

## SCPDC FACILITIES JANITORIAL/MAINTENANCE SERVICES SPECIFICATIONS

1. LICENSE Contractor is a duly licensed and bonded firm with the State of Louisiana dispensing and using the various cleaning products necessary to carry out the intent of this Agreement, and insured with both general liability and workmen's compensation.
2. AREAS TO BE SERVICED
  - a. All Building Entrances and Foyers
  - b. Lobbies
  - c. Customer Service Areas and Surrounding Areas
  - d. Offices/Board Rooms/Meeting Rooms
  - f. Restrooms
  - g. Corridors
  - h. Break Rooms and Kitchens
  - i. Exterior Perimeter Policing
  - j. Janitor/Supply Closets
3. PROACTIVE APPROACH Contractor represents and warrants that it will continually endeavor to identify and recommend procedures and programs to SCPDC's CAO to generate cost savings and without sacrificing quality, and will pass any such savings directly to CAO.
4. FREQUENCY OF SERVICE The frequency of service shall be determined and/or adjusted according to the hours of operation. SCPDC reserves the right to increase and/or decrease the frequency of service without penalty or just cause. The Contractor shall be required to propose a cost for both one (1) day and two (2) days a week, unless otherwise specified, except for holidays as designated by CEO (New Year's Day, Martin Luther King, Jr Day, Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and others as may be designated by CEO from time to time).
5. PERSONNEL
  - a. Contractor shall employ only qualified person who are skilled in the performance of janitorial work, and will make reasonable efforts to retain existing workforce.
  - b. Contract will screen all employees for past work history and possible criminal record. Any employees having a criminal record will not be assigned to SCPDC.
  - c. Contractor's employees will have a good personal appearance at all times.
  - d. Contractor's employees shall follow all rules as set forth in "Contractor Employee Rules and Regulations" designated as "Exhibit A" which is incorporated in and made a part of this Agreement.
  - e. Contractor will remove from the premises any employee who is strongly suspected of stealing. Contractor shall absorb said costs.
6. SCOPE The work covered shall include furnishing all labor, equipment, machinery, and material to perform services. SCPDC will provide toilet tissue, hand towels, Hand soap, and plastic trash

can liners for waste containers in restrooms, offices, meeting rooms, and kitchen/break room. Contractor shall pay for, at its own expense, all supplies (except as may be noted herein), fuel, uniforms, equipment, repairs, transportation, labor, insurance premiums of any kind, sales tax, salaries, all federal social security taxes, federal and state unemployment taxes and any other similar payable taxes relating to the employees of the Contractor.

7. WORK HOURS Work may be done at times elected by the Contractor and approved by CAO, but not prior to 5:00pm and may in no way interfere with the operations of SCPDC.
8. SUPERVISION Contractor shall conduct regular systematic inspections of his/her/their work crew, and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this contract.
9. SAFETY Contractor shall have sole responsibility for instructing its employees in appropriate safety measures, and shall not permit them to place brooms, mops, machines, or other equipment in traffic lanes or other locations so as to create safety hazards. Safety procedures shall be in effect at all times.
10. DAMAGE AND/OR THEFT Contractor shall be responsible for any loss as a result or theft of damage to Buildings as a result of negligence or misconduct, including money, securities, office supplies, fixtures, equipment or personal effects belonging to SCPDC employees if it was caused by Contractor or its employees, Contractor shall use care to insure cleaning equipment, materials, and supplies do not mark, scratch, or discolor any surface, including furniture, walls, floors, etc. and Contractor remains fully liable to the CAO for such damage as may occur. See *"Exhibit C" for the care and cleaning of the DIRTT Walls.*
11. PERFORMANCE The Contractor will be held responsible for the satisfactory performance of the work in accordance with the intent of the specifications. These specifications are presented as guidelines for the Contractor, and should not be construed as limiting in any way the tasks that must be completed in order to provide an environment seen as receiving the highest level of janitorial and cleaning that is typical and customary for "Class A" buildings. From time to time, SCPDC CAO may use quality control inspections or other measures to evaluate, in its sole opinion, the satisfactory performance of Contractor. Contractor's personnel shall abide by all Building rules and regulations.
12. ASSIGNMENT This Contract shall inure to and bind Contractor, its successors, assigns, agents, or representatives. Contractor shall not assign this Agreement without the written consent of SCPDC. SCPDC may deny assignment with or without cause.
13. CANCELLATION
  - a. This Agreement shall be cancelable by SCPDC if Contractor's performance falls below the intent of the specifications. Under such conditions, SCPDC shall give Contractor written notice that he shall have five (5) working days to upgrade performance to the level of intent of the specifications. SCPDC has the sole right to judge the performance as to whether it meets the intent of the specifications.

- b. If, after the above probation period, performance still does not meet the intent of the specifications, SCPDC has the right to cancel this Agreement effective immediately.
  - c. Should this Agreement be canceled by SCPDC by reason of inadequate Contractor performance, SCPDC is obligated to pay for work performed up to the cancellation date of a pro-rata basis.
  - d. This Agreement may be terminated by either party without cause by giving thirty (30) days written notice.
  - e. In the event that funds are not appropriated for this Contract for any fiscal year, following the current year, the Contract shall terminate automatically as of the last day for which funds were appropriated without SCPDC providing written notice to the Contractor prior to the date of termination. Termination of the Contract pursuant to this section shall not be considered a default by SCPDC. Upon such termination, SCPDC shall be released from any obligation to make future payments and shall not be liable for cancellation or termination charges.
14. RATE INCREASE Under no conditions will SCPDC be obligated to accept a raise in rate during the initial term of this Agreement. Thereafter, requests for rate increases shall be presented to SCPDC for its approval only at the beginning of each subsequent anniversary date, and shall become effective only if accepted and approved in writing by SCPDC. Said written approval shall be attached to and become a part of this Agreement. Rate increase shall not exceed CPI of the area where the work is performed.
15. EXTRA WORK No extra charge will be made for work of an occasional, accident or emergency nature (with the exception of work caused by fire, smoke, excessive water or vandalism), created in the normal course of business conducted within a Building.
16. SECURITY Contractor recognizes that the maintenance of tight building security is of utmost importance and a pattern of failure to follow the guidelines herein relating thereto shall be grounds for automatic cancellation of this Agreement.
- a. Contractor shall comply with the provisions in Exhibit "B" of this Agreement.
  - b. Supervisor's name, work history file, and telephone number shall be made available to SCPDC's CAO upon request. Contractor shall notify CAO upon any and every change in building supervisor.
  - c. Building keys will be distributed to Contractor by SCPDC CAO.
  - d. Contractor will be held strictly responsible for all keys and all other necessary keys. In the event Contractor loses or misplaces keys, it is understood that Contractor shall bear all related costs to re-key all necessary locks associated with lost or misplaced keys.
  - e. Contractor will be held strictly responsible for making sure all building exterior doors are securely locked before leaving the building. In the event that meetings are being conducted beyond the hours of the normal cleaning time, SCPDC will be responsible for

insuring that the doors to these specific areas are securely locked before leaving the building. Any problem with any lock should be immediately reported to SCPDC CAO. In the event of cancellation of this Agreement, Contractor shall immediately return all building keys to the CAO.

17. ALIEN CLAUSE Contractor shall establish appropriate procedures and controls so that services under this Agreement will not be performed by using any alien who is not legally eligible for such employment under the United States Immigration laws.

Once a Week:

- General clean applies to given areas, includes dusting furniture and furnishing; spot clean walls, partitions, doors, etc; sweep hard surfaced floor and vacuum carpeting.
- Damp wipe, remove surface dirt with a damp cloth.
- Dust; remove surface dirt with a treated cloth.
- Completely dust windowsill area, desks, tables, furniture, phones, blinds, etc.
- Wet mop, rinse, and damp dry all ceramics tile flooring using a cleaning compound with a germicidal action.
- Clean all areas with coffee pot station, microwave, stove, outside of refrigerator.
- Clean Courtyard – empty ashtrays/trash receptacles
- Restock Restrooms and Supply Closets

Twice a Week:

- Spray, wash, and disinfect all basins, bowls using an odorless disinfectant solution. Wash both sides of all toilet seats.
- Wash and polish all mirrors, shelves countertops of vanity, and bright work including towel cabinet, faucets, chrome piping, toilet seat hinges, etc.
- Empty all trashcans and change liner.

Once a Month:

- Clean windows and doors (exterior and interior) with window cleaner
- Dust Baseboards
- Dust A/C vents, Clean Filters (HVAC services)

As Needed Basis:

- Parking Lot Cleaning
- Light Building Maintenance
- Plumbing Services
- Minor Electrical Repair
- Replace burnt Lightbulbs

SPECIALITIES:

- Strip, re-wax and buff all vinyl, soft flooring, ceramic tile floors in public and private areas using buffable, non-slip type floor finish commensurate with daily traffic to maintain a good appearance at all times.
- Steam Clean Carpet

*See "Exhibit C" for the care and cleaning of the DIRTT Walls.*

**NOTE: Upon completion of nightly duties, Contractor's supervision shall ensure that the Building has been cleaned as specified, all non-security interior lights turned off, and all doors locked.**