

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE ALHAMBRA, CALIFORNIA 91803-1331 Telephone: (626) 458-5100 http://dpw.lacounty.gov

ADDRESS ALL CORRESPONDENCE TO:
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:

	Change	s 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	Public Works Site Contract Manager:
0.000		Construction Office	Roy Cruz Ruben Amezcua
			Phone Number: (626) 458-4964 3125
			E-mail: fcruz@dpw.lacounty.gov ramezcua@pw.lacounty.gov
Group 2	CON-2-1	MD3-Westchester	Public Works Division: Construction
	LDD-2-1	Construction LDD	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	MD4-Construction	Public Works Division: Construction
,	LDD-2-2	Permit Office	Land Development Division
	ATT TO THE TOTAL TOTAL TO THE THE TOTAL TO T		
			Public Works Site Contract Manager:
			Mr. Daniel Aka Lorenzo Villa
			Phone Number: (562) 869-1176 (562) 869-0218
			E-mail: jdonald@dpw.lacounty.gov Ivilla@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	Public Works Site Contract Manager:
,		Shop	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: Roy Cruz Ruben Amezcua
			Phone Number: (626) 458-4964 3125
			E-mail: fcruz@dpw.lacounty.gov ramezcua@pw.lacounty.gov
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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: \(\forall \text{VANDER@dpw.lacounty.gov}\) ofernandez@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:

We encourage you to follow us on Twitter @<u>LACoPublicWorks</u> for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA Director of Public Works

Fig. 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).

(weekly, monthly, quarterly, semiarman, and arman).								
Address: 1525/1537 Alcazar Street, Los Angeles, California 90033								
Public Works Division: Operational Services								į
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		Day				ly		
Hour of Service from: 6:30am to 3:00pm		SS			>	ıal	V	eq
Minimum Required Hours Per Day*: 8hrs/day		ě	<u>₹</u>	h)	erl	ını	all	þe
Minimum Required Number of Staff*: 2		Sir			art	An	J	<u>F</u>
Description of Service Areas	Square Footage	Business	Weekly	M	Quí	Semi-Annually	Annually	As-Needed
Building No. 1	9925	ch				Se		٩
Building No. 2	9500	Еà				0,		
Building No. 4a	850] "						
Building No. 4b	800							
Building No. 5	1880							į
Building No. 8	7175							į
Building No. 9	1800							į
Building No. 13	850							İ
Total Square Footage	32,780							
Offices, Conference Rooms, Iounges, Hallways, Lobbies,	Telepho	one S	Stalls	,				
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		Х						

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

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

ENCLOSURE A EXHIBIT I.1 OSD-1-1 GROUP 1

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

Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Stairwells							
Sweep stairs and landings		Х					
Damp wipe handrails		Х					
Damp mop uncarpeted stairs and landings		Х					
Vacuum carpeted stairs and landings		Х					
Spot clean walls		Х					
Sweep and wet mop all steps		х					
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		<u> </u>					
Sweep steps, outside landings and sidewalks immediately adjacent to							
facility	Х						
Remove washable graffiti	Х						
Wash and clean interior and exterior of all exterior windows. Spot							
clean, as necessary.				Х			
Clean all exterior screens				Х			
Clean air diffuser grills and ceiling area around diffusers				Х			
Clean exterior window ledges				Х			
Clean sidewalks, remove gum and stains from sidewalks around							
outside of building		Х					

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		Х					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary				Х			
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	х						
Damp mop uncarpeted floors	х						
Vacuum carpeted floors	Х						
Dust shelves	х						
Materials shall be arranged/stored in an orderly manner	Х						
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				Х			
Wash partition glass			Χ				
Strip resilient tile, apply floor finish and buff				Χ			
Dust/clean venetian blinds			Х				
Vacuum draperies	N/A						
Dust high ledges and moldings			Х				
Vacuum upholstered furniture			Χ				

ENCLOSURE A EXHIBIT I.1 OSD-1-1 GROUP 1

Shampoo or steam clean carpeting			Х		
Wash windows			Х		
Wash walls		Χ			

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).

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one	Stalls	;				
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Х						
Х						
	e de	hone Stalls	Each Business Weekly Monthly	Each Business Weekly Monthly Quarterly	Each Business Weekly Monthly Auarterly Semi-Annual	Each Business Weekly Monthly Cuarterly Semi-Annually

ENCLOSURE A EXHIBIT I.1 OSD-1-2 GROUP 1

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

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

	1						
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Χ						
Clean toilet bases	Χ						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	х						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes	Χ						
Clean all restroom fixtures, mirrors and floors.	Χ						
Polish all chrome fixtures		Χ					
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	Х						
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	Х						
Empty all waste receptacles and wipe out with damp cloth. Replace							
plastic liners, as necessary	Х						
Spot clean partitions glass	Χ						
Clean all glass entrance doors	Χ						
Lunch Rooms							
Empty and Wash containers inside and out; replace plastic liners	Х						
Wash table tops and serving areas	Χ						
Dust chairs	Х						
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors	Х						

		_	_	_			
Clean inside and outside of all refrigerators		Х					
Clean inside and outside of all microwaves		Х					
Clean tracks	N/A						
Sweep uncarpeted floors	Х						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls and doors	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Stairwells							
Sweep stairs and landings		Х					
Damp wipe handrails		Х					
Damp mop uncarpeted stairs and landings		Х					
Vacuum carpeted stairs and landings		Х					
Spot clean walls		Х					
Sweep and wet mop all steps		Х					
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	х						
Remove washable graffiti	Х						
Wash and clean interior and exterior of all exterior windows. Spot clean, as necessary.				x			
Clean all exterior screens				Х			

Clean air diffuser grills and ceiling area around diffusers				х			
Clean exterior window ledges				Χ			
Clean sidewalks, remove gum and stains from sidewalks around outside							
of building		Χ					
	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	Х						
sweep up and pick up loose trash from around buildings and the yard		Х					
Spot wash walls, as necessary				Х			
Clean outside sand jars	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						
Custodial Closets/Storage Areas							
Sweep uncarpeted floors	Х						
Empty waste containers; remove debris	Х						
Damp mop uncarpeted floors	Х						
Vacuum carpeted floors	Х						
Dust shelves	Х						
Materials shall be arranged/stored in an orderly manner	х						
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!	Х						
Dust or Vacuum ceiling vents				Х			
Wash partition glass			Х				
Strip resilient tile, apply floor finish and buff							

ENCLOSURE A EXHIBIT I.1 OSD-1-2 GROUP 1

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

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								
Public Works Division: Operational Services								
Public Works Site Contract Manager: Victor Novelo		1						
Phone Number: (626) 476-4653		1						
Email: vnovelo@pw.lacounty.gov								
Office Hours: Monday through Friday, 6:30 a.m. to 4 p.m.		>						
Required Service Hours, Days, and Staffing		Day				V		
Days of Service: Monday and Thursday Only					\	all	,	þ
Hour of Service from: 7:30 AM to 9:30 AM		es	\Rightarrow	ارار	ərl	nu	ally	gge
Minimum Required Hours Per Day*: 2hrs/day		Business	Weekly	nt	arte	۸h	านอ	As-Needed
Minimum Required Number of Staff*: 1		3ŭŝ	We	10	ns)	j∫	ınr	Z
Description of Service Areas	Square Footage	ch E		_	Quarterly	serr	A	As
Building No.1 Office	638	Еас				U		
Building No. 2 Crew Quarters	231	Ι ^ш						
Building No.	n/a							
Building No.	n/a							
Building No.	n/a							
Building No.	n/a							
Total Square Footage	869							
Offices, Conference Rooms, Iounges, Hallways, Lobbies,	Telepho	one S	Stalls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		Х						
Sweep uncarpeted floors		х						
Clean all sinks and drinking fountains		Х						
Spot mop uncarpeted floors		Х						

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

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

ENCLOSURE A EXHIBIT I.1 OSD-1-3 GROUP 1

Each Business Dav	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
Х						
х						
Х						
Х						
Х						
Х						
N/A						
Х						
Х						
Х						
	x x x x x x x x x x x x x x x x x x x	X X X X X X X X X X X X X X X X X X X	X	X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X

							<u> </u>
	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	х						
Remove washable graffiti	Х						
Wash and clean interior and exterior of all exterior windows. Spot							
clean, as necessary.				Χ			
Clean all exterior screens				Х			
Clean air diffuser grills and ceiling area around diffusers				Х			
Clean exterior window ledges				Χ			
Clean sidewalks, remove gum and stains from sidewalks around							
outside of building	Х						
Empty exterior trash cans at designated locations and dump the							
collected trash in the designated container. Replace plastic liners, as							
necessary	Х						

							O. CO
sweep up and pick up loose trash from around buildings and the yard	х						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot wash walls, as necessary				Х			
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!			Х				
Dust or Vacuum ceiling vents Wash partition glass			X				
Strip resilient tile, apply floor finish and buff			X X				
Dust/clean venetian blinds		-	X				
Vacuum draperies	N/A		Λ				
Dust high ledges and moldings	1 47 1		X				
Vacuum upholstered furniture			X				
Shampoo or steam clean carpeting			Х				
Wash windows				Х			
Wash walls			Х				

Scope of Services for: Upper Central Yard (Trailer for Engineering Un 2275 Alcazar Street, Los Angeles, CA 90033	it Bldg	2A)						
*This minimum does NOT include time for the Contractor to perform the oth incremental cleaning requirements (weekly, monthly, quarterly, semiannual 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		ess Day	γl	ıly	ırly	nually	Annually	ded
Required Service Hours, Days, and Staffing Days of Service: Monday through Friday Hours of Service Between: 2:00 PM - 3:00 PM		Business	Weekly	Month	λuarte	ni-Anr	Annua	As-Needed
Minimum Required Hours Per Day*: 1		ch				er		Ä
Minimum Required Number of Staff*: 1		ac				S		l
Description of Service Areas	Square Footage	Ш						
Office, kitchen, and one restroom	0							
Crew room and restroom	0							l
Total Square Footage	960							l
Office								
Empty waste containers and ashtrays		Х						
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						

ENCLOSURE A EXHIBIT I.1 OSD-1-4 GROUP 1

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

Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Х				
Clean all ceiling vents of dust, film, stains, etc			Х				
Clean/dust all high ledges		Х					
Vacuum upholstered furniture	Х						
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Х					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		Х					
Empty recycling containers at various buildings and dump in a designated							
container	Х						
Clean all conference rooms after each meeting. Dust furniture. Arrange							
furniture in an orderly manner		Х					
Dust all office desks and equipment		Х					
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						

ENCLOSURE A EXHIBIT I.1 OSD-1-4 GROUP 1

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					<u> </u>	•	
Sweep steps, outside landings and sidewalks immediately adjacent to	Х						
Remove washable graffiti	n/a						
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.							Х
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		Х					
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!							Х
Dust or Vacuum ceiling vents			Х				
Wash partition glass		Х					
Strip resilient tile, apply floor finish and buff	n/a						
Dust/clean venetian blinds		Х					
Vacuum draperies	n/a						
Dust high ledges and moldings		Х					
Vacuum upholstered furniture			Х				
Shampoo or steam clean carpeting					Х		

Scope of Services for: Upper Central Yard (Trailer for Engineering Unit Bldg. 2A)

ENCLOSURE A EXHIBIT I.1 OSD-1-4

GROUP 1

Wash windows				Х
Wash walls				Х

Scope of Services- Janitorial Services for <u>Saticoy Yard Construction Office</u>

Address: 13436 Saticoy Street, North Hollywood 91605 (Saticoy Yard) 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 Office, kitchen, and one restroom Crew room and restroom Total Square Footage 30	200 200	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Office, Crew room, & Kitchenette Empty waste containers and ashtrays		X	T	T T	Ī	l	
Clean debris from sand jars		+^					
Sweep uncarpeted floors		Х					
Clean all sinks and drinking fountains		 ^					
Spot mop uncarpeted floors		Х					
Wash/clean door glass and frames							
Dust/damp wipe tops, sides and lower surfaces of furniture, including							
desks, computers, chairs, tables and cabinets			Х				
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			Х					
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			Х				
Sweep and mop tile and concrete floors. Buff, as needed.			Χ				
Restrooms			•				
Empty waste containers and replace liners		Х					
Clean and refill dispensers, including sanitary napkins and hand washing		Х					
Clean sinks, sink fixtures and mirrors		Х					
Disinfect sinks, toilets, toilet seats and urinals		Χ					
Wet mop floors with disinfectant detergent		Χ					
Spot wash walls, partitions and doors		Χ					
Replace plastic liners in waste containers		Χ					
Remove mineral deposits around faucets							
Remove stains in toilet bowls and urinals			Χ				
Clean wall area behind basins and toilet bowls			Χ				
Clean toilet bases			Χ				
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		Х					

Clean and mop all showers								
	Each	Dusiness Day	Weekiy	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.					Х			
Clean all exterior screens	<u> </u>							
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								1

Scope of Services- Janitorial Services for MD3-Westchester LDD

Address: 5530 West 83rd Street, Los Angeles, CA 90045 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 Building No. 3 - Permit Office Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
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 Building No. 3 - Permit Office Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
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 Building No. 3 - Permit Office Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
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 Building No. 3 - Permit Office Total Square Footage Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
Building No. 3 - Permit Office 675 Total Square Footage 675 Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
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Building No. 3 - Permit Office 675 Total Square Footage 675 Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
Building No. 3 - Permit Office 675 Total Square Footage 675 Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
Offices, Conference Rooms, Lounges, Hallways, Lobbies, Telephone Stalls
Empty waste containers and ashtrays
Clean debris from sand jars X
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 X
Dust/damp wipe tops, sides and lower surfaces of furniture, including X Damp mop non-carpeted areas X
Dust/damp wipe tops, sides and lower surfaces of furniture, including X Damp mop non-carpeted areas X Spot wash walls
Dust/damp wipe tops, sides and lower surfaces of furniture, including X Damp mop non-carpeted areas X

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a	X						
designated container	^						
Clean all conference rooms after each meeting. Dust furniture. Arrange	X						
furniture in an orderly manner	^						
Dust all office desks and equipment	Χ						
Sweep and mop tile and concrete floors. Buff, as needed.	Χ						
Restrooms							
Empty waste containers and replace liners	N/A						
Clean and refill dispensers, including sanitary napkins and hand washing	N/A						
soap	IN/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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean,					Х		
as necessary.							
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside							Χ
of building							

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	Х						
Spot wash walls, as necessary					Χ		
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!	Х						
Dust or Vacuum ceiling vents				Χ			
Wash partition glass				Χ			
Strip resilient tile, apply floor finish and buff					Χ		
Dust/clean venetian blinds			Χ				
Vacuum draperies			Χ				
Dust high ledges and moldings			Χ				
Vacuum upholstered furniture			Χ				

ENCLOSURE A EXHIBIT I.1 LDD-2-1 GROUP 2

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

Scope of Services- Janitorial Services for MD4- Permit Office

Address: 11282 South Garfield Ave Downey, CA 90242								
Public Works Division: Land Development Division								
Public Works Site Contract Manager: Lorenzo Villa								
Phone Number: (562) 869-0218		_						
E-mail: Ivilla@dpw.lacounty.gov		Day						
Office Hours: Monday to Thursday 7:00am to 3:30pm, Friday 7:00am to 2:0	0pm							$\overline{}$
Required Service Hours, Days, and Staffing		SS	_	_	<u>></u>	Ja	>	6
Days of Service: Monday through Friday		e	 ₹	Ţ	eľ	ını	all	рe
Hour of Service Between: 7:00 am to 3:00 pm		Si.) (A)	nt	art	۸۸	חַנ	
Minimum Required Hours Per Day*: 1 hr/day		Business	Λ	19	l 8	i-/	n	Z
Minimum Required Number of Staff*: 2 (each staff - 30mins/day)		ш	/	_	Q	m	⋖	As-Needed
Description of Service Areas	Square Footage	Each				Se	Annually	1
Permit office (Carpeted Area)	775							
Counter Area & Restroom	225							
Total Square Footage	1,000							
Offices, Conference Rooms, Iounges, Hallways, Lobbies, Tele	phone	Stal	lls					
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks,			X					
Damp mop non-carpeted areas			Χ					

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

ENCLOSURE A EXHIBIT I.1 LDD-2-2 GROUP 2

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	Х						
Clean Showers	Х						
Stock restrooms with supplies	Х						
Clean and mop all showers	N/A						
Clean drinking fountains and sinks. Also, remove hand prints on walls around fountains	х						
Empty all waste receptacles and wipe out with damp cloth. Replace plastic							
liners, as necessary	Х						
Spot clean partitions glass	Х						
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	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ

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

Scope of Services-	Janitorial	Services	for MD4-	Permit Office
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ENCLOSURE A EXHIBIT I.1 LDD-2-2 GROUP 2

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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			1	I				
other incremental cleaning requirements (weekly, monthly, quarterly,								
semiannual, and annual).								
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		Day				>		
Required Service Hours, Days, and Staffing						all		Q
Days of Service: Monday Through Friday		Business	<u>></u>	<u>></u>	rl	וונ	Annually	As-Needed
Hours of Service Between: 7:00 am - 2:00 pm		j.	ek	ıth	rte	ınr	na	9 6
Minimum Required Hours Per Day*: 5 hours		NS) (e)	o	Jal	۲-	וו	ž
Minimum Required Number of Staff*: 1		B	<	≥	2	mi	Ar	S-
Description of Service Areas	Square Footage	Each		Monthly)	Sel		Α
Building 1, Main Office, Kitchen, Entry way, and 2 Restrooms	1,978	Ш						
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		Χ						
Clean debris from sand jars			Χ					
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets		Χ						
Spot wash walls								Χ

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

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated							
container		Χ					
Clean all conference rooms. Dust furniture. Arrange furniture in an orderly							
manner		Χ					
Dust all office desks and equipment Sweep and mop tile and concrete floors.	Χ						
Sweep and mop tile and concrete floors.	Χ						
Restrooms							
Empty waste containers	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Χ						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent	Χ						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits around faucets	Χ						
Remove stains in toilet bowls and urinals	Χ						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	Х						
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures		Χ					
Clean Showers	N/A						
Stock restrooms with supplies	Х						
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 Empty all waste receptacles and wipe out with damp cloth. Replace plastic	Х						
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	Χ						
Wash table tops and serving areas	Х						
Dust chairs		Χ					
Sweep uncarpeted floors in eating areas	Х						
Vacuum carpeted floors in eating areas	Х						
Damp wipe chair and table legs	Х						
Damp mop uncarpeted floors	Х						
Spot wash walls and doors		Χ					
Clean inside and outside of all refrigerators			Χ				
Clean inside and outside of all microwaves			Χ				
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		Χ					
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges			Χ				
Clean sidewalks, remove gum and stains from sidewalks around outside of building		Х					
Empty exterior trash cans at designated locations and dump the collected trash in the designated container. Replace plastic liners, as necessary	Х						
Sweep up and pick up loose trash from around buildings and the yard	Х						
Spot wash walls, as necessary		Χ					
Clean outside sand jars	Х						
Wipe down lunch table & chairs/benches	Х						
Clean and wipe out all exterior ash trays with damp cloth	Х						

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

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

Address: 38126 N. Sierra Highway Palmdale, CA 93550								
Public Works Division: Operational Services								
Public Works Site Contract Manager: David Fryer								
Phone Number: (661) 265-7134		ay						
E-mail: dfryer@dpw.lacounty.gov		Ö				<u>\</u>		
Office Hours: Monday through Thursday, 6:30 a.m. to 4 p.m.		SS			>	al	_	þ
Required Service Hours, Days, and Staffing		es		<u>ک</u>	ərl	nu	 	ğ
Days of Service: Monday through Friday		Sin	l de	nt L	ırte	۸	n	ee
Hours of Service Between: 4:00 pm to 10:00 pm		Business	Weekly	Monthly	na	ıj-/	n	Z
Minimum Required Hours Per Day*: 1 hour/day			>	2	Q	m	\forall	S
Minimum Required Number of Staff*: 1		ch				Se		4
Description of Service Areas	Square Footage	Ea				0,		
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		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						
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			Χ					

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
Replace plastic liners in waste containers		Χ					
Spot clean carpets to remove stains		Χ					
Spot clean doors, door jams and walls to remove fingerprints and smudges		Χ					
Polish desk tops and tables		Χ					
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					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
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					Х		
High dust all office and corridor areas, and other overhead areas				Χ			
basis				Х			
Clean all office glass partitions and office doors			Χ				
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls			Χ				
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Х			
Vacuum upholstered furniture			Χ				

ENCLOSURE A EXHIBIT I.1 OSD-3-1 GROUP 3

Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
	Day	>	<u>></u>	الح	ually	<u>~</u>	led
	Each	Weekly	Monthly	Quarterly	Ann	Annually	As-Needed
	Each Business Day	>	ž	Qu	Semi-Annually	Ą	As-
Clean door knobs, kick plates, baseboards, and threshold plates		Χ			U)		
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		Χ					
Dust all office desks and equipment		Χ					
Sweep and mop tile and concrete floors. Buff, as needed.		Χ					
Restrooms							
Empty waste containers and replace liners	Χ						
soap	Χ						
Clean sinks, sink fixtures and mirrors	Χ						
Disinfect sinks, toilets, toilet seats and urinals	Χ						
Wet mop floors with disinfectant detergent	Χ						
Spot wash walls, partitions and doors	Χ						
Replace plastic liners in waste containers	Χ						
Remove mineral deposits around faucets			Χ				
Remove stains in toilet bowls and urinals	Χ						
Clean wall area behind basins and toilet bowls	Χ						
Clean toilet bases	Χ						
Wash kick plates and push plates on doors	Х						
Clean basin and floor drains	Х						
Wash partition stalls .		Χ					
Clean exterior surfaces of accessible traps and pipes		Χ					
Clean all restroom fixtures, mirrors and floors.		Χ					
Polish all chrome fixtures		Χ					

ENCLOSURE A EXHIBIT I.1 OSD-3-1 GROUP 3

	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean Showers		Χ					
Stock restrooms with supplies		Χ					
Clean and mop all showers		Χ					
Clean drinking fountains and sinks. Also, remove hand prints on walls							
around fountains	Χ						
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	Х						
Wash table tops and serving areas		Χ					
Dust chairs		Χ					
Sweep uncarpeted floors in eating areas		Χ					
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs		Χ					
Damp mop uncarpeted floors		Χ					
Spot wash walls and doors		Χ					
Clean inside and outside of all refrigerators	N/A						
Clean inside and outside of all microwaves		Χ					
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						

ENCLOSURE A EXHIBIT I.1 OSD-3-1 GROUP 3

	Each Business Day	Weekly	Monthly	Quarterly	emi-Annually	Annually	As-Needed
Stairwells Stairwells	B				Š		4
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		Χ					
Remove washable graffiti							Х
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
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		Χ					

ENCLOSURE A EXHIBIT I.1 OSD-3-1 GROUP 3

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

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

Address: 38126 North Sierra Hwy, Palmdale, CA 93550 (Construction Hous	se)							
Public Works Division: Construction Division								
Public Works Site Contract Manager: Ruben Amezcua								
Phone Number: (626) 458-3125		ay						
E-mail: ramezcua@pw.lacounty.gov		Ď				ly		
Office Hours: Monday to Friday 7:00am to 3:30pm		SS	,		Quarterly	ıal	>	рe
Required Service Hours, Days, and Staffing		es	<اک	ηl	ərl	n	all,	þ
Days of Service: Weekly		sin	e	ntl	ırt	۸	ıU	өе
Hours of Service Between: 4:00 pm to 10:00 pm		Busines	۸е	10	na	j-/	nr	As-Needed
Minimum Required Hours Per Day*: 2 hrs per WEEK		<u> </u>	>	2	Q	m	A	\S.
Minimum Required Number of Staff*: 1		ach				Se		1
LIGSCRIPTION OF SOLVICE AREAS	quare otage	Ea				0,		
Office, kitchen, and one restroom 1,0	000							
Crew room and restroom	0							
Total Square Footage 1,0	000							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays			Χ					
Clean debris from sand jars								
Sweep uncarpeted floors								
Clean all sinks and drinking fountains								
Spot mop uncarpeted floors			Χ					
Wash/clean door glass and frames								
Dust/damp wipe tops, sides and lower surfaces of furniture, including								
desks, computers, chairs, tables and cabinets				Χ				
Damp mop non-carpeted areas								
Spot wash walls								

ENCLOSURE A EXHIBIT I.1 CON-3-1 GROUP 3

								<u> JRUU</u>
	Each	Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Dust telephones								
Vacuum carpeted areas ensuring that corners and areas under furniture			Χ					
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			Χ					
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							Χ	
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								
		_	_					

								JKUU
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			Χ					
Sweep and mop tile and concrete floors. Buff, as needed.								
Restrooms				•		•		
Empty waste containers and replace liners			Χ					
Clean and refill dispensers, including sanitary napkins and hand washing			Χ					
Clean sinks, sink fixtures and mirrors			Χ					
Disinfect sinks, toilets, toilet seats and urinals			Χ					
Wet mop floors with disinfectant detergent								
Spot wash walls, partitions and doors								
Replace plastic liners in waste containers			Χ					
Remove mineral deposits around faucets								
Remove stains in toilet bowls and urinals			Χ					
Clean wall area behind basins and toilet bowls								
Clean toilet bases			Χ					
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.			Χ					
Polish all chrome fixtures								
Clean Showers								
Stock restrooms with supplies			Χ					

				ı	1	ı	· ·	JNOU
Clean and mop all showers								<u> </u>
		Business Day	<u>~</u>	<u>></u>	Ę	Semi-Annually	<u> </u>	ged
	Each	ness	Weekly	Monthly	Quarterly	Anr	Annually	As-Needed
		Susir	>	ž	ð	emi	An	As-l
Clean drinking fountains and sinks. Also, remove hand prints on walls	_	Ш				S S		
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								
						<u> </u>		

ENCLOSURE A EXHIBIT I.1 CON-3-1 GROUP 3

							,	JRUU
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.							Χ	
Clean all exterior screens							Χ	
Clean air diffuser grills and ceiling area around diffusers								
Clean exterior window ledges								<u> </u>
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								<u> </u>
Clean and wipe out all exterior ash trays with damp cloth								

ENCLOSURE A EXHIBIT I.1 CON-3-1 GROUP 3

						•	<u> 3000</u>
	Each	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

Address: 17931 Sierra Highway Canyon Country, CA 91351								
Public Works Division: Road Maintenance								
Public Works Site Contract Manager: Nallely Olguin								
Phone Number: (661) 947-7173								
E-mail: NOLGUIN@dpw.lacounty.gov		ay						
Office Hours: Tuesday to Friday 6:00am to 4:30pm		Ö				Ŋ		
Required Service Hours, Days, and Staffing		SS			>	lal	\	þe
Days of Service: Tuesday through Friday		es		<u> </u>		n) E	de
Hours of Service Between: 7:00 am to 4:00 pm		Business	je je	nt	IT	۸	ne	As-Needed
Minimum Required Hours Per Day*: 1.5 hrs/day		Ŋ	\ \ \	10	La	/ −l	nn	Z
Minimum Required Number of Staff*: 1		B	>	2	Ø	Ш	A	·S
Description of Service Areas	Square Footage	ach	Weekly			Se		4
Office restroom	60	Ш						
Crew room restroom	70							
Crew room	860							
Office	560							
Total Square Footage	1,550							
Office, Crew room, & Kitchenette								
Empty waste containers and ashtrays		Χ						
Clean debris from sand jars		Χ						
Sweep uncarpeted floors		Χ						
Clean all sinks and drinking fountains		Χ						
Spot mop uncarpeted floors		Χ						
Wash/clean door glass and frames		Χ						

	1 1	1		1			
Dust/damp wipe tops, sides and lower surfaces of furniture, including desks, computers, chairs, tables and cabinets		Х					
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Damp mop non-carpeted areas		Χ					
Spot wash walls		Χ					
Dust telephones		Χ					
Vacuum carpeted areas ensuring that corners and areas under furniture are	N/A						
Dust baseboards and window sills		Χ					
Spot clean partitions			Χ				
Damp wipe waste containers, ashtrays and exterior surfaces of sand jars		Χ					
Damp wipe clock facings			Χ				
Damp wipe door knobs, kick plates and threshold plates		Χ					
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		Χ					
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					Χ		
Clean hand prints from all office and corridor walls and columns			Χ				
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					Χ		
High dust all office and corridor areas, and other overhead areas				Χ			
Clean interior side of all windows in offices that are cleaned on a regular							
basis				Χ			
Clean all office glass partitions and office doors			Χ				<u>i </u>

ENCLOSURE A EXHIBIT I.1 RMD-3-7 GROUP 3

	1						
Dust all office walls. Remove hand prints on walls in offices, around door			V				
facings, and on corridor walls	_		Χ		Į.		
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Clean all ceiling vents of dust, film, stains, etc				Χ			
Clean/dust all high ledges				Χ			
Vacuum upholstered furniture			Χ				
Wipe dust from office chairs, files, cabinets, shelves, and partition ledges.		Χ					
Clean door knobs, kick plates, baseboards, and threshold plates		Χ					
Empty recycling containers at various buildings and dump in a designated container	Х						
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							
	1 1/		ı				
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	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	X						
Replace plastic liners in waste containers	Х						
Remove mineral deposits around faucets		Х					
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	Х						
Clean basin and floor drains	Х						
Wash partition stalls .		Χ					

ENCLOSURE A EXHIBIT I.1 RMD-3-7 GROUP 3

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

Vocuum corneted floore	NI/A		1	ı	ī		
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	<u> </u>						
Sweep steps, outside landings and sidewalks immediately adjacent to	Х						
Remove washable graffiti							Χ
Wash and clean interior and exterior of all exterior windows. Spot clean, as							
necessary.					Χ		
Clean all exterior screens					Χ		
Clean air diffuser grills and ceiling area around diffusers					Χ		
Clean exterior window ledges					Χ		
Clean sidewalks, remove gum and stains from sidewalks around outside of							
building							Χ
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	Х						

ENCLOSURE A EXHIBIT I.1 RMD-3-7 GROUP 3

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

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								
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		ay						
Days of Service: Monday and Thursday						lly		_
Hour of Service from: 12:00pm to 1:00pm		SS		_	<u>></u>	Ja	>	ec
Minimum Required Hours Per Day*: 1 hr/day		je	₹	ΝÌ	er	ını	a	þe
Minimum Required Number of Staff*: 1		Sir	96	nt	art	Ar	חר	<u>Je</u>
Description of Service Areas	Square Footage	Busines	Weekly	Mo	Qua	mi-,	Anr	As-Needed
Superintendant Office	132	ach				Se		4
Foreman Room No. 1	121	Ш						
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, Iounges, Hallways, Lobbies, Tel	ephor	e Sta	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						
Sweep uncarpeted floors		Х						

Clean all sinks and drinking fountains	x						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	Х						
Wash/clean door glass and frames	Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	X						
Damp mop non-carpeted areas	Х						
Spot wash walls	Х						
Dust telephones	Х						
Vacuum carpeted areas ensuring that corners and areas under furniture are	Х						
Dust baseboards and window sills	Х						
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	Х						
Spot clean carpets to remove stains	N/A						
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
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						Х	
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	Х						
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						Х	
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	Х						
Dust all office walls. Remove hand prints on walls in offices, around door							
facings, and on corridor walls	х						
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	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						
Remove stains in toilet bowls and urinals	Х						
Clean wall area behind basins and toilet bowls	Х						
Clean toilet bases	Х						
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	Х						
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	Х						
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	х						
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	Х						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	Х						
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					Х		
Wash windows	N/A						

Scope of Services- Janitorial Services for Pickens Yard	cope of	Services-	Janitorial	Services	for Pickens	Yard
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ENCLOSURE A EXHIBIT I.1 SWMD-3-1 GROUP 3

Wash walls	N/A			

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								
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		Day				>		
Hour of Service from: 7:00 pm to 11:00 pm					/	all		Ö
Minimum Required Hours Per Day*: 2 hr/day		9S		lly	ırlک	חנ	lly	de
Minimum Required Number of Staff*: 1		Ľ.	X	ıth	rte	ını	na	96
Description of Service Areas	Square Footage	Business	Weekly	Mor	λua	Semi-Annually	۸nn	As-Needed
Superintendant Office	132	ch)	Ser	1	Ä
Foreman Room No. 1	121	Еа						
Foreman Room No. 2	191	l"						
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, Iounges, Hallways, Lobbies, Tel	ephor	ne St	alls					
Empty waste containers and ashtrays		Х						
Clean debris from sand jars		N/A						

Sweep uncarpeted floors	x						
Clean all sinks and drinking fountains	Х						
	Each Business Day	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As-Needed
Spot mop uncarpeted floors	Х						
Wash/clean door glass and frames	Х						
Dust/damp wipe tops, sides and lower surfaces of furniture, including	Х						
Damp mop non-carpeted areas	Х						
Spot wash walls	Х						
Dust telephones	Х						
Vacuum carpeted areas ensuring that corners and areas under furniture are	x						
free of dust and dirt	^						
Dust baseboards and window sills	Х						
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	Х						
Replace plastic liners in waste containers	Х						
Spot clean carpets to remove stains							Χ
Spot clean doors, door jams and walls to remove fingerprints and smudges	Х						
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.						Х	
Clean light fixtures	N/A						
Clean hand prints from all office and corridor walls and columns	Х						
Dry foam shampoo carpet in all assigned areas and any other areas required . Carpet is to be thoroughly vacuumed before shampooing					Х		

Scrub, redress, and buff all tile floors. All stripping and waxing of floors] [
shall be coordinated with the Contract Manager	21/2					Х	
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	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	Х						
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	Х						
Clean and refill dispensers, including sanitary napkins and hand washing	Х						
Clean sinks, sink fixtures and mirrors	Х						
Disinfect sinks, toilets, toilet seats and urinals	Х						
Wet mop floors with disinfectant detergent	Х						
Spot wash walls, partitions and doors	Х						
Replace plastic liners in waste containers	N/A						
Remove mineral deposits around faucets	N/A						

ENCLOSURE A EXHIBIT I.1 BRCD-3-1 GROUP 3

Develope at a line to that he make and unit a line	1						
Remove stains in toilet bowls and urinals	X						
Clean wall area behind basins and toilet bowls	Х						
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	Х						
Wash partition stalls .	N/A						
Clean exterior surfaces of accessible traps and pipes	N/A						
Clean all restroom fixtures, mirrors and floors.	Х						
Polish all chrome fixtures	N/A						
Clean Showers	N/A						
Stock restrooms with supplies	Х						
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	х						
Spot clean partitions glass	N/A						
Clean all glass entrance doors							Χ
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	Х						
Vacuum carpeted floors in eating areas	N/A						
Damp wipe chair and table legs	N/A						
Damp mop uncarpeted floors	Х						
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 ğum 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!							Χ
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						

ENCLOSURE A EXHIBIT I.1 BRCD-3-1 GROUP 3

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

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	Item A: Required Janitorial Services									
1	FLT-2-1	Westchester Shop-Fleet 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$					
2	FLT-2-2	Hollydale Shop-Fleet 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$					
3	SWMD-2-1	83rd Street Yard 5520 West 83rd Street Los Angeles, CA 90045	\$	12	\$					
4	SWMD-2-2	Redondo Beach Yard 615 Anita Street Redondo Beach, CA 90278	\$	12	\$					
5	SWMD-2-3	Hansen Yard 10179 Glenoaks Boulevard Sun Valley, CA 91352	\$	12	\$					
6	SMP-2-1	Saticoy Yard 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$					
7	SMP-2-2	MD4-Survey 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$					
8	RMD-2-1	MD 3 - Westchester Yard 5530 West 83rd Street Los Angeles CA 90045	\$	12	\$					
9	RMD-2-2	RD 233/333/433 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$					

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	RD 232 A (Lawndale) 4055 West Marine Avenue Lawndale, CA 90260	\$	12	\$
11	RMD-2-4	RD 232 A (Lomita) 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	MD 4 - Hollydale Yard 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6	RD 141/241 2120 East 90th Street Los Angeles, CA 90002	\$	12	\$
14	RMD-2-7	RD 339/539 (Agoura) 29773 West Mulholland Highway Agoura, CA 91301	\$	12	\$
15	RMD-2-8	RD 336 (Malibu) 3637 Winter Canyon Road Malibu, CA 90265	\$	12	\$
16	LDD-2-1	MD 3 – Westchester LDD 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
17	LDD-2-2	MD 4 - Permit Office 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
18	CON-2-3	Saticoy Yard - Construction Office 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
		\$			

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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 A + B: \$

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)
DAIL	STATE CONTINUE TO N S EICENSE NOWIDER (II AFFEICABLE)	EICENSE TITE (II AFFEICABLE)
Danasar/s Annassar		
PROPOSER'S ADDRESS:		
PHONE	FACSIMILE	E-Mail
FRUNE	I ACSIIVILE	L-IVIAIL

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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	Item A: Required Janitorial Services									
1	FLT-2-1	Westchester Shop-Fleet 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$					
2	FLT-2-2	Hollydale Shop-Fleet 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$					
3	SWMD-2-1	83rd Street Yard 5520 West 83rd Street Los Angeles, CA 90045	\$	12	\$					
4	SWMD-2-2	Redondo Beach Yard 615 Anita Street Redondo Beach, CA 90278	\$	12	\$					
5	SWMD-2-3	Hansen Yard 10179 Glenoaks Boulevard Sun Valley, CA 91352	\$	12	\$					
6	SMP-2-1	Saticoy Yard 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$					
7	SMP-2-2	MD4-Survey 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$					
8	RMD-2-1	MD 3 - Westchester Yard 5530 West 83rd Street Los Angeles CA 90045	\$	12	\$					
9	RMD-2-2	RD 233/333/433 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$					

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	RD 232 A (Lawndale) 4055 West Marine Avenue Lawndale, CA 90260	\$	12	\$
11	RMD-2-4	RD 232 A (Lomita) 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	MD 4 - Hollydale Yard 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6	RD 141/241 2120 East 90th Street Los Angeles, CA 90002	\$	12	\$
14	RMD-2-7	RD 339/539 (Agoura) 29773 West Mulholland Highway Agoura, CA 91301	\$	12	\$
15	RMD-2-8	RD 336 (Malibu) 3637 Winter Canyon Road Malibu, CA 90265	\$	12	\$
16	LDD-2-1	MD 3 - Westchester LDD 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$
17	LDD-2-2	MD 4 - Permit Office 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
18	CON-2-3	Saticoy Yard - Construction Office 13436 Saticoy Street North Hollywood, CA 91605	\$	12	\$
	\$				

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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 A + B: \$

LEGAL NAME OF PROPOSER						
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL	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				

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

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	RD 232 A (Lawndale) 4055 West Marine Avenue Lawndale, CA 90260		12	\$
11	RMD-2-4	RD 232 A (Lomita) 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	MD 4 - Hollydale Yard 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6 RMD-2-6 RD 141/241 2120 East 90th Street Los Angeles, CA 90002		\$	12	\$
14	RMD-2-7 RMD-2-7 RMD-2-7 RD 339/539 (Agoura) 29773 West Mulholland Highway Agoura, CA 91301		\$	12	\$
15	RD 336 (Malibu)		\$	12	\$
16	MD 3 – Westchester LDD		\$	12	\$
17	MD 4 - Permit Office		\$	12	\$
18 CON-2-3 Saticoy Yard - Construction Office 13436 Saticoy Street North Hollywood, CA 91605		\$	12	\$	
		\$			

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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 A + B: \$

LEGAL NAME OF PROPOSER					
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL					
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL					
TITLE OF AUTHORIZED PERSON					
D	Course Course agree (a Lagrana Number (a Lagrana N	1.00.00 T.00 (0.00.00.00)			
DATE	STATE CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)	LICENSE TYPE (IF APPLICABLE)			
Proposer's Address:					
PHONE	FACSIMILE	E-Mail			

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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	Item A: Required Janitorial Services							
1	FLT-2-1	Westchester Shop-Fleet 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$			
2	FLT-2-2	Hollydale Shop-Fleet 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$			
3	SWMD-2-1	83rd Street Yard 5520 West 83rd Street Los Angeles, CA 90045	\$	12	\$			
4	SWMD-2-2	Redondo Beach Yard 615 Anita Street Redondo Beach, CA 90278	\$	12	\$			
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9	RMD-2-2	RD 233/333/433 5530 West 83rd Street Los Angeles, CA 90045	\$	12	\$			

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	RD 232 A (Lawndale) 4055 West Marine Avenue Lawndale, CA 90260		12	\$
11	RMD-2-4	RD 232 A (Lomita) 24309 Walnut Street Lomita, CA 90717	\$	12	\$
12	RMD-2-5	MD 4 - Hollydale Yard 11282 South Garfield Avenue Downey, CA 90242	\$	12	\$
13	RMD-2-6 RMD-2-6 RD 141/241 2120 East 90th Street Los Angeles, CA 90002		\$	12	\$
14	RMD-2-7 RMD-2-7 RMD-2-7 RD 339/539 (Agoura) 29773 West Mulholland Highway Agoura, CA 91301		\$	12	\$
15	RD 336 (Malibu)		\$	12	\$
16	MD 3 – Westchester LDD		\$	12	\$
17	MD 4 - Permit Office		\$	12	\$
18 CON-2-3 Saticoy Yard - Construction Office 13436 Saticoy Street North Hollywood, CA 91605		\$	12	\$	
		\$			

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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 A + B: \$

LEGAL NAME OF PROPOSER					
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL					
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL					
TITLE OF AUTHORIZED PERSON					
D	Course Course agree (a Lagrana Number (a Lagrana N	1.00.00 T.00 (0.00.00.00)			
DATE	STATE CONTRACTOR'S LICENSE NUMBER (IF APPLICABLE)	LICENSE TYPE (IF APPLICABLE)			
Proposer's Address:					
PHONE	FACSIMILE	E-Mail			

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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	Westchester Shop-Fleet 5530 West 83rd Street Los Angeles, CA 90045
2	FLT-2-2	Fleet Management	10	520	Hollydale Shop-Fleet 11282 South Garfield Avenue Downey, CA 90242
3	SWMD-2-1	Stormwater Maint.	8	416	83rd Street Yard 5520 West 83rd Street Los Angeles, CA 90045
4	SWMD-2-2	Stormwater Maint.	3	156	Redondo Beach Yard 615 Anita Street Redondo Beach, CA 90278
5	SWMD-2-3	Stormwater Maint.	25	1300	Hansen Yard 10179 Glenoaks Boulevard Sun Valley, CA 91352
6	SMP-2-1	Survey/Mapping & Property Mgmt.	.75	39	Saticoy Yard 13436 Saticoy Street North Hollywood, CA 91605
7	SMP-2-2	Survey/Mapping & Property Mgmt.	1.25	65	MD4-Survey 11282 South Garfield Avenue Downey, CA 90242
8	RMD-2-1	Road Maint.	20	1040	MD 3 - Westchester Yard 5530 West 83rd Street Los Angeles, CA 90045
9	RMD-2-2	Road Maint.	10	520	RD 233/333/433 Yard 5530 West 83rd Street Los Angeles, CA 90045
10	RMD-2-3	Road Maint.	6	312	RD 232 A (Lawndale) 4055 West Marine Avenue Lawndale, CA 90260

					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	MD 4 - Hollydale Yard 11282 South Garfield Avenue Downey, CA 90242
13	RMD-2-6	Road Maint.	2	104	RD 141/241 Yard 2120 East 90th Street Los Angeles, CA 90002
14	RMD-2-7	Road Maint.	6	312	RD 339/539 (Agoura) 29773 West Mulholland Highway Agoura, CA 91301
15	RMD-2-8	Road Maint.	8	416	RD 336 (Malibu) 3637 Winter Canyon Road Malibu, CA 90265
16	LDD-2-1	Land Development	5	260	MD 3 – Westchester LDD 5530 West 83rd Street Los Angeles, CA 90045
17	LDD-2-2	Land Development	5	260	MD 4 - Permit Office 11282 South Garfield Avenue Downey, CA 90242
18	CON-2-3	Construction	1	52	Saticoy Yard (Construction Office) 13436 Saticoy Street North Hollywood, CA 91605
			157	8164	

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