



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460
IN REPLY PLEASE
REFER TO FILE: **BRC-1**

November 21, 2019

SOCIAL ENTERPRISE REQUEST FOR PROPOSALS – ADDENDUM 2 THREE WORK ORDERS FOR JANITORIAL SERVICES (BRC0000110)

Please note that the deadline to submit your proposal has been extended to **Monday, December 16, 2019, at 5:30 p.m.**

Please take note of the following:

- **Exhibit I.1, Scope of Services for work sites have been updated and attached as Enclosure A.**
- **Form PW-2.1 through PW-2.4 for Group 2 has been updated and attached as Enclosure B. Please use Form PW-2.1 through PW-2.4 for Group 2 when submitting your proposal.**
- **Exhibit H.2, Worksite and Address for Group 2 has been updated and attached as Enclosure C.**
- **Excel documents for Forms LW-8.1 through LW-8.4 for each group are posted in the link below:**

https://dpw.lacounty.gov/Contracts/asd_rfp/ProjectDocuments.aspx?project_id=BR C0000110

All addenda and informational updates will be posted at **<http://pw.lacounty.gov/brcd/servicecontracts>**. Please check the website frequently for any changes to this solicitation.

Please take note of the following revisions to the Social Enterprise Request for Proposals. (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.)

ADDENDUM

1. The Site Contract Manager and/or contact information for the following areas have been changed and updated as Enclosure A:

Changes to Exhibit I.1, Scope of Services Worksites			
Janitorial Service Group	Location Number	Worksite Name	Contact information Change
Group 1	OSD-1-1	Lower Yard	Public Works Site Contract Manager: Mr. James Beatty Ms. Jennell Hluz E-mail: jbeatty@dpw.lacounty.gov jhluz@pw.lacounty.gov
Group 1	OSD-1-2	Upper Yard	Public Works Site Contract Manager: Mr. James Beatty Ms. Jennell Hluz E-mail: jbeatty@dpw.lacounty.gov jhluz@pw.lacounty.gov
Group 1	OSD-1-3	Baldwin Park Yard	Public Works Site Contract Manager: Mr. Dennis Gutierrez Victor Novelo Phone Number: (626) 813-9102 (626) 476-4653 Email: dgutierr@dpw.lacounty.gov vnovelo@pw.lacounty.gov
Group 1	OSD-1-4	Upper Central Yard (Trailer for Engineering Unit Bldg. 2A)	Public Works Site Contract Manager: Renee Duckett of Operational Services Ms. Jennell Hluz Phone Number: (626) 458-1762 x1828 E-mail: rduckett@dpw.lacounty.gov jhluz@pw.lacounty.gov

Group 2	CON-2-3	Saticoy Yard Construction Office	Public Works Site Contract Manager: Rey Cruz Ruben Amezcua Phone Number: (626) 458-4964 3125 E-mail: feruz@dpw.lacounty.gov ramezcua@pw.lacounty.gov
Group 2	CON-2-1 LDD-2-1	MD3-Westchester Construction LDD	Public Works Division: Construction Land Development Division Public Works Site Contract Manager: Mr. Jeffrey Donaldson Hooman Abarkohanai Phone Number: (310) 348-6448 (310) 649-6300 E-mail: jdonald@dpw.lacounty.gov habarkohanai@pw.lacounty.gov
Group 2	CON-2-2 LDD-2-2	MD4-Construction Permit Office	Public Works Division: Construction Land Development Division Public Works Site Contract Manager: Mr. Daniel Aka Lorenzo Villa Phone Number: (562) 869-1176 (562) 869-0218 E-mail: jdonald@dpw.lacounty.gov lvilla@dpw.lacounty.gov
Group 2	SWMD-2-3	Hansen Yard	Public Works Site Contract Manager: Dana Zindroski Melania Gaboyan E-mail: dzindros@dpw.lacounty.gov mgaboyan@pw.lacounty.gov
Group 3	OSD-3-1	OSD (MD5) Paint Shop	Public Works Site Contract Manager: Arden Hughes David Fryer E-mail: ahughes@dpw.lacounty.gov dfryer@dpw.lacounty.gov
Group 3	CON-3-1	MD 5 - Construction House	Public Works Site Contract Manager: Rey Cruz Ruben Amezcua Phone Number: (626) 458-4964 3125 E-mail: feruz@dpw.lacounty.gov ramezcua@pw.lacounty.gov

Group 3	RMD-3-7	RD 523 Yard	Hours of Service Between: 4:30 pm to 10:30 pm 7 am to 4 pm
Group 3	SWMD-3-1	Pickens Yard	Public Works Site Contract Manager: Mr. Vic Vanderwielen Octaviano Fernandez E-mail: VVANDER@dpw.lacounty.gov oferandez@dpw.lacounty.gov
Group 3	BRCD-1-1	Public Works Child Care Center	Public Works Site Contract Manager: Mr. Jessica Dunn Danny Medina Phone Number: (626) 458-4169 4080 E-mail: jdunn@pw.lacounty.gov dmedina@pw.lacounty.gov

If you have any questions concerning the above information, please contact Ms. Jessica Dunn at (626) 458-4169 or Mr. Jairo Flores at (626) 458-4069, Monday through Thursday, 7 a.m. to 5 p.m.

Follow us on Twitter:

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Very truly yours,

MARK PESTRELLA
Director of Public Works



For: JOSE QUEVEDO
Assistant Deputy Director
Business Relations and Contracts Division

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Scope of Services- Janitorial Services for Lower Central Yard

*This minimum does **NOT** include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 1525/1537 Alcazar Street, Los Angeles, California 90033		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: Ms. Jennell Hluz								
Phone Number: (626) 458-1762								
E-mail: jhluz@pw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service from: 6:30am to 3:00pm								
Minimum Required Hours Per Day*: 8hrs/day								
Minimum Required Number of Staff*: 2								
Description of Service Areas	Square Footage							
Building No. 1	9925							
Building No. 2	9500							
Building No. 4a	850							
Building No. 4b	800							
Building No. 5	1880							
Building No. 8	7175							
Building No. 9	1800							
Building No. 13	850							
Total Square Footage	32,780							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							

Clean all sinks and drinking fountains	X						
Spot mop uncarpeted floors	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	X						
Damp mop non-carpeted areas	X						
Spot wash walls	X						
Dust telephones	X						
Vacuum carpeted areas ensuring that corners and areas under	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand		X					
Damp wipe clock facings		X					
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains		X					
smudges		X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.				X			
Clean light fixtures				X			
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas		X					

Clean interior side of all windows in offices that are cleaned on a regular basis				X			
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	X						
Dust all office walls. Remove hand prints on walls in offices, around		X					
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture		X					
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container		X					
Clean all conference rooms after each meeting. Dust furniture.							
Arrange furniture in an orderly manner		X					
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.			X				
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						

Clean basin and floor drains	X						
Wash partition stalls .		X					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior surfaces of accessible traps and pipes	X						
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures		X					
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Clean tracks	N/A						
Sweep uncarpeted floors	X						
Spot wash walls and doors	X						

Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings		X					
Damp wipe handrails		X					
Damp mop uncarpeted stairs and landings		X					
Vacuum carpeted stairs and landings		X					
Spot clean walls		X					
Sweep and wet mop all steps		X					
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti	X						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				X			
Clean all exterior screens				X			
Clean air diffuser grills and ceiling area around diffusers				X			
Clean exterior window ledges				X			
Clean sidewalks, remove gum and stains from sidewalks around outside of building		X					

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						
sweep up and pick up loose trash from around buildings and the yard		x					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary				x			
Clean outside sand jars	x						
Clean and wipe out all exterior ash trays with damp cloth	x						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	x						
Empty waste containers; remove debris	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						
Dust shelves	x						
Materials shall be arranged/stored in an orderly manner	x						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				x			
Wash partition glass			x				
Strip resilient tile, apply floor finish and buff				x			
Dust/clean venetian blinds			x				
Vacuum draperies	N/A						
Dust high ledges and moldings			x				
Vacuum upholstered furniture			x				

Shampoo or steam clean carpeting				x			
Wash windows				x			
Wash walls			x				

Scope of Services- Janitorial Services for Upper Central Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 2275 Alcazar Street, Los Angeles, California 90033		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: Ms. Jennell Hluz								
Phone Number: (626) 458-1762								
E-mail: jhluz@pw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 3 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service from: 6:30 am to 3:00 pm								
Minimum Required Hours Per Day*: 8 hrs/day								
Minimum Required Number of Staff*: 2								
Description of Service Areas	Square Footage							
Building No.1	1570							
Building No.2	1600							
Building No.6	710							
Building No.7	500							
Building No. 8	525							
Building No. 10	450							
Building No. 14	850							
Total Square Footage	6,205							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	x							
Sweep uncarpeted floors	x							
Clean all sinks and drinking fountains	x							

Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust/damp wipe tops, sides and lower surfaces of furniture, including	X						
Damp mop non-carpeted areas	X						
Spot wash walls	X						
Dust telephones	X						
Vacuum carpeted areas ensuring that corners and areas under furniture	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand		X					
Damp wipe clock facings		X					
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and		X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.				X			
Clean light fixtures				X			
Clean hand prints from all office and corridor walls and columns		X					
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager				X			
High dust all office and corridor areas, and other overhead areas		X					

Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls		X					
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture		X					
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container		X					
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.			X				
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						

Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes	X						
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures		X					
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						

Clean inside and outside of all refrigerators		x					
Clean inside and outside of all microwaves		x					
Clean tracks	N/A						
Sweep uncarpeted floors	x						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						
Stairwells							
Sweep stairs and landings		x					
Damp wipe handrails		x					
Damp mop uncarpeted stairs and landings		x					
Vacuum carpeted stairs and landings		x					
Spot clean walls		x					
Sweep and wet mop all steps		x					
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti	x						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				x			
Clean all exterior screens				x			

Clean air diffuser grills and ceiling area around diffusers				X			
Clean exterior window ledges				X			
Clean sidewalks, remove gum and stains from sidewalks around outside of building		X					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard		X					
Spot wash walls, as necessary				X			
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	X						
Dust shelves	X						
Materials shall be arranged/stored in an orderly manner	X						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass			X				
Strip resilient tile, apply floor finish and buff				X			

Dust/clean venetian blinds			x				
Vacuum draperies	N/A						
Dust high ledges and moldings			x				
Vacuum upholstered furniture			x				
Shampoo or steam clean carpeting				x			
Wash windows				x			
Wash walls			x				

Scope of Services- Janitorial Services for Baldwin Park Yard

*This minimum does **NOT** include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 14514 Central Avenue, Baldwin Park, CA 91706		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: Victor Novelo								
Phone Number: (626) 476-4653								
Email: vnovelo@pw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 4 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday and Thursday Only								
Hour of Service from: 7:30 AM to 9:30 AM								
Minimum Required Hours Per Day*: 2hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building No.1 Office	638							
Building No. 2 Crew Quarters	231							
Building No.	n/a							
Building No.	n/a							
Building No.	n/a							
Building No.	n/a							
Total Square Footage	869							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays		x						
Clean debris from sand jars		x						
Sweep uncarpeted floors		x						
Clean all sinks and drinking fountains		x						
Spot mop uncarpeted floors		x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	X						
Damp mop non-carpeted areas	X						
Spot wash walls	X						
Dust telephones	X						
Vacuum carpeted areas ensuring that corners and areas under	X						
Dust baseboards and window sills	X						
Spot clean partitions	X						
Damp wipe waste containers, ashtrays and exterior surfaces of sand	X						
Damp wipe clock facings	X						
Damp wipe door knobs, kick plates and threshold plates	X						
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	X						
smudges	X						
Polish desk tops and tables	X						
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.				X			
Clean light fixtures				X			
Clean hand prints from all office and corridor walls and columns	X						
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing				X			
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager			X				
High dust all office and corridor areas, and other overhead areas	X						
Clean interior side of all windows in offices that are cleaned on a regular basis				X			

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	X						
Dust all office walls. Remove hand prints on walls in offices, around	X						
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	X						
Clean door knobs, kick plates, baseboards, and threshold plates	X						
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture.							
Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.			X				
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean exterior surfaces of accessible traps and pipes	x						
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures	x						
Clean Showers	x						
Stock restrooms with supplies	x						
Clean and mop all showers	x						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	x						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	x						
Clean all glass entrance doors	x						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	x						
Wash table tops and serving areas	x						
Dust chairs	x						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	x						
Damp wipe chair and table legs	x						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	x						
Clean inside and outside of all refrigerators	x						
Clean inside and outside of all microwaves	x						
Clean tracks	N/A						
Sweep uncarpeted floors	x						
Spot wash walls and doors	x						
Damp mop uncarpeted floors	x						
Vacuum carpeted floors	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	x						
Remove washable graffiti	x						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				x			
Clean all exterior screens				x			
Clean air diffuser grills and ceiling area around diffusers				x			
Clean exterior window ledges				x			
Clean sidewalks, remove gum and stains from sidewalks around outside of building	x						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	x						

sweep up and pick up loose trash from around buildings and the yard	x						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary				x			
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!			x				
Dust or Vacuum ceiling vents			x				
Wash partition glass			x				
Strip resilient tile, apply floor finish and buff			x				
Dust/clean venetian blinds			x				
Vacuum draperies	N/A						
Dust high ledges and moldings			x				
Vacuum upholstered furniture			x				
Shampoo or steam clean carpeting			x				
Wash windows				x			
Wash walls			x				

Scope of Services for: Upper Central Yard <u>(Trailer for Engineering Unit Bldg. 2A)</u> 2275 Alcazar Street, Los Angeles, CA 90033		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).								
Public Works Division: Operational Services Division								
Public Works Site Contract Manager: Ms. Jennell Hluz								
Phone Number: (626) 458-1762								
E-mail: jhluz@pw.lacounty.gov								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hours of Service Between: 2:00 PM - 3:00 PM								
Minimum Required Hours Per Day*: 1								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Office, kitchen, and one restroom	0							
Crew room and restroom	0							
Total Square Footage	960							
Office								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	n/a							
Sweep uncarpeted floors	n/a							
Clean all sinks and drinking fountains	n/a							
Spot mop uncarpeted floors	n/a							
Wash/clean door glass and frames	n/a							

Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		x					
Damp mop non-carpeted areas	n/a						
Spot wash walls		x					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		x					
Vacuum carpeted areas ensuring that corners and areas under furniture	x						
Dust baseboards and window sills		x					
Spot clean partitions							x
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		x					
Damp wipe clock facings		x					
Damp wipe door knobs, kick plates and threshold plates		x					
Replace plastic liners in waste containers	x						
Spot clean carpets to remove stains					x		
Spot clean doors, door jams and walls to remove fingerprints and smudges	x						
Polish desk tops and tables		x					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in					x		
Clean light fixtures			x				
Clean hand prints from all office and corridor walls and columns		x					
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing					x		
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager	n/a						
High dust all office and corridor areas, and other overhead areas		x					
Clean interior side of all windows in offices that are cleaned on a regular		x					
Clean all office glass partitions and office doors	x						

Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges		X					
Vacuum upholstered furniture	X						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.	n/a						
Restrooms							
Empty waste containers and replace liners	n/a						
Clean and refill dispensers, including sanitary napkins and hand washing	n/a						
Clean sinks, sink fixtures and mirrors	n/a						
Disinfect sinks, toilets, toilet seats and urinals	n/a						
Wet mop floors with disinfectant detergent	n/a						
Spot wash walls, partitions and doors	n/a						
Replace plastic liners in waste containers	n/a						
Remove mineral deposits around faucets	n/a						
Remove stains in toilet bowls and urinals	n/a						
Clean wall area behind basins and toilet bowls	n/a						
Clean toilet bases	n/a						
Wash kick plates and push plates on doors	n/a						
Clean basin and floor drains	n/a						

Wash partition stalls .	n/a						
Clean exterior surfaces of accessible traps and pipes	n/a						
Clean all restroom fixtures, mirrors and floors.	n/a						
Polish all chrome fixtures	n/a						
Clean Showers	n/a						
Stock restrooms with supplies	n/a						
Clean and mop all showers	n/a						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	n/a						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	n/a						
Spot clean partitions glass	n/a						
Clean all glass entrance doors	n/a						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	n/a						
Wash table tops and serving areas	n/a						
Dust chairs	n/a						
Sweep uncarpeted floors in eating areas	n/a						
Vacuum carpeted floors in eating areas	n/a						
Damp wipe chair and table legs	n/a						
Damp mop uncarpeted floors	n/a						
Spot wash walls and doors	n/a						
Clean inside and outside of all refrigerators	n/a						
Clean inside and outside of all microwaves	n/a						
Elevators							
Clean tracks	n/a						
Sweep uncarpeted floors	n/a						
Spot wash walls and doors	n/a						

Damp mop uncarpeted floors	n/a						
Vacuum carpeted floors	n/a						
Stairwells							
Sweep stairs and landings	n/a						
Damp wipe handrails	n/a						
Damp mop uncarpeted stairs and landings	n/a						
Vacuum carpeted stairs and landings	n/a						
Spot clean walls	n/a						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps							
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	n/a						
Spot clean walls	n/a						
Dust or damp wipe bars	n/a						
Clean floor drains	n/a						
Clean sinks/toilets and disinfect with germicidal solution	n/a						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	x						
Remove washable graffiti	n/a						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.							x
Clean all exterior screens	n/a						
Clean air diffuser grills and ceiling area around diffusers	n/a						
Clean exterior window ledges	n/a						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	n/a						

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary		x					
sweep up and pick up loose trash from around buildings and the yard	n/a						
Spot wash walls, as necessary	n/a						
Clean outside sand jars	n/a						
Clean and wipe out all exterior ash trays with damp cloth	n/a						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	n/a						
Empty waste containers; remove debris	n/a						
Damp mop uncarpeted floors	n/a						
Vacuum carpeted floors	n/a						
Dust shelves	n/a						
Materials shall be arranged/stored in an orderly manner	n/a						
Balconies and Ledges							
Clean floor areas and ledges	n/a						
Wipe railings	n/a						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							x
Dust or Vacuum ceiling vents			x				
Wash partition glass		x					
Strip resilient tile, apply floor finish and buff	n/a						
Dust/clean venetian blinds		x					
Vacuum draperies	n/a						
Dust high ledges and moldings		x					
Vacuum upholstered furniture			x				
Shampoo or steam clean carpeting					x		

Wash windows							x
Wash walls							x

Scope of Services- Janitorial Services for Saticoy Yard Construction Office

Address: 13436 Saticoy Street, North Hollywood 91605 (Saticoy Yard)		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Construction Division								
Public Works Site Contract Manager: Ruben Amezcua								
Phone Number: (626) 458-3125								
E-mail: ramezcua@pw.lacounty.gov								
Required Service Hours, Days, and Staffing								
Days of Service: WEEKLY								
Hours of Service Between: 7:00 A.M. TO 9:00 A.M.								
Minimum Required Hours Per Day*: 1 HR PER WEEK								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Office, kitchen, and one restroom	300							
Crew room and restroom	0							
Total Square Footage	300							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays			X					
Clean debris from sand jars								
Sweep uncarpeted floors			x					
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors			x					
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets				x				
Damp mop non-carpeted areas								
Spot wash walls								

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones							
Vacuum carpeted areas ensuring that corners and areas under furniture							
Dust baseboards and window sills							
Spot clean partitions							
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							
Damp wipe clock facings							
Damp wipe door knobs, kick plates and threshold plates							
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean doors, door jams and walls to remove fingerprints and smudges							
Polish desk tops and tables							
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in							
Clean light fixtures							
Clean hand prints from all office and corridor walls and columns							
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing							
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager							
High dust all office and corridor areas, and other overhead areas							
Clean interior side of all windows in offices that are cleaned on a regular							
Clean all office glass partitions and office doors							
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges							
Vacuum upholstered furniture							

Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates							
Empty recycling containers at various buildings and dump in a designated container							
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner							
Dust all office desks and equipment			X				
Sweep and mop tile and concrete floors. Buff, as needed.			X				
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent		X					
Spot wash walls, partitions and doors		X					
Replace plastic liners in waste containers		X					
Remove mineral deposits around faucets							
Remove stains in toilet bowls and urinals			X				
Clean wall area behind basins and toilet bowls			X				
Clean toilet bases			X				
Wash kick plates and push plates on doors							
Clean basin and floor drains							
Wash partition stalls .							
Clean exterior surfaces of accessible traps and pipes							
Clean all restroom fixtures, mirrors and floors.							
Polish all chrome fixtures							
Clean Showers							
Stock restrooms with supplies		X					

Clean and mop all showers							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary							
Spot clean partitions glass							
Clean all glass entrance doors							
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners							
Wash table tops and serving areas							
Dust chairs							
Sweep uncarpeted floors in eating areas							
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs							
Damp mop uncarpeted floors							
Spot wash walls and doors							
Clean inside and outside of all refrigerators							
Clean inside and outside of all microwaves							
Elevators							
Clean tracks							
Sweep uncarpeted floors							
Spot wash walls and doors							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Stairwells							
Sweep stairs and landings							
Damp wipe handrails							

Damp mop uncarpeted stairs and landings							
Vacuum carpeted stairs and landings							
Spot clean walls							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps							
Holding Tanks							
Damp mop floors and disinfect with germicidal solution							
Spot clean walls							
Dust or damp wipe bars							
Clean floor drains							
Clean sinks/toilets and disinfect with germicidal solution							
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to							
Remove washable graffiti							
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				X			
Clean all exterior screens							
Clean air diffuser grills and ceiling area around diffusers							
Clean exterior window ledges							
Clean sidewalks, remove gum and stains from sidewalks around outside of building							
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary							
sweep up and pick up loose trash from around buildings and the yard							
Spot wash walls, as necessary							
Clean outside sand jars							

Clean and wipe out all exterior ash trays with damp cloth							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							
Empty waste containers; remove debris							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Dust shelves							
Materials shall be arranged/stored in an orderly manner							
Balconies and Ledges							
Clean floor areas and ledges							
Wipe railings							
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							
Dust or Vacuum ceiling vents							
Wash partition glass							
Strip resilient tile, apply floor finish and buff							
Dust/clean venetian blinds							
Vacuum draperies							
Dust high ledges and moldings							
Vacuum upholstered furniture							
Shampoo or steam clean carpeting							
Wash windows							
Wash walls							

Scope of Services- Janitorial Services for MD3-Westchester LDD

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 5530 West 83rd Street, Los Angeles, CA 90045		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Land Development Division								
Public Works Site Contract Manager: Hooman Abarkohanai								
Phone Number: (310) 649-6300								
E-mail: habarkohanai @pw.lacounty.gov								
Office Hours: Monday to Thursday 6:30am to 4:00pm, Friday 6:30am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service between: 7:00 am to 3:30 pm								
Minimum Required Hours Per Day*: 1 hr/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Building No. 3 - Permit Office	675							
Total Square Footage	675							
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays		X						
Clean debris from sand jars		X						
Sweep uncarpeted floors		X						
Clean all sinks and drinking fountains		X						
Spot mop uncarpeted floors		X						
Wash/clean door glass and frames		X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including			X					
Damp mop non-carpeted areas			X					
Spot wash walls			X					
Dust telephones			X					
Vacuum carpeted areas ensuring that corners and areas under furniture		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	N/A						
Clean and refill dispensers, including sanitary napkins and hand washing soap	N/A						
Clean sinks, sink fixtures and mirrors	N/A						
Disinfect sinks, toilets, toilet seats and urinals	N/A						
Wet mop floors with disinfectant detergent	N/A						
Spot wash walls, partitions and doors	N/A						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	N/A						
Clean wall area behind basins and toilet bowls	N/A						
Clean toilet bases	N/A						
Wash kick plates and push plates on doors	N/A						
Clean basin and floor drains	N/A						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	N/A						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	N/A						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to facility	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				

Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD4- Permit Office

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 11282 South Garfield Ave Downey, CA 90242		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Land Development Division								
Public Works Site Contract Manager: Lorenzo Villa								
Phone Number: (562) 869-0218								
E-mail: lvilla@dpw.lacounty.gov								
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:00pm								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hour of Service Between: 7:00 am to 3:00 pm								
Minimum Required Hours Per Day*: 1 hr/day								
Minimum Required Number of Staff*: 2 (each staff - 30mins/day)								
Description of Service Areas	Square Footage							
Permit office (Carpeted Area)	775							
Counter Area & Restroom	225							
Total Square Footage	1,000							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,		X						
Damp mop non-carpeted areas		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	X						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates.		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	x						
Clean basin and floor drains	x						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	N/A						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						

Spot wash walls and doors	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X

Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary					X		
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	x						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	x						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			

Wash walls			X				
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Scope of Services for: JANITORIAL SERVICES FOR HANSEN YARD 10179 Glenoaks Boulevard, Sun Valley, CA 91352		
*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).		Each Business Day Weekly Monthly Quarterly Semi-Annually Annually As-Needed
Public Works Division: Stormwater Maintenance		
Public Works Site Contract Manager: Melania Gaboyan		
Phone Number: 818-896-0594		
E-mail: mgaboyan@pw.lacounty.gov		
Office Hours: Monday through Friday 6:30 am to 5:00 pm		
Required Service Hours, Days, and Staffing		
Days of Service: Monday Through Friday		
Hours of Service Between: 7:00 am - 2:00 pm		
Minimum Required Hours Per Day*: 5 hours		
Minimum Required Number of Staff*: 1		
Description of Service Areas	Square Footage	
Building 1, Main Office, Kitchen, Entry way, and 2 Restrooms	1,978	
Building 3, Tool Room Office	120	
Building 4, Conference Room upstairs and 1 Restroom at ground level	1,082	
Building 5, Back office, 1 Restroom	1,612	
Building 6, Crew Room and 2 Restrooms	800	
Total Square Footage	5,592	
Office, Crew Rm, Conf Rm & Kitchenette		
Empty waste containers and ashtrays	X	
Clean debris from sand jars		X
Sweep uncarpeted floors	X	
Clean all sinks and drinking fountains	X	
Spot mop uncarpeted floors	X	
Wash/clean door glass and frames	X	
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets	X	
Spot wash walls		X

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas, including corners and under furniture	X						
Dust baseboards and window sills		X					
Spot clean partitions		X					
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings		X					
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers							X
Spot clean carpets to remove stains							X
Spot clean doors, door jams and walls to remove fingerprints and smudges							X
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						X	
Clean light fixtures						X	
Clean hand prints from all office and corridor walls and columns							X
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager						X	
High dust all office and corridor areas, and other overhead areas				X			
Clean interior and exterior side of all windows				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc			X				
Clean/dust all high ledges			X				
Vacuum upholstered furniture				X			
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container		X					
Clean all conference rooms. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors.	X						
Restrooms							
Empty waste containers	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets	X						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
Polish all chrome fixtures		X					
Clean Showers	N/A						
Stock restrooms with supplies	X						
Clean and mop all showers	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	X						
Clean all glass entrance doors	X						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs		X					
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators			X				
Clean inside and outside of all microwaves			X				
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges			X				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		X					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
Sweep up and pick up loose trash from around buildings and the yard	X						
Spot wash walls, as necessary		X					
Clean outside sand jars	X						
Wipe down lunch table & chairs/benches	X						
Clean and wipe out all exterior ash trays with damp cloth	X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							X
Empty waste containers; remove debris							X
Damp mop uncarpeted floors							X
Vacuum carpeted floors							X
Dust shelves							X
Materials shall be arranged/stored in an orderly manner							X
Balconies and Ledges							
Clean floor areas and ledges			X				
Wipe railings			X				
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents			X				
Wash partition glass			X				
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds					X		
Vacuum draperies							
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting					X		
Wash windows					X		
Wash walls					X		

Scope of Services- Janitorial Services for OSD (MD5) Paint Shop

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 38126 N. Sierra Highway Palmdale, CA 93550		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Operational Services								
Public Works Site Contract Manager: David Fryer								
Phone Number: (661) 265-7134								
E-mail: dfryer@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday through Friday								
Hours of Service Between: 4:00 pm to 10:00 pm								
Minimum Required Hours Per Day*: 1 hour/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Restroom No.2 (Men)	55							
Offices, Hallways, Lobby/Conference Room	1,045							
Total Square Footage	1,100							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X						
Damp mop non-carpeted areas		X						
Spot wash walls		X						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains		X					
Spot clean doors, door jams and walls to remove fingerprints and smudges		X					
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
basis				X			
Clean all office glass partitions and office doors			X				
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				

Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner		X					
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.		X					
Restrooms							
Empty waste containers and replace liners	X						
soap	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets			X				
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					
Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers		X					
Stock restrooms with supplies		X					
Clean and mop all showers		X					
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas		X					
Dust chairs		X					
Sweep uncarpeted floors in eating areas		X					
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs		X					
Damp mop uncarpeted floors		X					
Spot wash walls and doors		X					
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
facility		X					
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary		X					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
sweep up and pick up loose trash from around buildings and the yard		X					
Spot wash walls, as necessary					X		
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors		X					
Empty waste containers; remove debris		X					
Damp mop uncarpeted floors		X					
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!		x					
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting						X	
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for MD 5 - Construction House

Address: 38126 North Sierra Hwy, Palmdale, CA 93550 (Construction House)		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Construction Division								
Public Works Site Contract Manager: Ruben Amezcua								
Phone Number: (626) 458-3125								
E-mail: ramezcua@pw.lacounty.gov								
Office Hours: Monday to Friday 7:00am to 3:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Weekly								
Hours of Service Between: 4:00 pm to 10:00 pm								
Minimum Required Hours Per Day*: 2 hrs per WEEK								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Office, kitchen, and one restroom	1,000							
Crew room and restroom	0							
Total Square Footage	1,000							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		X						
Clean debris from sand jars								
Sweep uncarpeted floors								
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors		X						
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets			X					
Damp mop non-carpeted areas								
Spot wash walls								

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones							
Vacuum carpeted areas ensuring that corners and areas under furniture		X					
Dust baseboards and window sills							
Spot clean partitions							
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars							
Damp wipe clock facings							
Damp wipe door knobs, kick plates and threshold plates							
Replace plastic liners in waste containers		X					
Spot clean carpets to remove stains							
Spot clean doors, door jams and walls to remove fingerprints and smudges							
Polish desk tops and tables							
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in							
Clean light fixtures							
Clean hand prints from all office and corridor walls and columns							
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing						X	
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager							
High dust all office and corridor areas, and other overhead areas							
Clean interior side of all windows in offices that are cleaned on a regular							
Clean all office glass partitions and office doors							
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls							
Clean all ceiling vents of dust, film, stains, etc							
Clean/dust all high ledges							
Vacuum upholstered furniture							

Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates							
Empty recycling containers at various buildings and dump in a designated container							
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner							
Dust all office desks and equipment		X					
Sweep and mop tile and concrete floors. Buff, as needed.							
Restrooms							
Empty waste containers and replace liners		X					
Clean and refill dispensers, including sanitary napkins and hand washing		X					
Clean sinks, sink fixtures and mirrors		X					
Disinfect sinks, toilets, toilet seats and urinals		X					
Wet mop floors with disinfectant detergent							
Spot wash walls, partitions and doors							
Replace plastic liners in waste containers		X					
Remove mineral deposits around faucets							
Remove stains in toilet bowls and urinals		X					
Clean wall area behind basins and toilet bowls							
Clean toilet bases		X					
Wash kick plates and push plates on doors							
Clean basin and floor drains							
Wash partition stalls .							
Clean exterior surfaces of accessible traps and pipes							
Clean all restroom fixtures, mirrors and floors.		X					
Polish all chrome fixtures							
Clean Showers							
Stock restrooms with supplies		X					

Clean and mop all showers							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains							
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary							
Spot clean partitions glass							
Clean all glass entrance doors							
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners							
Wash table tops and serving areas							
Dust chairs							
Sweep uncarpeted floors in eating areas							
Vacuum carpeted floors in eating areas							
Damp wipe chair and table legs							
Damp mop uncarpeted floors							
Spot wash walls and doors							
Clean inside and outside of all refrigerators							
Clean inside and outside of all microwaves							
Elevators							
Clean tracks							
Sweep uncarpeted floors							
Spot wash walls and doors							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Stairwells							
Sweep stairs and landings							
Damp wipe handrails							
Damp mop uncarpeted stairs and landings							

Vacuum carpeted stairs and landings							
Spot clean walls							
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep and wet mop all steps							
Holding Tanks							
Damp mop floors and disinfect with germicidal solution							
Spot clean walls							
Dust or damp wipe bars							
Clean floor drains							
Clean sinks/toilets and disinfect with germicidal solution							
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to							
Remove washable graffiti							
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.						X	
Clean all exterior screens						X	
Clean air diffuser grills and ceiling area around diffusers							
Clean exterior window ledges							
Clean sidewalks, remove gum and stains from sidewalks around outside of building							
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary		X					
sweep up and pick up loose trash from around buildings and the yard							
Spot wash walls, as necessary							
Clean outside sand jars							
Clean and wipe out all exterior ash trays with damp cloth							

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Custodial Closets/Storage Areas							
Sweep uncarpeted floors							
Empty waste containers; remove debris							
Damp mop uncarpeted floors							
Vacuum carpeted floors							
Dust shelves							
Materials shall be arranged/stored in an orderly manner							
Balconies and Ledges							
Clean floor areas and ledges							
Wipe railings							
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							
Dust or Vacuum ceiling vents							
Wash partition glass							
Strip resilient tile, apply floor finish and buff							
Dust/clean venetian blinds							
Vacuum draperies							
Dust high ledges and moldings							
Vacuum upholstered furniture							
Shampoo or steam clean carpeting							
Wash windows							
Wash walls							

Scope of Services- Janitorial Services for RD 523 Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 17931 Sierra Highway Canyon Country, CA 91351		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Nallely Olguin								
Phone Number: (661) 947-7173								
E-mail: NOLGUIN@dpw.lacounty.gov								
Office Hours: Tuesday to Friday 6:00am to 4:30pm								
Required Service Hours, Days, and Staffing								
Days of Service: Tuesday through Friday								
Hours of Service Between: 7:00 am to 4:00 pm								
Minimum Required Hours Per Day*: 1.5 hrs/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Office restroom	60							
Crew room restroom	70							
Crew room	860							
Office	560							
Total Square Footage	1,550							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays	X							
Clean debris from sand jars	X							
Sweep uncarpeted floors	X							
Clean all sinks and drinking fountains	X							
Spot mop uncarpeted floors	X							
Wash/clean door glass and frames	X							

Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		X					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop non-carpeted areas		X					
Spot wash walls		X					
Dust telephones		X					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		X					
Spot clean partitions			X				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		X					
Damp wipe clock facings			X				
Damp wipe door knobs, kick plates and threshold plates		X					
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables		X					
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in	N/A						
Clean light fixtures					X		
Clean hand prints from all office and corridor walls and columns			X				
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager					X		
High dust all office and corridor areas, and other overhead areas				X			
Clean interior side of all windows in offices that are cleaned on a regular basis				X			
Clean all office glass partitions and office doors			X				

Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls			X				
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				X			
Clean/dust all high ledges				X			
Vacuum upholstered furniture			X				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		X					
Clean door knobs, kick plates, baseboards, and threshold plates		X					
Empty recycling containers at various buildings and dump in a designated container	X						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	X						
Dust all office desks and equipment	X						
Sweep and mop tile and concrete floors. Buff, as needed.	X						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	X						
Remove mineral deposits around faucets		X					
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	X						
Clean toilet bases	X						
Wash kick plates and push plates on doors	X						
Clean basin and floor drains	X						
Wash partition stalls .		X					

Clean exterior surfaces of accessible traps and pipes		X					
Clean all restroom fixtures, mirrors and floors.	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Polish all chrome fixtures	X						
Clean Showers	X						
Stock restrooms with supplies	X						
Clean and mop all showers	X						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	X						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	X						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Waste containers inside and out; replace plastic liners	X						
Wash table tops and serving areas	X						
Dust chairs	X						
Sweep uncarpeted floors in eating areas	X						
Vacuum carpeted floors in eating areas	X						
Damp wipe chair and table legs	X						
Damp mop uncarpeted floors	X						
Spot wash walls and doors	X						
Clean inside and outside of all refrigerators		X					
Clean inside and outside of all microwaves		X					
Elevators							
Clean tracks	N/A						
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						

Vacuum carpeted floors	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	X						
Remove washable graffiti							X
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.					X		
Clean all exterior screens					X		
Clean air diffuser grills and ceiling area around diffusers					X		
Clean exterior window ledges					X		
Clean sidewalks, remove gum and stains from sidewalks around outside of building							X
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	X						
sweep up and pick up loose trash from around buildings and the yard	X						

Spot wash walls, as necessary					X		
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean outside sand jars	X						
Clean and wipe out all exterior ash trays with damp cloth	X						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	X						
Empty waste containers; remove debris	X						
Damp mop uncarpeted floors	X						
Vacuum carpeted floors	N/A						
Dust shelves		X					
Materials shall be arranged/stored in an orderly manner		X					
Balconies and Ledges							
Clean floor areas and ledges		X					
Wipe railings		X					
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	X						
Dust or Vacuum ceiling vents				X			
Wash partition glass				X			
Strip resilient tile, apply floor finish and buff					X		
Dust/clean venetian blinds			X				
Vacuum draperies			X				
Dust high ledges and moldings			X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting	N/A						
Wash windows				X			
Wash walls			X				

Scope of Services- Janitorial Services for Pickens Yard

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 4628 Briggs Street, La Crescenta, CA 91214		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Stormwater Maintenance								
Public Works Site Contract Manager: Octaviano Fernandez								
Phone Number: (818) 248-3842								
E-mail: ofernandez@dpw.lacounty.gov								
Office Hours: Monday through Thursday, 6:00 a.m. to 4:30 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday and Thursday								
Hour of Service from: 12:00pm to 1:00pm								
Minimum Required Hours Per Day*: 1 hr/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Superintendant Office	132							
Foreman Room No. 1	121							
Foreman Room No. 2	191							
Restroom No. 1	49							
Restroom No. 2	49							
Reception Office	325							
Break Room	170							
Total Square Footage	1,037							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	N/A							
Sweep uncarpeted floors	x							

Clean all sinks and drinking fountains	x						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	x						
Wash/clean door glass and frames	x						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	x						
Damp mop non-carpeted areas	x						
Spot wash walls	x						
Dust telephones	x						
Vacuum carpeted areas ensuring that corners and areas under furniture are	x						
Dust baseboards and window sills	x						
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	N/A						
Damp wipe clock facings	N/A						
Damp wipe door knobs, kick plates and threshold plates	x						
Replace plastic liners in waste containers	x						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	x						
Polish desk tops and tables	N/A						
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in						x	
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	x						
Dry foam shampoo carpet in all assigned areas and any other areas required. Carpet is to be thoroughly vacuumed before shampooing	N/A						
Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager						x	
High dust all office and corridor areas, and other overhead areas	N/A						
Clean interior side of all windows in offices that are cleaned on a regular	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	x						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls	x						
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						
Vacuum upholstered furniture	N/A						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	N/A						
Clean door knobs, kick plates, baseboards, and threshold plates	N/A						
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment	N/A						
Sweep and mop tile and concrete floors. Buff, as needed.	N/A						
Restrooms							
Empty waste containers and replace liners	x						
Clean and refill dispensers, including sanitary napkins and hand washing	x						
Clean sinks, sink fixtures and mirrors	x						
Disinfect sinks, toilets, toilet seats and urinals	x						
Wet mop floors with disinfectant detergent	x						
Spot wash walls, partitions and doors	x						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	x						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	N/A						
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	x						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	N/A						
Clean all glass entrance doors	N/A						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	N/A						
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						
Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!	N/A						
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						
Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting					x		
Wash windows	N/A						

Wash walls	N/A						
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Scope of Services- Public Works Child Care Center

*This minimum does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

Address: 406 South Second Street, Alhambra, California 91801		Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Public Works Division: Business Relations and Contracts Division								
Public Works Site Contract Manager: Mr. Danny Medina								
Phone Number: (626) 458-4080								
E-mail: dmedina@pw.lacounty.gov								
Office Hours: Monday through Thursday, 7:30 a.m. to 5 p.m.								
Required Service Hours, Days, and Staffing								
Days of Service: Monday and Thursday								
Hour of Service from: 7:00 pm to 11:00 pm								
Minimum Required Hours Per Day*: 2 hr/day								
Minimum Required Number of Staff*: 1								
Description of Service Areas	Square Footage							
Superintendant Office	132							
Foreman Room No. 1	121							
Foreman Room No. 2	191							
Restroom No. 1	49							
Restroom No. 2	49							
Reception Office	325							
Break Room	170							
Conference Room	1100							
Total Square Footage	2,137							
Offices, Conference Rooms, lounges, Hallways, Lobbies, Telephone Stalls								
Empty waste containers and ashtrays	x							
Clean debris from sand jars	N/A							

Sweep uncarpeted floors	X						
Clean all sinks and drinking fountains	X						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	X						
Wash/clean door glass and frames	X						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	X						
Damp mop non-carpeted areas	X						
Spot wash walls	X						
Dust telephones	X						
Vacuum carpeted areas ensuring that corners and areas under furniture are free of dust and dirt	X						
Dust baseboards and window sills	X						
Spot clean partitions	N/A						
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars	N/A						
Damp wipe clock facings	N/A						
Damp wipe door knobs, kick plates and threshold plates	X						
Replace plastic liners in waste containers	X						
Spot clean carpets to remove stains							X
Spot clean doors, door jams and walls to remove fingerprints and smudges	X						
Polish desk tops and tables	N/A						
Move furniture and dry foam shampoo all office carpets, and other carpeted areas, as necessary. Carpets shall be thoroughly vacuumed before shampooing. Carpet shall be thoroughly dry before furniture is placed in office.						X	
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	X						
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					X		

Scrub, redress, and buff all tile floors. All stripping and waxing of floors shall be coordinated with the Contract Manager						X	
High dust all office and corridor areas, and other overhead areas	N/A						
Clean interior side of all windows in offices that are cleaned on a regular	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all office glass partitions and office doors	X						
Dust all office walls. Remove hand prints on walls in offices, around door facings, and on corridor walls	X						
Clean all ceiling vents of dust, film, stains, etc	N/A						
Clean/dust all high ledges	N/A						
Vacuum upholstered furniture	N/A						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.	N/A						
Clean door knobs, kick plates, baseboards, and threshold plates	N/A						
Empty recycling containers at various buildings and dump in a designated container	N/A						
Clean all conference rooms after each meeting. Dust furniture. Arrange furniture in an orderly manner	N/A						
Dust all office desks and equipment	N/A						
Sweep and mop tile and concrete floors. Buff, as needed.	N/A						
Restrooms							
Empty waste containers and replace liners	X						
Clean and refill dispensers, including sanitary napkins and hand washing	X						
Clean sinks, sink fixtures and mirrors	X						
Disinfect sinks, toilets, toilet seats and urinals	X						
Wet mop floors with disinfectant detergent	X						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						

Remove stains in toilet bowls and urinals	x						
Clean wall area behind basins and toilet bowls	x						
Clean toilet bases	x						
Wash kick plates and push plates on doors	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean basin and floor drains	x						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	x						
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	x						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	N/A						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic liners, as necessary	x						
Spot clean partitions glass	N/A						
Clean all glass entrance doors							x
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	N/A						
Wash table tops and serving areas	N/A						
Dust chairs	N/A						
Sweep uncarpeted floors in eating areas	x						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	x						
Spot wash walls and doors	N/A						

Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves	N/A						
Elevators							
Clean tracks	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Sweep uncarpeted floors	N/A						
Spot wash walls and doors	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Stairwells							
Sweep stairs and landings	N/A						
Damp wipe handrails	N/A						
Damp mop uncarpeted stairs and landings	N/A						
Vacuum carpeted stairs and landings	N/A						
Spot clean walls	N/A						
Sweep and wet mop all steps	N/A						
Holding Tanks							
Damp mop floors and disinfect with germicidal solution	N/A						
Spot clean walls	N/A						
Dust or damp wipe bars	N/A						
Clean floor drains	N/A						
Clean sinks/toilets and disinfect with germicidal solution	N/A						
Exterior Areas							
Sweep steps, outside landings and sidewalks immediately adjacent to	N/A						
Remove washable graffiti	N/A						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.	N/A						
Clean all exterior screens	N/A						

Clean air diffuser grills and ceiling area around diffusers	N/A						
Clean exterior window ledges	N/A						
Clean sidewalks, remove gum and stains from sidewalks around outside of building	N/A						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	N/A						
Sweep up and pick up loose trash from around buildings and the yard	N/A						
Spot wash walls, as necessary	N/A						
Clean outside sand jars	N/A						
Clean and wipe out all exterior ash trays with damp cloth	N/A						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	N/A						
Empty waste containers; remove debris	N/A						
Damp mop uncarpeted floors	N/A						
Vacuum carpeted floors	N/A						
Dust shelves	N/A						
Materials shall be arranged/stored in an orderly manner	N/A						
Balconies and Ledges							
Clean floor areas and ledges	N/A						
Wipe railings	N/A						
All Areas							
Spot clean carpeted and uncarpeted areas posing safety threat ASAP!							x
Dust or Vacuum ceiling vents	N/A						
Wash partition glass	N/A						
Strip resilient tile, apply floor finish and buff	N/A						
Dust/clean venetian blinds	N/A						
Vacuum draperies	N/A						

Dust high ledges and moldings	N/A						
Vacuum upholstered furniture	N/A						
Shampoo or steam clean carpeting					x		
Wash windows	N/A						
Wash walls	N/A						

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, overtime, supervision, materials, transportation, taxes, equipment, training, holiday pay, uniforms, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Note: At the sole discretion of the County, facilities and/or services covered by this Contract may be increased, eliminated or reduced at anytime throughout the contract period.

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
Item A: Required Janitorial Services					
1	FLT-2-1	<u>Westchester Shop-Fleet</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
2	FLT-2-2	<u>Hollydale Shop-Fleet</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
3	SWMD-2-1	<u>83rd Street Yard</u> 5520 West 83rd Street Los Angeles, CA 90045	\$	12	\$
4	SWMD-2-2	<u>Redondo Beach Yard</u> 615 Anita Street Redondo Beach, CA 90278	\$	12	\$
5	SWMD-2-3	<u>Hansen Yard</u> 10179 Glenoaks Boulevard Sun Valley, CA 91352	\$	12	\$
6	SMP-2-1	<u>Saticoy Yard</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
7	SMP-2-2	<u>MD4-Survey</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
8	RMD-2-1	<u>MD 3 - Westchester Yard</u> 5530 West 83rd Street Los Angeles CA 90045	\$	12	\$
9	RMD-2-2	<u>RD 233/333/433</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$

ENCLOSURE B
FORM PW-2.1 (GROUP 2)
INITIAL YEAR

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
10	RMD-2-3	<u>RD 232 A (Lawndale)</u> 4055 West Marine Avenue Lawndale, CA 90260	\$	12	\$
11	RMD-2-4	<u>RD 232 A (Lomita)</u> 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	<u>MD 4 - Hollydale Yard</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6	<u>RD 141/241</u> 2120 East 90th Street Los Angeles, CA 90002	\$	12	\$
14	RMD-2-7	<u>RD 339/539 (Agoura)</u> 29773 West Mulholland Highway Agoura, CA 91301	\$	12	\$
15	RMD-2-8	<u>RD 336 (Malibu)</u> 3637 Winter Canyon Road Malibu, CA 90265	\$	12	\$
16	LDD-2-1	<u>MD 3 – Westchester LDD</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
17	LDD-2-2	<u>MD 4 - Permit Office</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
18	CON-2-3	<u>Saticoy Yard - Construction Office</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
TOTAL ANNUAL PRICE FOR ITEM A:					\$

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**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

Item B: On-Call Janitorial Services (Only to be performed with Public Works' request and prior approval)				
Description of Service	Unit Type	Estimated No. of Units	Unit Price	Annual Price (Estimated No. of Units x Unit Price)
On-Call Janitorial Services	Hour	4,000	\$	\$
TOTAL ANNUAL PRICE FOR ITEM B:				\$

TOTAL ANNUAL PRICE FOR ITEM A + B:	\$
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LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)	LICENSE TYPE (IF APPLICABLE)
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-MAIL

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, overtime, supervision, materials, transportation, taxes, equipment, training, holiday pay, uniforms, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Note: At the sole discretion of the County, facilities and/or services covered by this Contract may be increased, eliminated or reduced at anytime throughout the contract period.

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
Item A: Required Janitorial Services					
1	FLT-2-1	<u>Westchester Shop-Fleet</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
2	FLT-2-2	<u>Hollydale Shop-Fleet</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
3	SWMD-2-1	<u>83rd Street Yard</u> 5520 West 83rd Street Los Angeles, CA 90045	\$	12	\$
4	SWMD-2-2	<u>Redondo Beach Yard</u> 615 Anita Street Redondo Beach, CA 90278	\$	12	\$
5	SWMD-2-3	<u>Hansen Yard</u> 10179 Glenoaks Boulevard Sun Valley, CA 91352	\$	12	\$
6	SMP-2-1	<u>Saticoy Yard</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
7	SMP-2-2	<u>MD4-Survey</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
8	RMD-2-1	<u>MD 3 - Westchester Yard</u> 5530 West 83rd Street Los Angeles CA 90045	\$	12	\$
9	RMD-2-2	<u>RD 233/333/433</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$

ENCLOSURE B
FORM PW-2.2 (GROUP 2)
OPTION YEAR 1

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
10	RMD-2-3	<u>RD 232 A (Lawndale)</u> 4055 West Marine Avenue Lawndale, CA 90260	\$	12	\$
11	RMD-2-4	<u>RD 232 A (Lomita)</u> 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	<u>MD 4 - Hollydale Yard</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6	<u>RD 141/241</u> 2120 East 90th Street Los Angeles, CA 90002	\$	12	\$
14	RMD-2-7	<u>RD 339/539 (Agoura)</u> 29773 West Mulholland Highway Agoura, CA 91301	\$	12	\$
15	RMD-2-8	<u>RD 336 (Malibu)</u> 3637 Winter Canyon Road Malibu, CA 90265	\$	12	\$
16	LDD-2-1	<u>MD 3 - Westchester LDD</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
17	LDD-2-2	<u>MD 4 - Permit Office</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
18	CON-2-3	<u>Saticoy Yard - Construction Office</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
TOTAL ANNUAL PRICE FOR ITEM A:					\$

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**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

Item B: On-Call Janitorial Services (Only to be performed with Public Works' request and prior approval)				
Description of Service	Unit Type	Estimated No. of Units	Unit Price	Annual Price (Estimated No. of Units x Unit Price)
On-Call Janitorial Services	Hour	4,000	\$	\$
TOTAL ANNUAL PRICE FOR ITEM B:				\$

TOTAL ANNUAL PRICE FOR ITEM A + B:	\$
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LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)	LICENSE TYPE (IF APPLICABLE)
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-MAIL

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, overtime, supervision, materials, transportation, taxes, equipment, training, holiday pay, uniforms, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Note: At the sole discretion of the County, facilities and/or services covered by this Contract may be increased, eliminated or reduced at anytime throughout the contract period.

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
Item A: Required Janitorial Services					
1	FLT-2-1	<u>Westchester Shop-Fleet</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
2	FLT-2-2	<u>Hollydale Shop-Fleet</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
3	SWMD-2-1	<u>83rd Street Yard</u> 5520 West 83rd Street Los Angeles, CA 90045	\$	12	\$
4	SWMD-2-2	<u>Redondo Beach Yard</u> 615 Anita Street Redondo Beach, CA 90278	\$	12	\$
5	SWMD-2-3	<u>Hansen Yard</u> 10179 Glenoaks Boulevard Sun Valley, CA 91352	\$	12	\$
6	SMP-2-1	<u>Saticoy Yard</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
7	SMP-2-2	<u>MD4-Survey</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
8	RMD-2-1	<u>MD 3 - Westchester Yard</u> 5530 West 83rd Street Los Angeles CA 90045	\$	12	\$
9	RMD-2-2	<u>RD 233/333/433</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$

ENCLOSURE B
FORM PW-2.3 (GROUP 2)
OPTION YEAR 2

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
10	RMD-2-3	<u>RD 232 A (Lawndale)</u> 4055 West Marine Avenue Lawndale, CA 90260	\$	12	\$
11	RMD-2-4	<u>RD 232 A (Lomita)</u> 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	<u>MD 4 - Hollydale Yard</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6	<u>RD 141/241</u> 2120 East 90th Street Los Angeles, CA 90002	\$	12	\$
14	RMD-2-7	<u>RD 339/539 (Agoura)</u> 29773 West Mulholland Highway Agoura, CA 91301	\$	12	\$
15	RMD-2-8	<u>RD 336 (Malibu)</u> 3637 Winter Canyon Road Malibu, CA 90265	\$	12	\$
16	LDD-2-1	<u>MD 3 – Westchester LDD</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
17	LDD-2-2	<u>MD 4 - Permit Office</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
18	CON-2-3	<u>Saticoy Yard - Construction Office</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
TOTAL ANNUAL PRICE FOR ITEM A:					\$

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**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

Item B: On-Call Janitorial Services (Only to be performed with Public Works' request and prior approval)				
Description of Service	Unit Type	Estimated No. of Units	Unit Price	Annual Price (Estimated No. of Units x Unit Price)
On-Call Janitorial Services	Hour	4,000	\$	\$
TOTAL ANNUAL PRICE FOR ITEM B:				\$

TOTAL ANNUAL PRICE FOR ITEM A + B:	\$
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LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)	LICENSE TYPE (IF APPLICABLE)
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-MAIL

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, overtime, supervision, materials, transportation, taxes, equipment, training, holiday pay, uniforms, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Note: At the sole discretion of the County, facilities and/or services covered by this Contract may be increased, eliminated or reduced at anytime throughout the contract period.

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
Item A: Required Janitorial Services					
1	FLT-2-1	<u>Westchester Shop-Fleet</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
2	FLT-2-2	<u>Hollydale Shop-Fleet</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
3	SWMD-2-1	<u>83rd Street Yard</u> 5520 West 83rd Street Los Angeles, CA 90045	\$	12	\$
4	SWMD-2-2	<u>Redondo Beach Yard</u> 615 Anita Street Redondo Beach, CA 90278	\$	12	\$
5	SWMD-2-3	<u>Hansen Yard</u> 10179 Glenoaks Boulevard Sun Valley, CA 91352	\$	12	\$
6	SMP-2-1	<u>Saticoy Yard</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
7	SMP-2-2	<u>MD4-Survey</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
8	RMD-2-1	<u>MD 3 - Westchester Yard</u> 5530 West 83rd Street Los Angeles CA 90045	\$	12	\$
9	RMD-2-2	<u>RD 233/333/433</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$

ENCLOSURE B
FORM PW-2.4 (GROUP 2)
OPTION YEAR 3

**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

No.	Location Number	Work Site and Address	Price Per Month for Each Yard	Annual Frequency	Annual Price (Price Per Month x Annual Frequency)
10	RMD-2-3	<u>RD 232 A (Lawndale)</u> 4055 West Marine Avenue Lawndale, CA 90260	\$	12	\$
11	RMD-2-4	<u>RD 232 A (Lomita)</u> 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	<u>MD 4 - Hollydale Yard</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6	<u>RD 141/241</u> 2120 East 90th Street Los Angeles, CA 90002	\$	12	\$
14	RMD-2-7	<u>RD 339/539 (Agoura)</u> 29773 West Mulholland Highway Agoura, CA 91301	\$	12	\$
15	RMD-2-8	<u>RD 336 (Malibu)</u> 3637 Winter Canyon Road Malibu, CA 90265	\$	12	\$
16	LDD-2-1	<u>MD 3 – Westchester LDD</u> 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
17	LDD-2-2	<u>MD 4 - Permit Office</u> 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
18	CON-2-3	<u>Saticoy Yard - Construction Office</u> 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
TOTAL ANNUAL PRICE FOR ITEM A:					\$

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**SCHEDULE OF PRICES FOR
JANITORIAL SERVICES (BRC0000110)**

Item B: On-Call Janitorial Services (Only to be performed with Public Works' request and prior approval)				
Description of Service	Unit Type	Estimated No. of Units	Unit Price	Annual Price (Estimated No. of Units x Unit Price)
On-Call Janitorial Services	Hour	4,000	\$	\$
TOTAL ANNUAL PRICE FOR ITEM B:				\$

TOTAL ANNUAL PRICE FOR ITEM A + B:	\$
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LEGAL NAME OF PROPOSER		
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL		
TITLE OF AUTHORIZED PERSON		
DATE	STATE CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)	LICENSE TYPE (IF APPLICABLE)
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-MAIL

ENCLOSURE C
EXHIBIT H.2
GROUP 2

EXHIBIT H.2 - WORK SITE AND ADDRESS FOR GROUP 2

The minimum number of hours does NOT include time for the Contractor to perform the other incremental cleaning requirements (weekly, monthly, quarterly, semiannual, and annual).

NO.	Location Name as appeared in Form PW-2, Schedule of Prices	Division	Minimum Number of Hours Per Week	Minimum Number of Hours Annually (Week X 52)	Work Site and Addresses
1	FLT-2-1	Fleet Management	10	520	<u>Westchester Shop-Fleet</u> 5530 West 83rd Street Los Angeles, CA 90045
2	FLT-2-2	Fleet Management	10	520	<u>Hollydale Shop-Fleet</u> 11282 South Garfield Avenue Downey, CA 90242
3	SWMD-2-1	Stormwater Maint.	8	416	<u>83rd Street Yard</u> 5520 West 83rd Street Los Angeles, CA 90045
4	SWMD-2-2	Stormwater Maint.	3	156	<u>Redondo Beach Yard</u> 615 Anita Street Redondo Beach, CA 90278
5	SWMD-2-3	Stormwater Maint.	25	1300	<u>Hansen Yard</u> 10179 Glenoaks Boulevard Sun Valley, CA 91352
6	SMP-2-1	Survey/Mapping & Property Mgmt.	.75	39	<u>Saticoy Yard</u> 13436 Saticoy Street North Hollywood, CA 91605
7	SMP-2-2	Survey/Mapping & Property Mgmt.	1.25	65	<u>MD4-Survey</u> 11282 South Garfield Avenue Downey, CA 90242
8	RMD-2-1	Road Maint.	20	1040	<u>MD 3 - Westchester Yard</u> 5530 West 83rd Street Los Angeles, CA 90045
9	RMD-2-2	Road Maint.	10	520	<u>RD 233/333/433 Yard</u> 5530 West 83rd Street Los Angeles, CA 90045
10	RMD-2-3	Road Maint.	6	312	<u>RD 232 A (Lawndale)</u> 4055 West Marine Avenue Lawndale, CA 90260

**ENCLOSURE C
EXHIBIT H.2
GROUP 2**

NO.	Location Name as appeared in Form PW-2, Schedule of Prices	Division	Minimum Number of Hours Per Week	Minimum Number of Hours Annually (Week X 52)	Work Site and Addresses
11	RMD-2-4	Road Maint.	6	312	RD 232 A (Lomita) 24309 Walnut Street Lomita, CA 90717
12	RMD-2-5	Road Maint.	30	1560	<u>MD 4 - Hollydale Yard</u> 11282 South Garfield Avenue Downey, CA 90242
13	RMD-2-6	Road Maint.	2	104	<u>RD 141/241 Yard</u> 2120 East 90th Street Los Angeles, CA 90002
14	RMD-2-7	Road Maint.	6	312	<u>RD 339/539 (Agoura)</u> 29773 West Mulholland Highway Agoura, CA 91301
15	RMD-2-8	Road Maint.	8	416	<u>RD 336 (Malibu)</u> 3637 Winter Canyon Road Malibu, CA 90265
16	LDD-2-1	Land Development	5	260	<u>MD 3 – Westchester LDD</u> 5530 West 83rd Street Los Angeles, CA 90045
17	LDD-2-2	Land Development	5	260	<u>MD 4 - Permit Office</u> 11282 South Garfield Avenue Downey, CA 90242
18	CON-2-3	Construction	1	52	<u>Saticoy Yard (Construction Office)</u> 13436 Saticoy Street North Hollywood, CA 91605
			157	8164	