellow			Top	1.0		
Yellow			Under	1.0		
Yellow	Toilets					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Toilets	1.0				
Yellow			Clean and Sanitize	1.0		
Yellow			Polish Chrome	1.0		
Yellow	Urinals					Rest Rooms - Daily - Restroom
Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Urinals	1.0				
Yellow			Clean and Sanitize	1.0		
Yellow			Polish Chrome	1.0		
Yellow	Trash cans					Rest Rooms - Daily - Restroom

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

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Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Trash cans	1.0				
Yellow			Clean Trash Receptacles	1.0		
Yellow			Empty trash	1.0		

Yellow — Ceilings dusted — Rest Rooms - Daily - Restroom

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Ceilings dusted	1.0				
Yellow			Dust Vents	1.0		
Yellow			Dust light lenses	1.0		

Green — Doors — Rest Rooms - Daily - Restroom

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Doors	1.0				
Green			Dust	1.0		
Green			Cleaned	1.0		

Yellow — Wet Mopping — Rest Rooms - Daily - Restroom

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Wet Mopping	1.0				
Yellow			Wet Mop	1.0		

Sales Floor
Service Item Detail Score: Yellow 62.5% - 2.5/4.0
Tracking Item Detail Score: Yellow 75% - 4.5/6.0

Service Items:

Yellow — Detail dust mop — Sales Floor - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Detail dust mop	1.0				
Yellow			Sensors	1.0		
Green			Aisles	1.0		
Green			Cashier	1.0		

Green — Floors Scrubbed — Sales Floor - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Green	Floors Scrubbed	1.0				
Green			Auto Scrub	1.0		

Yellow — Gum/Stickers/Black Marks — Sales Floor - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Gum/Stickers/Black Marks	1.0				
Yellow			Miscellaneous Adhesive and Mark Removal	1.0		

Yellow — Wet Mopping — Sales Floor - Daily - Floor Care

Rating	Service Item Detail	Service Weight	Tracking Item Detail	Tracking Item Weight	SubLocation / Section	Notes
Yellow	Wet Mopping	1.0				
Yellow			Wet Mop	1.0		

1 - Wk 1 - Mon Reading Date
6/24/09
2 - Wk 1 - Mon Reading
529.1
3 - Wk 2 - Mon Reading
536.7
4 - Wk 3 - Mon Reading
549.6
5 - Wk 4- Mon Reading
556.9
6 - Wk 4- Sun Reading Date
9/20/09
7 - Wk 4- Sun Reading
569
8 - Scrubber Serial Number:
566013057
9 - Scrubber Brush Size:
14"
10 - Scrubber Down Time?

11 - Is the charger plugged directly into electrical outlet
Yes
12 - MSDS book in janitors closet
Yes

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EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Inspection Sign Off Report

General Notes

Inspection: 1B03-2000 S Naperville Road Chase Bk - 9/9/09 1:00 PM, Elizabeth Seskiewicz

Client Notes: cleaning is OK,we really like Luis
he is doing good job,but he is missing top of the pictures and hangings
otherwise he is doing great

Inspector Notes: building looks very nice but there are few things;
basement-conference room-dead bugs on the floor
heaters by windows-all floors-dust and spots probably from washing windows
kitchen 3rd floor-spots on walls
kitchen-basement-top of refrigerator dusty
washrooms-basement-top of partitions dusty

Plan of Action:

Total Number of Inspections: 1
Green Ratings: 47; Yellow Ratings: 5; Red Ratings: 0; NA Ratings: 5

Service/Tracking Items

SubLocation	Section	Area		Service/Tracking Item	Inspection Notes	Rating	Done
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	Appliances		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	Hard floor services		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	High dusting		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	Low dusting		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	Sinks and counters		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	Spot clean walls		Yellow	
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	Tables and chairs		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Break Rooms and Kitchen Areas	S	Vacuum		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Elevators, stairs, and landings	S	Elevator floors, walls, and doors		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Elevators, stairs, and landings	S	Elevator tracks		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Elevators, stairs, and landings	S	Stairwell rails and walls		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Elevators, stairs, and landings	S	Stairwell steps and landing		Green	✔
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes			

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EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Service Location: 1B03-2000 S Naperville Road Chase Bk Service Score: 95.19%% Tracking Item Score:

SubLocation	Section	Area		Service/Tracking Item	Inspection Notes	Date & Time	Rating	Done
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Clean ATM			NA	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Damp wipe surfaces			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Detail door clean			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Edging			Yellow	
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Empty trash			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Glass			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Hard floor services			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	High dusting			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Low dusting			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Spot clean carpets			NA	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Spot clean walls			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Entrances	S	Vacuum			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Exterior	S	Drive - In equipment/ATM			Yellow	
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Exterior	S	Empty trash			NA	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Exterior	S	Night depository			NA	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Exterior	S	Parking lot and grounds			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Office, Teller, and Common Area	S	Coupon rooms			NA	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Office, Teller, and Common Area	S	Damp wipe surfaces			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Office, Teller, and Common Area	S	Detail door clean			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Office, Teller, and Common Area	S	Edging			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				
No SubLocation	No Section	Office, Teller, and Common Area	S	Empty trash			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off		Sign-Off Notes				

EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Service Location: 1B03-2000 S Naperville Road Chase Bk Service Score: 95.19%% Tracking Item Score:

SubLocation	Section	Area		Service/Tracking Item	Inspection Notes	Date & Time	Rating	Done
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Furniture			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Glass			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Hard floor services			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	High dusting			Yellow	
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Low dusting			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Spot clean carpets			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Vacuum			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Walls/Partitions			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Window blinds			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Office, Teller, and Common Area	S	Window sills, frames, and jams			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Clean restroom dispensers			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Doors			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Empty trash			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Hard floor services			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	High dusting			Yellow	
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Metals and mirrors			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Refill restroom dispensers			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Sinks and counters			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Toilets and urinals			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			
No SubLocation	No Section	Rest Rooms	S	Walls/Partitions			Green	✓
Employee/Contractor Sign-Off	Corrected On	Supervisor Sign-Off			Sign-Off Notes			

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EXHIBIT B-7
QUALITY CONTROL PROGRAM

Eurest Services

Service Location: 1B03-2000 S Naperville Road Chase Bk Service Score: 95.19%% Tracking Item Score:

SubLocation	Section	Area		Service/Tracking Item	Inspection Notes	Date & Time	Rating	Done
Employee/Contractor Sign-Off		Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Safety/Security	S	Alarm Set			Green	✓
Employee/Contractor Sign-Off		Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Safety/Security	S	Doors shut			Green	✓
Employee/Contractor Sign-Off		Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Safety/Security	S	Lights out			Green	✓
Employee/Contractor Sign-Off		Corrected On	Supervisor Sign-Off		Sign-Off Notes			
No SubLocation	No Section	Safety/Security	S	Log book maintained			Green	✓
Employee/Contractor Sign-Off		Corrected On	Supervisor Sign-Off		Sign-Off Notes			

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EXHIBIT B-8
HAZARD COMMUNICATION PROGRAM

Eurest Services

Hazard Identification - Introduction

Accidents can only be prevented if the causative condition or behavior is identified and corrected BEFORE an injury and/or damage occurs.

Removing hazards increases operating efficiency because the same deficiencies that result in injuries cost additional money in delays and other inefficiencies in the operation.

Hazard Identification Philosophy

The philosophy of hazard identification is simple: stop the accident before it occurs. The methodology, however, is not as simple. In every accident there are two factors: cause and effect. The cause may be a variety of things: physical, emotional, or mental. The effect is a direct result of the cause. There are three basic methods of accident prevention, commonly referred to as the three E's of Safety: Engineering, Education, and Enforcement. These methods can be used individually or collectively.

Engineering is used to correct physical and mechanical hazards (i.e. slicer blade guards, dead man switches on floor equipment, etc). This is done during the equipments design/test phase before production begins.

Education enhances personal awareness of hazards, safe work and driving habits, and general safety practices to be used. It is up to all of us to stop accidents before they occur. Good accident prevention efforts begin with you and your supervisors.

Enforcement is used to make sure rules and regulations are followed at all times. Keep in mind that this is a function of local management and Human Resources may need to be consulted.

Hazard Communication

Most of the chemicals that Compass associates come into contact may seem similar to those used by the average household, but the truth of the matter is that many of them are actually in a more concentrated form. Any chemical can, however, be potentially hazardous under certain circumstances. It is important to communicate those dangers to anyone who may become exposed to them.

It is the Unit Manager's responsibility to administer the Hazard Communication (HAZCOM) program on a local level. The Unit Manager, or his designee, must maintain this written program and make it accessible to our associates, their representatives, or State or Federal OSHA officials upon requested.

The Federal Occupational Safety and Health Administration's Hazard Communication standard and certain states' "Right to Know" laws, make it mandatory to alert associates of chemical hazards and how to control these hazards:

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Associate RIGHTS - you have the right to:

- Be trained concerning the hazards associated with the substances in your workplace
- See the List of Chemicals and Material Safety Data Sheet (MSDS) for hazardous substances in your workplace
- Be provided with a copy of the List of Chemicals you work with, as well as the corresponding MSDS
- Refuse to work with a hazardous substance if you are denied access to the information about the substance

Associate RESPONSIBILITES- you are responsible to:

- Know your rights under the HAZCOM Program
- Know where to get information about hazardous substances in your workplace
- Learn to read and understand labels and MSDSs
- Identify hazards before you begin a job and keep your work area clean
- Use appropriate safe work practices and proper personal protective equipment
- Follow proper procedures for clean-up and disposal of hazardous substances
- If you are not sure, ASK!

The hazardous substances authorized for use by Compass Group associates shall be properly stored at all times when not in use. Proper storage areas include approved storage rooms, housekeeping closets, or engineering spaces, as deemed appropriate by the local management. Become familiar with the various areas where hazardous substances are being stored. DO NOT store or leave substances lying around unsecured. For further guidance on locations and storage of chemicals, see your supervisor or Manager/Director.

Absolutely no chemicals shall be taken off site without prior authorization from the local management. Further, no hazardous substances shall be brought to the work site without express permission of management, and a corresponding MSDS.

This program is designed to provide associates training and information on:

- A list of hazardous chemicals known to be present in the workplace.
- How Material Safety Data Sheet (MSDS) requirements are being met.
- Labels and labeling in use.
- Information on training requirements.
- How to inform associates of chemical hazards associated with non-routine tasks.
- How employees of subcontractors are informed of our program.

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Hazardous Substances

A hazardous substance is any chemical that can have dangerous physical properties (combustible, explosive, water reactive, etc.) or can impair human health (toxic, corrosive, carcinogenic, or threatening to specific physiological organs, systems or functions).

Unit Managers, or their designee, are to compile an inventory list of chemical products used at their location. This list is to be added to this program and updated periodically, or when new chemicals are introduced into the workplace.

Material Safety Data Sheets

Suppliers of chemical products are required to furnish Material Safety Data Sheets (MSDS) describing each chemical's physical characteristics, health hazards, advisory precautions, spill procedures, etc. MSDS must be maintained by the Unit Manager, or their designee, and made readily available to all associates. For every hazardous substance in use at the location, there must be a corresponding MSDS from the supplier. NOTE: MSDS binders should be inventoried at least annually to ensure they are complete and current.

Contact your supplier or the chemicals manufacturer for missing MSDSs.

Container Labeling

Suppliers must label containers of products determined to be hazardous. The label must show the name of the product, hazardous ingredients, hazard warnings, and the manufacturer's name and address. Labels are not to be removed, defaced, or covered. No other chemical or product can be put into an empty container other than the product noted on the label. Labels are to be read and all warnings heeded. Should chemicals be removed from a labeled container, and placed in another container for use, silk screened containers or other permanent labels provided by the manufacturer must be affixed to these containers to identify the contents.

Storage

All chemical containers must be properly stored at all times this includes:

- Caustic or corrosive chemicals must be stored on as low a shelf as possible to prevent a leaking container from spilling the chemical onto an associate.
- All chemical containers must be kept closed when not in use.
- Chemicals must be stored away from food and food preparation areas.
- All compressed gas cylinders (i.e. CO_2, helium, propane, etc) must be properly secured at all times. NOTE: This applies to both empty and full cylinders.

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Training Compliance

Associates are to be trained in the following:

- Initial training to explain the OSHA Hazard Communication standard and how to identify and control hazardous substances.
- Training of new hires.

Re-training of associates annually, or when a new chemical is introduced into the workplace.

As with all safety training, have associates sign and date their training attendance sheet.

Informing Associates of Chemical Hazards Associated with Non-routine Tasks

Associates are to be informed of hazardous substances in which they may come into contact while performing non-routine work with hazardous chemical. Review the appropriate MSDS before commencing a rarely performed task. Make certain that the associate is familiar with the chemicals involved and the approved methods for handling them.

Independent Contractors

Tradesmen, craftsmen, and laborers employed by others must be asked to furnish a MSDS if their work will introduce hazardous chemicals not covered by this written program. Similarly, such workers are to be given the opportunity to review our MSDSs so as to understand the hazards associated with our chemical products.

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Lockout/Tagout

(Control Of Hazardous Energy)

The following information is provided to assist Compass Group operations in developing procedures to meet safety requirements for controlling hazardous energy using lockout/tagout techniques.

This program establishes recommended minimum requirements for the lockout/tagout of energy isolating devices. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before energizing or start-up of the machine or equipment or release of stored energy could cause injury. When the energy isolating devices are not lockable, tagout (tagout device) may be used, provided additional training and more rigorous periodic inspections are accomplished. When tagout is used and the energy isolating devices are lockable, full associate protections as well as additional training and more rigorous periodic inspections are necessary.

All Compass Group operations are expected to establish site-specific procedures for the control of hazardous energy. An energy control program shall consist of energy control procedures, associate training and periodic inspections.

Please note that most small equipment items (i.e. slicers, choppers, buffers, vacuum cleaners, etc) only need to be unplugged and the operators maintain positive control of the plug, during cleaning, servicing, or moving to be in compliance. Operations with equipment that is hard wired should contact their Safety Manager for assistance in developing a plan.

Responsibilities

Compass Group Safety Managers:

- Assist with training as appropriate.
- Monitor program compliance.

Unit Manager and/or District Safety Coordinator:

- Provide appropriate lockout/tagout training for affected associates.
- Develop site-specific procedures for lockout/tagout of equipment.
- Provide necessary equipment for the program.
- Conduct periodic inspections to assure program compliance.

Associates:

Comply with the restrictions and limitations during use of lockout/tagout.

Perform the lockout/tagout in accordance with established procedures.

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Lockable

An energy-isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. NOTE: Some equipment is not equipped with built-in lockout devices, for this equipment it will be necessary to purchase a means of locking it out. Contact your Safety Manager for guidance.

Lockout

The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Tagout

The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device

A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Authorized Associate

A person who locks out or tags out machines or equipment in order to perform servicing of maintenance on that machine or equipment. An affected associate becomes an authorized associate when that associate's duties include performing servicing or maintenance covered under this section.

Energy Isolating Device

A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

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Sequence of Lockout

1. Notify all affected associates that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized associate shall use established procedures to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop, open switch, close valve, etc.).
4. Turn off power to the equipment at the power source(s).
5. Place a lock on the power source(s) using and assigned individual lock(s), OR, place a tag on the power source(s) using assigned individual tag(s).
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam, or water pressure, etc.) shall be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to "off" or "neutral" position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all associates have been safely positioned or removed from the area.
3. Verify that the equipment's controls are switched to "off" or "neutral".
4. Remove the lockout devices and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energizing the machine before safe removal.

5. Notify affected associates that the servicing or maintenance is completed and the machine or equipment is ready for use.

Full Associate Protection - (Tagout Procedures)

When a tagout device is used on a power source that is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the tag will provide a level of safety equivalent to that obtained by using a lockout.

Training and Communication

Training shall be provided to all Compass Group associates, to ensure that associates understand the purpose and function of the energy control program and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by associates. The training shall include the following:

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Inspections

Safety Inspections

The purpose of a safety inspection is to identify and resolve safety problems. Inspections should not only identify obvious safety discrepancies and deficiencies, but they should also identify possible deficiencies that may lead to a hazard. Some indicators that may point to the development potential of a hazard include:

- Improper use of equipment.
- Inadequate training.
- Improper/non-use of required PPE (i.e. associates not wearing approved slip-resistant shoes).
- Poor attitudes and/or low morale.
- Defective or inadequate tools and equipment.
- Defective or damaged vehicles.

A word of caution concerning safety inspections: possibly the biggest trap an inspection program can fall into is to become "equipment oriented." Hardware is only part of the inspection. There are actually three areas that need to be evaluated for proper hazard identification:

- Environment, which includes facilities, weather, and road conditions that our associates may be exposed to.
- Equipment, tools, and materials.
- Associates

Our associates can be the biggest source of accidents and should therefore be periodically observed while performing their duties. An associate who forgets or ignores the rules in the workplace is a hazard.

It should also be noted that, although responsibility for ensuring the completion of the Quarterly Self Inspection lies with the manager, ALL associates are responsible for ensuring a safe and healthful workplace.

The following are the inspection checklists that are to be used:

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Daily Hazard Identification Checklist - Facilities (Form 8.1)

This is an optional tool to assist Dining units in establishing a routine and increase awareness of workplace conditions, which commonly result in injury.

- Walk through your facility using the Daily Hazard Identification Checklist (8.1). NOTE: This checklist can be printed out separately and laminated allowing it to be reused. Or you can make copies for use on a daily basis.
- Take note of and correct obvious hazards.
- Use the form to educate associates about common hazards they should be aware of and to increase their involvement in the Company's safety efforts.

Daily Hazard Identification Checklist - Vehicles (Form 8.2)

This is a tool to assist you in evaluating the general condition of any company owned or leased vehicle to ensure it is safe to operate on a public roadway. Vehicle inspections must be completed every day the vehicle is used. Operating an unsafe vehicle on public roads could result in major liability costs to Compass Group North America regardless of fault.

- Walk around your vehicle using Daily Hazard Identification Checklist (8.2). NOTE: Make copies for use on a daily basis.
- The daily inspection for DOT registered vehicles is mandatory. NOTE: In the event of a traffic violation or accident law enforcement personnel will require the driver of any DOT registered vehicle to produce a current inspection logbook. Failure to produce a logbook can result in additional violations that are the drivers' responsibility.

Quarterly Hazard Identification Checklist (Forms 8.3 through 8.7)

This form should be used a follows:

- Complete the quarterly inspection checklist form in its entirety with notes of actions taken. Schedule these inspections for January, April, July and October.
- Prior to doing an inspection, review past accidents to determine high hazard jobs, tasks, or areas, as well as the accident's cause. Focus special attention on these areas when doing your inspections.
- Keep a file of the completed checklists. Review them for trends and use findings as topics for safety meetings.
- Forward a copy of the checklist to your Corporate Safety Manager no later than the last day of the month in which the inspection is due.

The completed Quarterly Self-Inspection Checklist forms will be reviewed periodically for effectiveness of Compass Group's Safety Program.

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Before an Injury

Hire the right people and make sure they know what is expected.

Supervise for safety!

Daily

Food Service Unit Managers can use the Optional Daily Hazard Identification Checklist (8.1). NOTE: This checklist can be printed out separately and laminated, allowing it to be reused. Take note of and correct obvious hazards.

Every pre-shift meeting must include a safety related issue. At this time you can discuss any safety-related issues noted during your walk through or, if none were noted, just say something to the effect of "Remember to work safely."

If you observe an associate performing a job incorrectly or violating a safety rule, correct the situation on the spot. A few examples are:

- Lifting incorrectly or too much.
- Cleaning the slicer without cut-resistant gloves.
- Climbing on shelves, etc.
- Using the wrong or broken equipment.
- If an injury or near miss has occurred, discuss with associates the cause and prevention.

Weekly

Weekly safety training can be conducted by a variety of means: Dining units can use the 5-Minute Training Topics contained in section 5.6 of this manual. Crothall Units are required to use the Weekly Safety Minders and document the training. There are also a variety of training resources available from your Safety Manager.

Monthly

Conduct a safety meeting using the monthly topic provided with your CHAT kit. For months when CHAT features a safety topic that is not applicable to your unit, schedule a training refresher course or recycle an older CHAT safety topic.

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Quarterly

Using the Quarterly Self-Inspection Checklist make a formal in-depth inspection of your facility. This is mandatory and can be done by the Manager or members of your Safety Committee. These inspections must be conducted in January, April, July, and October. Record your notes on the checklist, file it for review by your District Manager and forward a copy to your Regional Safety Manager no later than the last day of the month in which the inspection was completed.

Review any notes you've made during the daily inspections to identify trends such as frequent failure to use gloves, finding liquids on floors, or brake lights or headlights out on vehicles. Make a list of retraining topics from your notes and general observations.

Publicize checklist results on your Safety Information Board.

Associates must be provided with Personal Protective Equipment (see the Supply America Safety Flyer for approved/required PPE).

Increase safety awareness (see section 2.3 Keeping Your Associates Involved and Injury Free).

Every associate must receive proper training and orientation.

Note: If you need help evaluating any items on the checklist, contact your Regional Safety Team Leader or Safety Manager.

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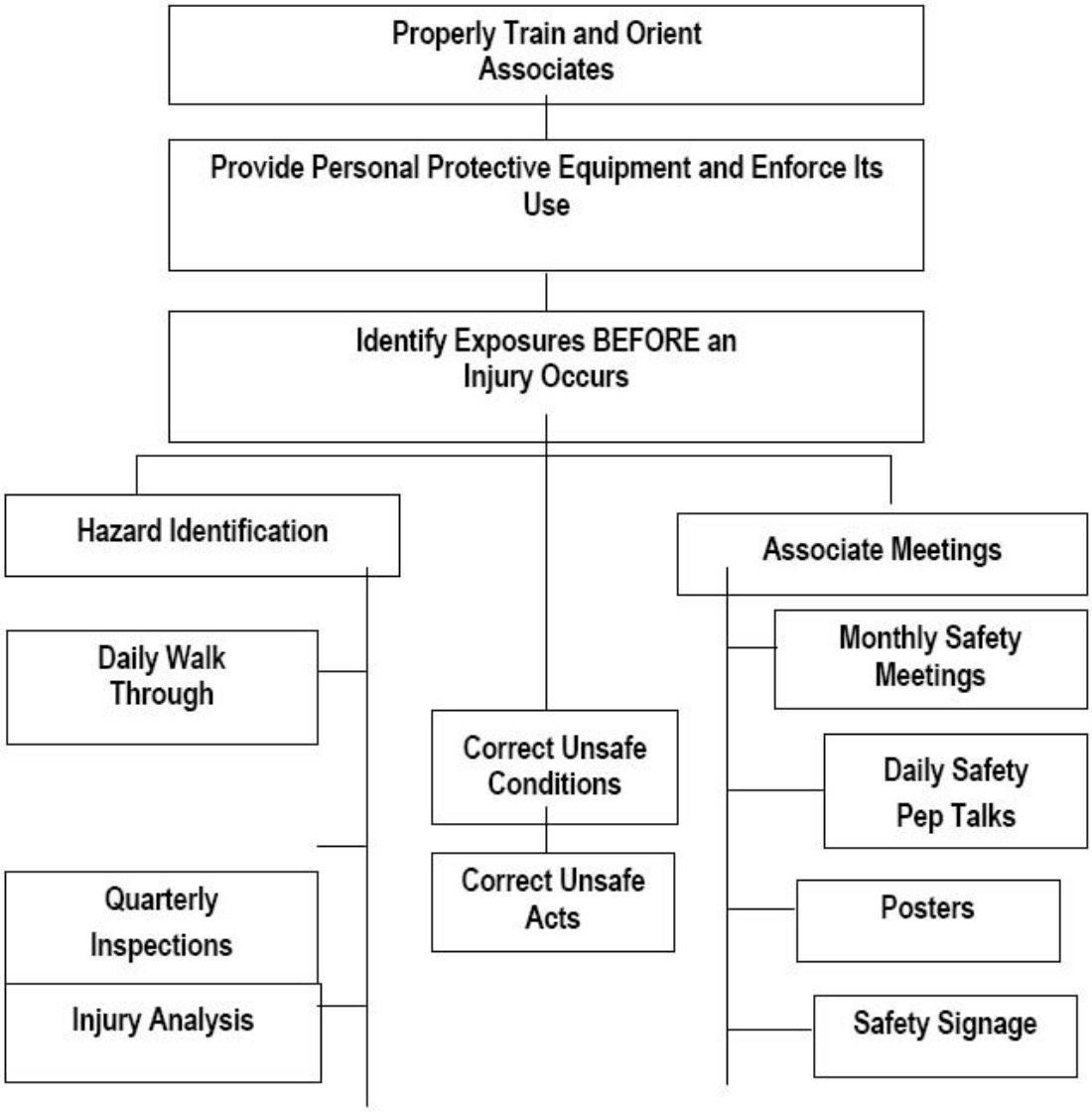
Injury Prevention



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Keeping Your Associates Involved and Injury-Free

Like any other quality issue, maintaining a high level of interest and involvement in safety is a continual challenge. To be effective, associates need to know:

- That the program and information are relevant to them and their jobs.
- What's in it for them?
- What standards Management has set for them.
- That valid safety concerns will be addressed immediately and that safety suggestions will be given prompt consideration.

Some ideas for involving your staff in injury prevention areas are listed below.

Visible Promotion of the Program

You may hang posters, which reflect a specific safety concern, but before selecting a poster, keep in mind these considerations:

- The poster style and language should match the sophistication/educational level of your staff.
- Be sensitive about pictures, jokes, or language, which may offend. Don't forget your non-English speaking associates.
- Safety signage appropriately displayed.
- Keep track of the number of days your location has gone without an injury and post it daily. (Accident Free Tracking Board)
- Maintain a bulletin board to post any and all safety updates, notices, rules, awards, etc.

Safety Committees or Teams

- Form a committee whose membership changes periodically to give each associate an opportunity to participate, focus on safety, and be recognized by others. Monthly meetings should be held and meeting notes should be posted.
- The committee can be responsible for completing the quarterly self-inspections. This can be an effective way to increase awareness of hazards in the workplace.
- The alternative to the traditional Safety Committee is breaking it up into teams. Each team is responsible for a different aspect of the safety program for a period of time. Membership can be broken down along logical lines of job function, work shifts, or other functions.

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Safety Meetings

- Meet regularly to discuss the safety topic included in your CHAT materials or Safety Minders.
- Prepare and make available written records of the safety and health issues discussed at the committee meetings.
- Review results of periodic scheduled inspections.
- Review investigations of accidents and causes of incidents resulting in injuries, and corrective action. Where appropriate, submit suggestions for prevention of future incidents.
- Review any hazardous conditions that have been reported.

In general, we all require feedback on our efforts in order to maintain an interest level. We are motivated when our involvement is acknowledged and appreciated. Regular safety meetings can create a "team culture" where safety underlies how we do our various jobs.

Accident Review

When an accident occurs, even if no one is seriously injured, everyone can identify with the event. Suddenly, all the discussions about safety come to the forefront. The focus becomes "how did it happen" and "how do we keep it from happening again"?

Information gathered following an accident, can be a useful tool in educating associates. Associates can be involved by participating in an informal discussion. The discussion may conclude with ideas about how the accident could have been prevented and what measures have been taken to prevent it from happening again. The participants can also talk about how to keep their co-workers communicating with the injured person if he or she is away from work, and how to welcome them back when they return.

Different types of safety meetings are listed below.

Daily Safety Pep Talks

The goal is to provide a briefing of the day's activities and issues including how safety will be incorporated. If a hazard has been identified or there has been a near miss or actual accident, this is the time to go over it so everyone learns from the event.

Individual Job Safety Talks

Held spontaneously with an individual, as he/she is observed performing the job correctly and safely.

A quick, pre-task talk may prevent an accident. Think through, with the associate, what hazards may be encountered while they are performing a special assignment.

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Monthly Safety Meetings

Following a pre-set agenda, this is a more structured, formal meeting for all.

Topics will be provided monthly with the CHAT program.

Accident Investigation

A primary tool to identify and recognize the areas responsible for accidents is a thorough properly completed accident investigation. It should be in writing and adequately identify the cause of the accident or near miss. Although conducting an investigation any time after an accident occurs is helpful, investigations conducted immediately after the incident are vital in collecting pertinent information.

The individual completing the investigation should have an understanding of why the accident or near miss occurred and what actions can be taken to prevent reoccurrence.

Associate Recognition Programs

These programs are numerous. Check with your Safety Manager for assistance as needed.

Safety Record Keeping

No operation can be successful without adequate documentation and record keeping. Record keeping enables us to learn from past experience and make corrections for the future. Records of accidents/work related injuries, safety meeting minutes and documentation of associate safety training all serve a valuable purpose.

Crothall and Vending operations are required to comply with the record keeping rules found in the OSHA 300 Rule. This rule requires documentation of injuries in the workplace and annual posting. For assistance in complying, refer to your Safety Manager.

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Safety Minders

The Safety Minders program is a quick, excellent way to convey a specific safety message in an on-the-job classroom atmosphere.

Be creative with the training. Always use props or training aids to assist in the presentation. Creativity in training keeps the associates attention and further emphasizes the importance placed on safety.

Safety Minders should be implemented using the following guidelines:

- Pick a new Safety Minder every week.
- Choosing the Safety Minder for the week should be done by:
  - o evaluating recent unit accidents,
  - o Company accident trends,
  - o areas of interest shown by the Safety Committee,
  - o etc.
- After teaching the Safety Minder to the associates, post a copy of the Safety Minder on the bulletin board, break room and locations where associates sign-in.
- Safety Minders should be presented using three specific and distinct methods. These are:
  1. Group presentation. During staff meetings, conduct a group class explaining the Safety Minder for the week.
  2. On-the-Job follow-up. During the week, management staff should continually question associates what the Safety Minder for the week is, why it is important and what procedures were taught. This is the best way to reinforce training.
  3. mIndividual Training. If an employee needs extra assistance in understanding the Safety Minder, one-on-one training must be given.

Documentation for all training is essential! For the group presentation, a single sheet training record may be used. Place training documentation in a file. For individual training, this should be in the associate's training folder

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Five Minute Safety Topics

Before the meeting

- Identify the section of the safety manual that will be covered during the meeting and make a copy of it.
- When you receive a Chat session, substitute that Chat topic for the weekly Five Minute Safety Topic.
- Review the policy and highlight important points for training.
- Gather any materials that will be needed for the training, such as personal protective equipment, props, etc.

During the meeting

- Go over the policy with your staff using specific examples of how the policy applies to your unit. Demonstrate needed skills and ask for feedback.
- Have all participants sign the Spotlight on Safety Training Sheet.

After the meeting

- File the Spotlight on Safety Training Sheet.
- Note follow up actions that must be taken and the person responsible for taking the actions.

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Recommended Schedule/Topics

Week	Topic	Safety Manual Section
1	Corporate Safety Policy	1.3
2	Associate Responsibilities	2.1
3	Associate Safety Pledge	12.9
4	Preventing Slips and falls	4.4
5	Body Mechanics	5.3
6	Cut Prevention	4.5
7	Open Topic	
8	Monthly Chat Safety Topic	Chat
9	Preventing Sprains & Strains	4.3
10	Safe Operation of Equipment Part One	4.8
11	Safe Operation of Equipment Part Two	4.8
12	Preventing Burns	4.6
13	Monthly Chat Safety Topic	Chat
14	Open Topic	
15	Golf Carts/Light Utility Vehicles	5.4
16	Proper Chemical Handling	4.9
17	Lock Out Tag Out	4.10
18	Hand Truck Safety	5.5
19	Monthly Chat Safety Topic	Chat
20	Identifying Hazards	3.1
21	Open Topic	
22	Bloodborne Pathogens	5.2
23	Daily Hazard Checklist	2.2 & 8.1
24	Accident Investigations	6.2
25	Monthly Chat Safety Topic	Chat
26	Customer Safety	2.5
27	Fire Safety	4.7
28	Open Topic	
29	Fire Extinguishers	4.7
30	Quarterly Safety Inspection	3.2

Eurest Services

Preventing "Struck By" and "Striking Against" Accidents

The "Struck By" and "Striking Against" accident categories are very common but frequently misunderstood. Even though the names implies that they are different accidents a review if the data indicates that they are in fact very similar and result in the same types of injuries. The majority of both claims can be prevented using the same tools: situational awareness and slowing down.

This discussion will describe these two accident categories, how they occur, common injury types, and tips for prevention.

What is the difference between a "Struck By" and "Striking Against" Accident?

Simply put "struck by" accidents occur when someone is hit by a moving object such as a swinging door, cart, or an object that has fallen off of a shelf or rack.

Striking against accidents are just the opposite and occurs when someone runs into an object such as a table, cart, or low hanging shelf.

As was stated before, both accident categories result in many of the same types of injuries such as cuts, bruises, fractures, burns, and the always popular "stubbed" toe.

Preventing "Struck By" and "Striking Against" Accidents

Meeting Leader: Review the following prevention tips and give specific examples where these might be used at your site.

These types of accidents are actually quite simple to prevent and the best part is that many of them will have no costs associated with them other than the few minutes it may take to correct the problems. Common prevention methods include the following:

Slow down

- Many of these accidents are simply the result of associates rushing to get a job done and moving too fast.

Maintain situational awareness.

- All of us at one time or another has walked into a door frame; table or other object that we knew was there. Most of the time we suffer little more than the embarrassment of having "everyone" see us do it but occasionally injuries do actually occur. Usually the cause of this is while concentrating on a particular task we are simply not paying attention to our surroundings. Another cause is that many of the items in the facilities we work in can be easily moved making it possible to run into something that wasn't here yesterday. The key here is becoming familiar your surroundings and maintaining situational awareness including the movements of others around you will go a long way.

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Keep doors/drawers closed.

- Many times associates walk into an open door or something like an oven, cooler, or cabinet that was left open when they, or someone else, stepped away for a moment. Sometimes the associate that ran into the door is the same one that left it open. File cabinets are another common cause of this accident. A drawer is opened to retrieve a file, left open while unattended, and someone walks into it. The solution to these accidents is simple: Close the door/drawer unless you are standing in front of it.

Open doors slowly.

- A very common type of "struck by" accident involves one associate opening a door into another associate that is standing near or passing by the doorway. This could be a cooler door or the door to an office, housekeeping closet, storage area or serving area. Some times these doors are equipped with windows that are intended to prevent this from happening. Some units have adopted a policy in which traffic through a particular set of doors is limited to "one-way." In areas where the doors do not have windows or one-way traffic is not possible associates should simply open the doors slowly.

Control your carts.

- Some accidents are the result of a cart that one associate left in a walkway and another one walks into it. In some cases an in attentive associate pushes their cart into another associate. In a few cases the carts have been "shoved" to get it out of the way resulting in a run-away that is bound to hit someone or something.

Keep walkways clear.

- Sometimes the layout of the facility is to blame. Many of the offices, kitchens, storerooms and warehouses we occupy just do not have enough room. This being the case sometimes items protrude into the walkways. These can be pallets, can openers attached to a table, buffers, or something that is just not stored properly sticking out into the walkway.

Use proper storage techniques.

- Occasionally an accident is reported in which an item actually fell from a shelf or rack striking an associate. Most of the time this has been the result of haphazard storage practices. A good rule of thumb here is - If it looks like it may fall it probably will.

Eurest Services

Use verbal warnings.

- When coming through a door, rounding a corner, or simply walking through the kitchen, verbal warnings can alert fellow associates that you are present. Examples of simple verbal warnings are:
  - "COMING THROUGH" - When going through a door.
  - "BEHIND" -When walking behind another associate.
  - "CORNER" - When rounding a blind corner.
  - "HOT STUFF" - When carrying hot items such as soup or caustic cleaning chemicals around fellow associates.
  - "OPENING" - When a door is being opened into a common or high traffic area.

Final Thoughts

The elimination of "Struck by" and "Striking against" accidents is very simple and usually free, making this one category of accident that is very preventable.

SERIAL 10086-RFP

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~~EUREST SERVICES, 2249 DOC HOLIDAY DRIVE, PARK CITY, UT 84060~~

PRICING SHEET: 91039

Terms:	NET 30
Vendor Number:	~~W000017685 X~~ **2011005296 0**
Telephone Number:	~~435/731-6278 281/772-8758~~ **478/254-7120**
Fax Number:	~~435/608-4413 281/946-8254~~ **478/254-7120**
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Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2014 2015 2016~~ **2017.**