



Monterey County Board of Supervisors

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066
www.co.monterey.ca.us

A motion was made by Supervisor John M. Phillips, seconded by Supervisor Jane Parker to:

Agreement No.: A-15021

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign an Agreement with Firato Service Company, Inc., for specialized custodial maintenance services to the Health Department's Clinic Services Bureau for an initial term of January 1, 2021 to December 31, 2023, for an amount not to exceed \$1,088,749 and the option to extend the Agreement for two (2) additional one (1) year periods as set forth in RFP#10742; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign up to three (3) future amendments to this Agreement where the amendments do not exceed 10% of the contract amount and do not significantly change the scope of work.

PASSED AND ADOPTED on this 5th day of November 2020, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez and Parker

NOES: None

ABSENT: Supervisor Adams
(Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting November 5, 2020.

Dated: November 5, 2020
File ID: A 20-458
Agenda Item No.: 18

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

Joel G. Pablo, Deputy

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter "County") and:
Firato Service Company, Inc. _____,
(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

Provide:

specialized custodial maintenance services and supplies.

2.0 PAYMENT PROVISIONS:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$ 1,088,749.00

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from January 1, 2021 to December 31, 2023, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: ATTACHMENTS A through G.

5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to

the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

- 9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Requestor must check the appropriate Automobile Insurance Threshold:

Requestor must check the appropriate box.

☐ **Agreement Under \$100,000 Business Automobile Liability Insurance:** covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

☒ **Agreement Over \$100,000 Business Automobile Liability Insurance:** covering ~~all~~ motor vehicles, including ~~owned, leased, non-owned, and hired~~ vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Workers' Compensation Insurance: if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Professional Liability Insurance: if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or

errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

9.04 **Other Requirements:**

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

10.0 **RECORDS AND CONFIDENTIALITY:**

- 10.1 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.5 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

11.0 NON-DISCRIMINATION:

11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

14.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY:	FOR CONTRACTOR:
Elsa Jimenez, Director of Health	Nick Firato Firato Service Company, Inc.
Name and Title	Name and Title
1270 Natividad Road Salinas, CA 93906	17485 Monterey Rd., Suite 200 Morgan Hill, CA 95037
Address	Address
831 755-4526	831 779-4101
Phone:	Phone:

15.0 MISCELLANEOUS PROVISIONS.

- 15.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 15.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 15.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 15.04 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 15.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 15.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

- 15.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 15.08 **Compliance with Applicable Law:** The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 15.09 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 15.10 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 15.11 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 15.12 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 15.13 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 15.14 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 15.15 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 15.16 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 15.17 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

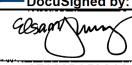
16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY

By: _____
Contracts/Purchasing Officer

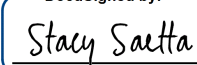
Date: _____

By: _____
DocuSigned by: 

Date: 11/8/2020 | 6:00 PM PST
Department Head (if applicable)

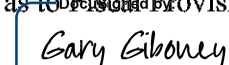
By: _____
Board of Supervisors (if applicable)

Date: _____

Approved as to Form¹: _____
DocuSigned by: 

By: _____
COECE1B99F444A9... County Counsel

Date: 10/23/2020 | 2:14 PM PDT

Approved as to Fiscal Provisions²: _____
DocuSigned by: 

By: _____
D3894BFEC1D8449... Auditor/Controller

Date: 10/23/2020 | 2:17 PM PDT

Approved as to Liability Provisions³: _____

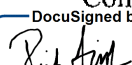
By: _____
Risk Management

Date: _____

CONTRACTOR

Firato Service Company, Inc.

Contractor's Business Name*

By: _____
DocuSigned by: 

Date: 10/20/2020 | 9:16 PM PDT
(Signature of Chair, President, or Vice-President) *

Rich Firato CEO

Date: 10/20/2020 | 9:16 PM PDT
Name and Title

By: _____
DocuSigned by: 

Date: 10/21/2020 | 11:48 AM PDT
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer) *

Nick Firato Secretary

Name and Title

Date: 10/21/2020 | 11:48 AM PDT

County Board of Supervisors' Agreement Number: _____, approved on (date): _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹ Approval by County Counsel is required

² Approval by Auditor-Controller is required

³ Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

EXHIBIT A
To Agreement by and between
County of Monterey and Firato Service Company, Inc.

SCOPE OF SERVICES / PAYMENT PROVISIONS

A. SCOPE OF SERVICES

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the provision of specialized custodial maintenance services and supplies as set forth below and in the following Attachments:

ATTACHMENT A: General Requirements

ATTACHMENT B: Service Specifications

ATTACHMENT C: Cleaning Requirements and Frequency

ATTACHMENT D: Cleaning Checklist

ATTACHMENT E: Playground Requirements/Specifications

ATTACHMENT F: Intentionally Reserved

ATTACHMENT G: Clinic Location Floor Plans

CONTRACTOR shall provide specialized janitorial services primarily in designated exam rooms, waiting areas, offices, common areas, halls, bathrooms and multi-purpose rooms. The Seaside location includes an outdoor playground.

CONTRACTOR shall attend a New Vendor Orientation prior to beginning services. Orientation shall include management representation from both the CONTRACTOR and COUNTY.

CONTRACTOR shall attend individual clinic site walk throughs prior to beginning services. Walk throughs shall be attended by the CONTRACTOR's staff who will be directly responsible for the on-site services.

CONTRACTOR shall ensure that all services, costs, and materials must, at minimum, meet the specifications for State of California and CAL/OSHA regulations, as applicable.

B. COMPENSATION / PAYMENT PROVISIONS

County shall pay an amount not to exceed \$1,088,749.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Services. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

**SERVICE LOCATIONS AND RATE SHEET:
ZONE 1: SALINAS - LAUREL CLINICS**

HEALTH DEPARTMENT LOCATIONS	EST SQ FT	EST SQ FT CARPET	EST SQ FT TILE	EST # EXAM ROOMS	EST # SINKS IN EXAM ROOMS	EST # REST ROOMS	EST # SINKS IN REST ROOMS	EST # TOILETS/ URINALS	EST # OFFICES	EST # STORAGE/LAB/ SOILED UTIL	EST # SHOWERS	EST # BABY CHANGING STATIONS	EST # EXTERNAL SINKS	EST # WATER FOUNTAINS	EST # JANITOR SINKS	EST # TOILET PAPER DISP.	EST # PAPER TOWEL DISP.	EST # SEAT COVER DISP.	EST # LIQUID SOAP DISP.	EST # JANITORIAL CLOSETS	FREQUENCY OF SERVICE	TOTAL MONTHLY FLAT RATE (COMPLETE THIS SECTION)	EQUIVALENT PRICE PER A SQ FT (COMPLETE THIS SECTION)
Laurel Internal Medicine Clinic 1441 Constituion Blvd, 151, Suite 16 Salinas, CA 93906	7,410	1619	5,791	12	12	5	5	1	13	4	0	1	1	0	0	5	19	14	10	0	Five Day + Noon	\$2,964.00	0.40
Laurel Pediatrics 1441 Constituion Blvd, Building 200, Suite 101 Salinas, CA 93906	11,985	754	11,231	27	27	4	4	4	5	4	0	2	9	2	1	4	44	44	6	1	Five Day + Noon	\$4,794.00	0.40
Laurel Family Practice 1441 Constituion Blvd., Bldg 400, Ste 300 Salinas, CA 93906	15,073	0	15,073	29	29	8	10	11	12	9	0	6	0	2	1	10	40	10	55	1	Five Day + Noon	\$6,029.12	0.40
Laurel Vista 1441 Constituion Blvd., Bldg 400, Ste 301 Salinas, CA 93906	3,396	0	3,396	8	8	2	2	2	1	1	0	1	0	0	0	2	10	2	10	0	Five Day + Noon	\$1,358.49	0.40
NIDO 1441 Constituion Blvd, Building 760 Salinas, CA 93906	2,600	269	2,331	4	4	2	2	2	3	2	0	0	2	0	0	2	3	2	2	0	Five Day + Noon	\$1,040.00	0.40
ALL ZONE 1 LOCATIONS:	40,464	2642	37,822	80	80	21	23	20	34	20	0	10	12	4	2	23	116	72	83	2	Five Day + Noon	\$16,185.62	0.40

**SERVICE LOCATIONS AND RATE SHEET
ZONE 2: SALINAS - ALISAL HEALTH CENTER**

HEALTH DEPARTMENT LOCATIONS	EST SQ FT	EST SQ FT CARPET	EST SQ FT TILE	EST # EXAM ROOMS	EST # SINKS IN EXAM ROOMS	EST # REST ROOMS	EST # SINKS IN REST ROOMS	EST # TOILETS/ URINALS	EST # OFFICES	EST # STORAGE/LAB/ SOILED UTIL	EST # SHOWERS	EST # BABY CHANGING STATIONS	EST # EXTERNAL SINKS	EST # WATER FOUNTAINS	EST # JANITOR SINKS	EST # TOILET PAPER DISP.	EST # PAPER TOWEL DISP.	EST # SEAT COVER DISP.	EST # LIQUID SOAP DISP.	EST # JANITORIAL CLOSETS	FREQUENCY OF SERVICE	TOTAL MONTHLY FLAT RATE (COMPLETE THIS SECTION)	EQUIVALENT PRICE PER A SQ FT (COMPLETE THIS SECTION)
Alisal Health Center 559 E. Alisal Street, Ste 201 Salinas, CA 93905	11,761	852	10,909	17	17	10	9	10	8	8	0	3	3	2	2	10	31	30	10	2	Five Day + Noon	\$4,704.40	0.40
ALL Zone 2 LOCATIONS:	11,761	852	10,909	17	17	10	9	10	8	8	0	3	3	2	2	10	31	30	10	2	Five Day + Noon	\$4,704.40	0.40

SERVICE LOCATIONS AND RATE SHEET ZONE 3: MONTEREY PENINSULA CLINICS																							
HEALTH DEPARTMENT LOCATIONS	EST SQ FT	EST SQ FT CARPET	EST SQ FT TILE	EST # EXAM ROOMS	EST # SINKS IN EXAM ROOMS	EST # REST ROOMS	EST # SINKS IN REST ROOMS	EST # TOILETS/ URINALS	EST # OFFICES	EST # STORAGE/LAB/ SOILED UTIL	EST # SHOWERS	EST # BABY CHANGING STATIONS	EST # EXTERNAL SINKS	EST # WATER FOUNTAINS	EST # JANITOR SINKS	EST # TOILET PAPER DISP.	EST # PAPER TOWEL DISP.	EST # SEAT COVER DISP.	EST # LIQUID SOAP DISP.	EST # JANITORIAL CLOSETS	FREQUENCY OF SERVICE	TOTAL MONTHLY FLAT RATE (COMPLETE THIS SECTION)	EQUIVALENT PRICE PER A SQ FT (COMPLETE THIS SECTION)
Monterey County Health Clinic at Marina 3155 DeForest Road Marina, CA 93933	1,790	354	1,436	4	4	2	2	2	3	1	0	0	5	0	0	2	10	9	2	0	Five Day + Noon	\$1,396.20	0.78
Seaside Family Health Center 1156 Fremont Blvd Seaside, CA 93955	18,572	0	0	34	34	10	11	14	20	15	1	3	7	0	3	12	40	37	12	2	Five Day + Noon	\$7,428.80	0.40
Seaside Family Health CSVS - Dental Space	658	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	Five Day + Noon	\$263.20	0.40
PLAYGROUND @ Seaside Family Health Center (23x29)	667	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Five Day + Noon	\$266.80	0.40
ALL ZONE3 LOCATIONS:	21,687	354	1,436	39	38	12	13	16	24	16	1	3	12	0	3	14	50	46	14	2	Five Day + Noon	\$9,353.00	0.43
** WITH DENTAL SPACE** DO NOT SERVICE OR BILL DENTAL SPACE WITHOUT WRITTEN AUTHORIZATION FROM COUNTY.																							

** WITH DENTAL SPACE** DO NOT SERVICE OR BILL DENTAL SPACE WITHOUT WRITTEN AUTHORIZATION FROM COUNTY.

1. There shall be no travel reimbursement allowed during this Agreement.
2. CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.

C. CONTRACTORS BILLING PROCEDURES

NOTE: Payment may be based upon satisfactory acceptance of each deliverable, payment after completion of each major part of the Agreement, payment at conclusion of the Agreement, etc.

1. County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.
2. No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.
3. County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.
4. **DISALLOWED COSTS:** CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

5. CONTRACTOR shall submit monthly invoices, referencing Zone and Service Location and other supporting documentation as applicable, with signatures to the following:

Clinic Services Invoices mail to:
Monterey County Health Department
Clinic Services Bureau
1441 Schilling place- 1st Floor
Salinas, CA 93901
Attn: ACCOUNTING

Email delivery:
CS_Finance@co.monterey.ca.us

Attachment B
SERVICE SPECIFICATIONS

B.1 Definition of Terms: As used throughout this RFP, the following terms shall be defined as set forth below:

ITEM #	ITEM	DESCRIPTION
B.1.1	CLEAN	CLEAN means free of dirt, dust, spots, streaks, stains, smudges, litter, gum, debris, hard water deposits, and other residue; to restore all items to their original condition and appearance.
B.1.2	DISINFECT	Cleaning in order to destroy any harmful microorganisms by the application of an approved chemical agent.
B.1.3	PARTITION	The barriers between restroom stalls and walls or dividers within a facility which do not touch the ceiling.
B.1.4	VACUUMING	The complete removal of lint, dust, loose soil, and debris by the use of an industrial-type vacuum cleaner.
B.1.5	POLISHING	The application of an oil-based, high quality wood preservative to furnishings, and wiping the furnishings using a soft, non-abrasive cloth so as not to leave any residual surface polish.
B.1.6	FIXTURE	Toilets, urinals, toilet paper holders, hand towel dispensers, soap dispensers, sinks, floor drains and any other items attached to the ceiling, wall, door or floor.
B.1.7	WIPE	To clean either horizontal or vertical surfaces with a wet cloth amended with detergent/disinfectant.
B.1.8	SCRUB	To scour or aggressively brush a surface or fixture using appropriate cleanser until the surface is clean and free of stains or residue.

B.1.9	SPOT CLEAN	To clean specific areas where dirt, dust, spots, streaks, stains, smudges, hard water deposits or other residue are evident.
B.1.10	DUST	To clean horizontal surfaces with a wet cloth amended with a no-wax cleaning and dusting spray, dust mop, or vacuuming with appropriate attachments. Dusting excludes methods that disperse dust, such as with a feather duster.
B.1.11	RESILIENT FLOOR	All vinyl tile and rubber, linoleum or other sheet type flooring products which are affixed to the sub flooring with mastic or adhesive.
B.1.12	HARD SURFACE FLOOR	All brick, terrazzo, ceramic tile, marble, stainless steel flooring products which are affixed to the sub flooring with anchors or mortar.
B.1.13	EDGE OUT	To vacuum and spot clean less accessible areas in corners or that are normally covered or blocked by moveable furniture, fixtures, or storage.
B.1.14	MACHINE SCRUB	To use a safe and well maintained mechanical device to remove or strip buildup on tile hard surface and resilient floors.

B.2 Floor and Carpet Maintenance:

ITEM #	ITEM	DESCRIPTION
B.2.1	Floor Care	For all floor care operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original location and position. Baseboards, walls, doors, stair risers, furniture and equipment shall not be splashed, disfigured or damaged during floor care operations. The CONTRACTOR shall take precautions to advise building occupants of wet and/or slippery floor conditions. All tools and equipment shall be maintained in clean condition and neatly stored in the assigned storage areas, if available. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions.

B.2.2	Carpets	Carpets must be vacuumed thoroughly with an industrial type vacuum cleaner. Carpeted floors shall be free of all visible litter and soil. Chairs, trash receptacles, and easily movable items shall be moved and the carpet vacuumed underneath. Any tears, burns or unraveling shall be brought to the attention of the Custodial Contract Coordinator in writing by means of the next regularly submitted Contract Compliance Inspection Report.
B.2.3	Sweeping & Damp Mopping	Sweeping and damp mopping of hard surface and resilient floors shall leave the floors clean and free of dirt streaks; no dirt shall be left in corners, under furniture, behind doors, or on stair landings and treads. Sidewalks, entrances, or other outside surfaces included in the Agreement shall be swept of all dirt and trash. No dirt shall be left where sweepings were picked up.
B.2.4	Wet Mopping & Scrubbing	
B.2.4.1		Floors shall be properly prepared by thoroughly sweeping to remove visible dirt and debris, and by removing gum, tar and similar substances from the floor surface.
B.2.4.2		On completion of mopping and scrubbing, hard surface and resilient floors shall be properly rinsed and dry-mopped to present an overall appearance of cleanliness; floors shall be clean and free of dirt, water streaks, mop marks, string, etc; floors shall be dry and corners and cracks clean. When scrubbing is specified, it shall be performed by machine or by hand with a brush.
B.2.4.3		To avoid cross-contamination, the same mop shall not be used in all areas within the facility. For instance, the mop to clean the restroom shall be different that the mop to clean the common areas.
B.2.4.4		CONTRACTOR shall follow CDC guidelines and proper procedures for effective uses of mops, cloths, and solutions, such as: 1. Prepare cleaning solutions daily or as needed, and replace with fresh solution frequently. 2. Change the mop head frequently and also as required by facility policy. 3. Clean mops and cloths after use and allow to dry before reuse daily or as needed; or use single-use, disposable mop heads and cloths.

B.2.5	Floor Finishing	Floor finishing shall include the thorough cleaning of vinyl tile, rubber, or linoleum or other resilient floor surfaces and the application of an approved floor finishing material according to the following steps:
B.2.5.1	Sweeping	Floor shall be swept thoroughly and all gum and adhesive materials shall be removed.
B.2.5.2	Stripping	Completely remove old finish or wax from hard surface and resilient floors using a concentrated solution of an approved liquid cleaner. Cleaning solution is to be applied with a mop and scrubbed with an electric polishing machine with a scrub brush or a medium-grade scrubbing pad. Stubborn spots, gum, rust, burns, etc., not removed by machine shall be removed by hand with a scouring pad dipped in the cleaning solution. Corners and other areas that cannot be reached by the polishing machine shall be scrubbed and thoroughly cleaned by hand. Care shall be exercised to prevent the splashing or marring of baseboards, walls, doors and furniture. Cleaning solution shall be taken up with a mop or a water pickup and the floor rinsed twice with clean water to remove all traces of cleaning solution. Do not flood floor with water; use only enough water to assure thorough rinsing. Floor shall be allowed to dry thoroughly after rinsing.
B.2.5.3	Finishing	Apply a minimum of four coats of approved floor finishing material, allowing sufficient drying time between each coat. Only the last coat should be applied up to, but not touching, the baseboard. All other coats should be applied to within four inches of the baseboard. (Note: If there are eight or more hours delay between the cleaning of the floor and applying the first coat of floor finish, or between the application of coats of floor finish, the areas must be cleaned again to remove surface dirt and scuff marks before applying finish material.)
B.2.5.4	Periodic Spray Buffing	Floor shall be swept thoroughly. Damp mop floor and allow to dry. Spray buff floor using floor polishing machine, synthetic fiber pad and spray equipment containing 50% water and 50% floor finish of the same type as on the floor. Spray worn areas using a fine mist applied 2-3 feet ahead of the floor machine. Buff immediately to blend in with surrounding floor surface finish.
B.2.5.5	Other Hard Floors	Hard surface floors such as brick, terrazzo, ceramic tile, marble, stainless steel, etc, shall receive the same maintenance treatment as resilient floors detailed above, with the exception that after the stripping operation, floors shall be sealed with an approved penetrating water-based sealer.
B.2.5.6	Carpet Cleaning	All carpets shall be deep cleaned using the wet extraction method at the scheduled frequencies, using approved industrial carpet

		cleaning equipment.
B.2.5.7	Elevator Floors	Where floor has resilient type covering, all necessary cleaning operations as described above shall be performed to provide a clean and polished appearance after each cleaning.
B.2.5.8	Toilets	Special attention shall be given to hard surface and resilient floors around urinals and commodes to assure elimination of odors and stains, and to provide a uniformly clean appearance throughout. The cleaning of each toilet bowl should be completed by adding two (2) ounces of hospital grade detergent to water unless product directions specify otherwise.

B.3 Dusting:

ITEM #	ITEM	DESCRIPTION
B.3.1	Dusting	Dust shall be removed directly from the areas and surfaces on which it lies by the most effective means: appropriately treated dusting cloths, vacuuming tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas onto furniture and equipment below. Each dusting task shall result in the following:.
B.3.1.1		There shall be no dust streaks remaining.
B.3.1.2		Corners, crevices, molding and ledges shall be free of all dust.
B.3.1.3		There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.
B.3.1.4		Few traces of dust will be found on any surface during routine inspections.
B.3.1.5		Avoid dusting methods that disperse dust. CONTRACTOR shall not feather dust.

B.4 Damp Wiping:

ITEM #	ITEM	DESCRIPTION
B.4	Damp Wiping	This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, fingerprints and smudges from walls, glass and other specified surfaces, such as lobby tables and reception counters, then drying to provide a clean, polished appearance. The wetting solution shall contain an appropriate approved cleaning agent. When damp wiping in toilet areas, a multi-purpose

		(disinfectant-deodorizer) cleaner shall be used.
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B.5 Bright Metal Polishing:

ITEM #	ITEM	DESCRIPTION
B.5	Polishing	This task may be performed by damp wiping and drying with a suitable cloth if a polished appearance can be attained. However, if a polished appearance cannot be produced, the Custodial Contract Coordinator shall be contacted for direction as to the use of an appropriate, approved metal polish.

B.6 Window Washing and Glass Cleaning:

ITEM #	ITEM	DESCRIPTION
B.6.1	Window & Glass Cleaning	After each washing operation in accordance with the specified frequency, all glass shall be clean and free of dirt, grime streaks, fingerprints and excessive moisture, and shall not be cloudy. Sash glass moved during the cleaning operation shall be returned to its original position.
B.6.2		Window sashes, sills and woodwork around interior glass and other surrounding areas shall be thoroughly wiped free of any drippings and watermarks.
B.6.3		When building occupants will be seriously disrupted or inconvenienced by window cleaning operations, these activities shall be scheduled with the department's designated contact person and/or the Custodial Contract Coordinator.
B.6.4		Window cleaning operations shall be performed in accordance with all federal, state and local laws and regulations, with special attention to any applicable safety requirements.

B.7 Porcelain Ware Cleaning:

ITEM #	ITEM	DESCRIPTION
B.7.1	Porcelain Ware Cleaning	All porcelain fixtures (including drinking fountains, washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation of any kind or excess moisture.
B.7.2		Walls, floors and other surfaces adjacent to fixtures shall be free of spots, stains, drippings and watermarks.

B.7.3		Drinking fountains shall be kept free of trash, coffee grounds or other debris, and the nozzles free from any encrustation.
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B.8 Spot Cleaning:

ITEM #	ITEM	DESCRIPTION
B.8	Spot Cleaning	Where specified, this task shall result in the removal of all smudges, spots, stains or other marks from the designated area or surface without causing discoloration, staining or damage.

B.9 Service Trash Receptacles

ITEM #	ITEM	DESCRIPTION
B.9.1	Interior	Service all receptacles interior of the building.
B.9.2	Exterior	Service those trash receptacles exterior to the building exits/entrances that are in place under the building's awning or under the fixed cover or that are within ten feet of the door.
B.9.3	Garbage Removal	Any garbage removed from the sites must be taken to the nearest COUNTY owned dumpster on the premises. Any garbage hauled from sites shall not be transported in personal vehicles belonging to the CONTRACTOR's staff.

B.10 Policing:

ITEM #	ITEM	DESCRIPTION
B.10	Policing	This task includes picking up and removing trash, paper, empty cans or bottles and other debris inside the building, including all offices, passageways, lobbies, waiting areas and outside landings and steps at entrances and exits; maintaining cigar/cigarette ash receptacles in a neat and presentable condition at designated smoking areas (if located at or adjacent to entrances or exits); keeping entry and exit ways inside the building free of dirt, dust, trash, cigarettes and any excess water caused by inclement weather. Recyclable trash materials (paper, glass, plastic, aluminum, etc.) shall be deposited into appropriate recycling receptacles, if provided. If noon service or Day Porter Service is in effect, policing will be performed as part of those services.

B.11 Recycling:

ITEM #	ITEM	DESCRIPTION
B.11.1	Recycling	All recycling receptacles must be serviced with the same frequency as trash receptacles, unless specifically labeled "DO NOT SERVICE". Depending on the site, recycling receptacles may be positioned desk-side, in common areas, print rooms or other areas.
B.11.2		Recyclable materials will be collected separately from trash and not comingled together.
B.11.3		Cardboard boxes, left in hallways, etc, must be recycled by custodial staff regardless of its marking as recycling, trash or unlabeled. County employees are responsible for flattening cardboard containers prior to placing them in the hallways.
B.11.4		Shredded paper emptied from shredding machines must be recycled (collected in a clear plastic liner or paper bag).
B.11.5		Liners are discouraged in small capacity recycling bins, although recycling material may be consolidated into clear plastic liners from multiple small recycling bins.
B.11.6		For larger recycling bins requiring liners, only clear plastic liners may be used.
B.11.7		Recycling will be placed in appropriate outside recycling dumpster. County will arrange to have mixed recycling dumpsters placed at sites.
B.11.8		All Custodial staff will be made available to receive recycling training which will be provided by the County.

ATTACHMENT C
SCOPE OF SERVICES CLEANING REQUIREMENTS – RFP #10742

MONTEREY COUNTY HEALTH DEPARTMENT, CLINIC SERVICES BUREAU (AREA INCLUDES, BUT IS NOT LIMITED TO, LABS, EXAM ROOMS, EXIT ROOMS, PROCEDURE ROOMS, OFFICES, WAITING AREAS and PLAYGROUND.) *NOTE: PRIOR TO SERVICES RENDERED UNDER AGREEMENT AND ON OCCASSION, COUNTY SHALL MEET WITH CONTRACTOR TO DEFINE AREAS CONTRACTOR SHALL NOT CLEAN.*

SERVICES TO BE PERFORMED AT ALL SITES - Monday to Friday, Saturdays as requested	FREQUENCY
<u>GENERAL CLEANING</u>	
Empty wastebaskets, replace liners, place all trash in dumpster	2x Daily
Empty exterior trash cans, parking garage trash cans, urns and ashtrays	Daily
Clean and sanitize all sinks – including exam rooms and offices	Daily
Clean and sanitize all lobby/waiting room chairs	Daily
Empty break-room and desk-side recycle containers and place recycled material in recycle bin	Daily
Remove all graffiti from any interior walls and exterior walls based on cleaning methods defined in Attachment B.	Daily
Clean all doors around door knobs, push plates and door tracks (including restrooms)	Daily
Wipe down all surfaces and walls, including elevator walls (i.e. areas around exam tables, table tops and counters) with damp cloth using hospital grade disinfectant solution	Daily
Clean water fountains and polish stainless steel fixtures	Daily
Sweep inside elevator, outside steps and landings at designated entrances and exits within a five (5) foot radius	Daily
Some Clinics have unique check in areas outside of the waiting rooms – these areas that must be wiped down with damp cloth using hospital grade disinfectant solution.	Daily
<u>RESTROOM CLEANING</u>	
Gather all trash and empty waste containers	2x Daily
Sweep and wet mop floors using hospital grade disinfectant solution	2x Daily
Restock all dispensers with the proper product	2x Daily
Clean, polish and disinfect all restroom fixtures including sinks, toilets, urinals, etc.	2x Daily
Clean restroom counters, mirrors and glass	Daily
Remove all graffiti from any interior walls	Daily
Wipe down all walls and partitions with damp cloth using hospital grade disinfectant solution	Daily
Clean and disinfect all baby changing stations	Daily

*If necessary - Unstop urinals, toilets, and sinks using a plunger (report any needed repairs to Facilities Division)	Daily
*Report any broken or missing wastebaskets	Daily
<u>DUSTING</u>	
Dust all table and counter tops where cleared	Daily
Dust all desks where cleared	Daily
Dust all tops of filing cabinets	Daily
Dust all windowsills	Daily
<u>WINDOW CLEANING</u>	
Clean entry door and lobby glass inside and outside	Daily
Clean all interior partition and counter glass	Daily
Clean all interior door glass	Daily
<u>FLOOR/CARPET CARE</u>	
Sweep and damp mop all hard surface floors with hospital grade disinfectant solution. When mopping remove small furniture items, such as stacker chairs, rolling carts and wastepaper baskets, before treating to ensure entire area is clean. Area includes, but is not limited to, all clinical space such as exam rooms, waiting areas, hallways, workstations, and conference rooms. After cleaning the floor, neatly place all small furniture items in their original locations.	Daily
Vacuum all carpeted floors including entry mats	Daily
Damp mop all spills on hard surfaces using hospital grade disinfectant solution	Daily
Remove chewing gum and candy from carpet and hard surface floors	Daily
Sweep and wet mop elevator floors using hospital grade disinfectant solution	Daily

SERVICES TO BE PERFORMED AT ALL SITES – ONCE PER WEEK	FREQUENCY
<u>GENERAL CLEANING</u>	
Remove fingerprints from doors, walls, and light switches	Weekly
Wash wastebaskets and trash receptacles inside and outside	Weekly
Remove marks and clean door kick plates	Weekly
Wash all handrails, including stairways and restrooms	Weekly
Wipe down all waiting area chairs and/or benches with damp cloth and hospital grade disinfectant solution	Weekly
<u>RESTROOM</u>	
Scrub all sinks using an abrasive cleaner such as Ajax or a similar product	Weekly
Scrub toilets and urinals inside using an acid type bowl cleaner	Weekly

<u>DUSTING</u>	
Dust all window and door sills	Weekly
Dust all ledges, baseboards, and partitions	Weekly
Dust all chairs	Weekly
Remove all cobwebs from ceilings, corners, and crevices and stairwell surfaces	Weekly
<u>FLOOR/CARPET CARE</u>	
Entirely damp mop hard surface floors	Weekly
Spot clean all carpeted floors	Weekly
Buff all hard surface floors using a high-speed machine	Weekly

SERVICES TO BE PERFORMED AT ALL SITES – ONCE PER MONTH	FREQUENCY
<u>RESTROOM</u>	
Wash all restroom walls and partitions with hospital grade disinfectant solution	Monthly
<u>DUSTING</u>	
Vacuum all upholstered furniture	Monthly
Dust and wipe down all blinds	Monthly
<u>FLOOR/CARPET CARE</u>	
Scrub and refinish all hard surface floors using an acrylic finish	Monthly
Entirely damp mop hard surface floors	Monthly
Vacuum edges of all carpet - areas that are out of reach during normal vacuuming – moving any furniture necessary	Monthly
Shampoo all carpeted areas using bonnet method	Monthly
Burnish all hard surface flooring using County approved finish	Monthly

SERVICES TO BE PERFORMED AT ALL SITES – ONCE PER QUARTER	FREQUENCY
<u>GENERAL CLEANING</u>	
Wash exterior of all desks, filing cabinets, and tables	Quarterly
<u>RESTROOM</u>	
Machine scrub restroom floors (porcelain tile floors)	Quarterly
<u>DUSTING</u>	
High dust all light fixtures, vents and surfaces/ledges above 6 feet	Quarterly
<u>WINDOW CLEANING</u>	

Wash the inside of all windows and the outside of the first floor windows	Quarterly
<u>FLOOR/CARPET CARE</u>	
Strip and refinish all hard surface flooring using County approved finish	Quarterly
Top scrub and recoat all hard surface flooring using County approved finish	Quarterly

SERVICES TO BE PERFORMED AT ALL SITES – ONCE PER YEAR	FREQUENCY
<u>FLOOR/CARPET CARE</u>	
Steam/Extraction clean all carpeted areas	Annually
Strip and refinish all hard surface flooring using County approved finish	Annually
Top scrub and recoat all hard surface flooring using County approved finish*	Annually
* These items to be done annually if they are not being completed on a quarterly basis	

Notification requirement for shampooing carpeted areas and waxing floors: minimum of 24-hour notice to Site Manager.

<u>For use during County and CONTRACTOR on-site inspections:</u>	
Inspection Date: _____	
Clinic: _____	
Comments on scheduled cleanings:	

<i>(Please use the back of this page for additional comments)</i>	
I acknowledge that a review of the cleaning requirements was completed during the inspection date listed above:	
COUNTY Print Name Date	CONTRACTOR Print Name Date

ATTACHMENT D

CLEANING REQUIREMENTS CHECKLIST – RFP #10742

MONTEREY COUNTY HEALTH DEPARTMENT, CLINIC SERVICES BUREAU (AREA INCLUDES, BUT IS NOT LIMITED TO, LABS, EXAM ROOMS, EXIT ROOMS, PROCEDURE ROOMS, OFFICES, WAITING AREAS, COMMON AREAS and PLAYGROUND.) *NOTE: PRIOR TO SERVICES RENDERED UNDER AGREEMENT AND ON OCCASSION, COUNTY SHALL MEET WITH CONTRACTOR TO DEFINE AREAS CONTRACTOR SHALL NOT CLEAN.*

TO BE CLEANED DAILY – Initial when completed			
Initials	GENERAL CLEANING	Initials	RESTROOM CLEANING
	Empty wastebaskets, replace liners, place all trash in dumpster		Gather all trash and empty waste containers
	Empty exterior trash cans, parking garage trash cans, urns and ashtrays		Sweep and wet mop floors using hospital grade disinfectant solution
	Clean and sanitize all sinks – including exam rooms and offices		Restock all dispensers with the proper product
	Clean and sanitize all lobby/waiting room chairs		Clean, polish and disinfect all restroom fixtures including sinks, toilets, urinals, etc.
	Empty break-room and desk-side recycle containers and place recycled material in recycle bin		Clean restroom counters, mirrors and glass
	Remove all graffiti from any interior walls and exterior walls based on cleaning methods defined in Attachment B.		Remove all graffiti from any interior walls
	Clean all doors around door knobs, push plates and door tracks (including restrooms)		Wipe down all walls and partitions with damp cloth using hospital grade disinfectant solution
	Wipe down all surfaces and walls, including elevator walls (i.e. areas around exam tables, table tops and counters) with damp cloth using hospital grade disinfectant solution		Clean and disinfect all baby changing stations
	Clean water fountains and polish stainless steel fixtures		*If necessary - Unstop urinals, toilets, and sinks using a plunger (report any needed repairs to Facilities Division)
	Sweep inside elevator, outside steps and landings at designated entrances and exits within a five (5) foot radius		*Report any broken or missing wastebaskets
	Some Clinics have unique check in areas outside of the waiting rooms – these areas that must be wiped down with damp cloth using hospital grade disinfectant solution.		

SERVICE DATE: _____

NAMES OF STAFF: _____

TO BE CLEANED DAILY – Initial when completed			
Initials	DUSTING	Initials	WINDOW CLEANING
	Dust all table and counter tops where cleared		Clean entry door and lobby glass inside and outside
	Dust all desks where cleared		Clean all interior partition and counter glass
	Dust all tops of filing cabinets		Clean all interior door glass
	Dust all windowsills		
Initials	FLOOR/CARPET CARE		
	Sweep and damp mop all hard surface floors with hospital grade disinfectant solution. When mopping remove small furniture items, such as stacker chairs, rolling carts and wastepaper baskets, before treating to ensure entire area is clean. Area includes, but is not limited to, all clinical space such as exam rooms, waiting areas, common areas, hallways, workstations, and conference rooms. After cleaning the floor, neatly place all small furniture items in their original locations.		
	Vacuum all carpeted floors including entry mats		
	Damp mop all spills on hard surfaces using hospital grade disinfectant solution		
	Remove chewing gum and candy from carpet and hard surface floors		
	Sweep and wet mop elevator floors using hospital grade disinfectant solution		

TO BE CLEANED DAILY at 12 NOON – Initial when completed			
Initials	GENERAL CLEANING	Initials	RESTROOM CLEANING
	Empty wastebaskets, replace liners, place all trash in dumpster		Gather all trash and empty waste containers
	Refill all paper towel dispensers		Sweep and wet mop floors using hospital grade disinfectant solution
	Restock all dispensers with the proper product		Restock all dispensers with the proper product
			Clean and disinfect all restroom fixtures including sinks, toilets, urinals, etc.

SERVICE DATE: _____	NAMES OF STAFF: _____
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TO BE CLEANED WEEKLY – Initial when completed			
Initials	GENERAL CLEANING	Initials	RESTROOM CLEANING
	Remove fingerprints from doors, walls, and light switches		Scrub all sinks using an abrasive cleaner such as Ajax or a similar product
	Wash wastebaskets and trash receptacles inside and outside		Scrub toilets and urinals inside using an acid type bowl cleaner
	Remove marks and clean door kick plates		
	Wash all handrails, including stairways and restrooms		
	Wipe down all waiting area chairs and/or benches with damp cloth and hospital grade disinfectant solution		
Initials	FLOOR/CARPET CARE	Initials	DUSTING
	Entirely damp mop hard surface floors		Dust all window and door sills
	Spot clean all carpeted floors		Dust all ledges, baseboards, and partitions
	Buff all hard surface floors using a high-speed machine		Dust all chairs
			Remove all cobwebs from ceilings, corners, and crevices and stairwell surfaces

TO BE CLEANED MONTHLY – Initial when completed			
Initials	FLOOR/CARPET CARE	Initials	DUSTING
	Scrub and refinish all hard surface floors using an acrylic finish		Vacuum all upholstered furniture
	Entirely damp mop hard surface floors		Dust and wipe down all blinds
	Vacuum edges of all carpet - areas that are out of reach during normal vacuuming – moving any furniture necessary		
	Shampoo all carpeted areas using bonnet method		
	Burnish all hard surface flooring using County approved finish		
Initials	RESTROOM CLEANING		
	Wash all restroom walls and partitions with hospital grade disinfectant solution		

SERVICE DATE: _____	NAMES OF STAFF: _____
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TO BE CLEANED QUARTERLY – Initial when completed			
Initials	GENERAL CLEANING	Initials	RESTROOM CLEANING
	Wash exterior of all desks, filing cabinets, and tables		Machine scrub restroom floors (porcelain tile floors)
Initials	WINDOW CLEANING	Initials	DUSTING
	Wash the inside of all windows and the outside of the first floor windows		High dust all light fixtures, vents and surfaces/ledges above 6 feet
Initials	FLOOR/CARPET CARE		
	Strip and refinish all hard surface flooring using County approved finish		
	Top scrub and recoat all hard surface flooring using County approved finish		

TO BE CLEANED ANNUALLY – Initial when completed	
Initials	FLOOR/CARPET CARE
	Steam/Extraction clean all carpeted areas
	Top scrub and recoat all hard surface flooring using County approved finish*
	Strip and refinish all hard surface flooring using County approved finish
	* These items to be done annually if they are not being completed on a quarterly basis

<u>For use during County and CONTRACTOR on-site inspections:</u>	
Inspection Date: _____	
Clinic: _____	
Comments on scheduled cleanings:	

<i>(Please use the back of this page for additional comments)</i>	
I acknowledge that a review of the cleaning requirements was completed during the inspection date listed above:	
COUNTY	CONTRACTOR
_____	_____
Print Name	Print Name
_____	_____
Date	Date
_____	_____

ATTACHMENT E

PLAYGROUND REQUIREMENTS and SPECIFICATIONS – RFP 10742

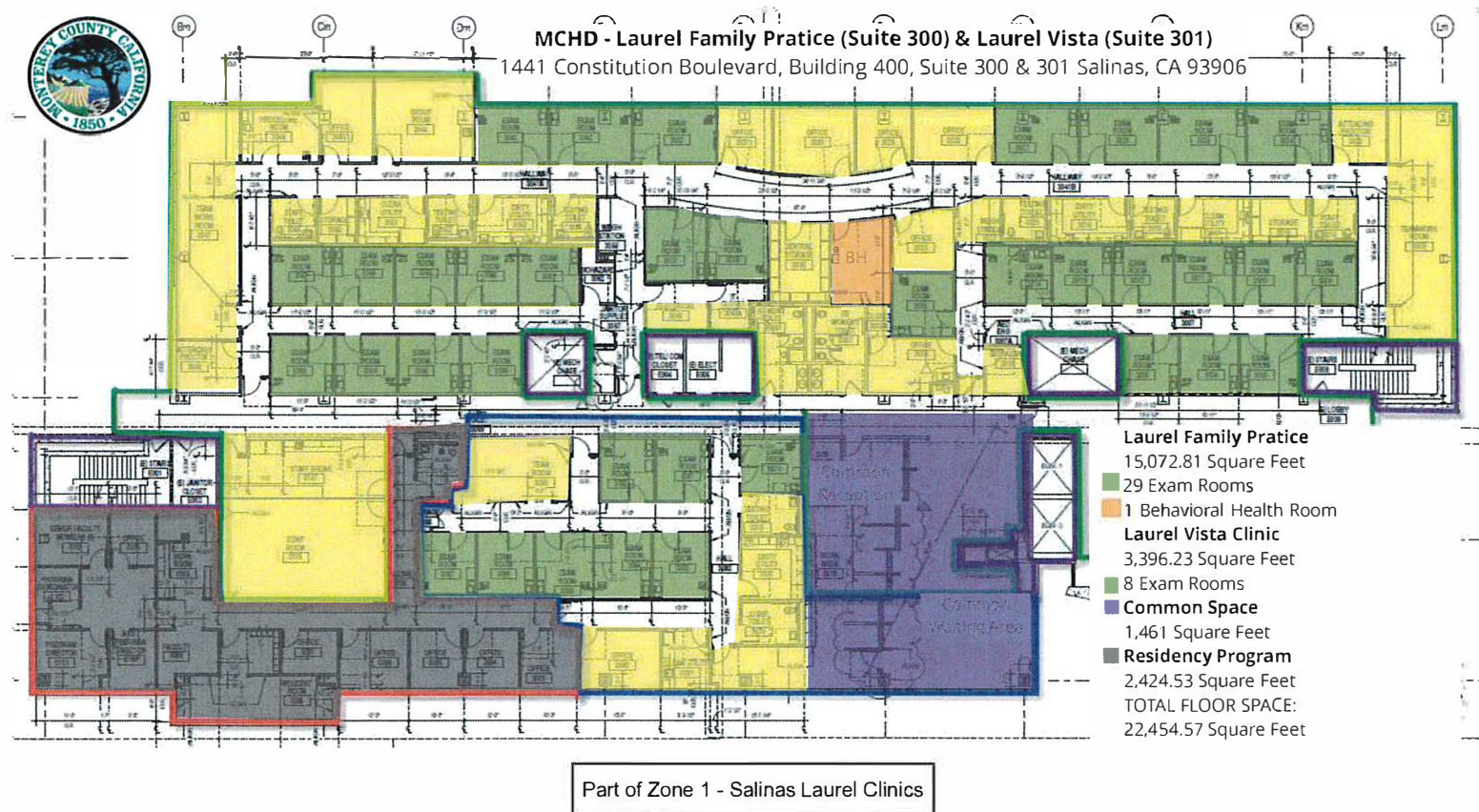
CLEANING REQUIREMENTS – PLAYGROUND

CONTRACTOR shall adhere to the requirements set forth under ATTACHMENT A: SCOPE OF SERVICES-GENERAL REQUIREMENTS; ATTACHMENT B: SCOPE OF SERVICES, SPECIFICATIONS and ATTACHMENT C: SCOPE OF SERVICES CLEANING REQUIREMENTS; for servicing of the playground, unless specified in writing by County.

Cleaning and maintenance services shall follow all applicable playground manufacturer maintenance instructions and industry standards and regulations for playground health and safety.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Exterior - Daily							
Thoroughly wipe down and disinfect all playground surfaces , such as benches, sea-otter sculpture, spring toys and abacus feature, with environmentally safe cleaner	X	X	X	X	X	As requested	As requested
Sweep and spot mop all rubberized flooring	X	X	X	X	X	As requested	As requested
Remove graffiti from all exterior surfaces	X	X	X	X	X	As requested	As requested
Remove any user modifications, such as loose-ended ropes tied to elevated parts	X	X	X	X	X	As requested	As requested
Report to County on a daily basis all playground areas, fixtures and equipment that show excessive wear, deterioration and any potential hazards, such as the following: 1. Broken equipment such as loose bolts, missing end caps, cracks, etc. 2. Broken glass and other trash 3. Cracks in plastics, if applicable 4. Loose anchoring 5. Hazardous or dangerous debris 6. Insect damage 7. Problems with surfacing 8. Displaced loose-fill surfacing 9. Holes, flakes, and/or buckling of unitary surfacing, if applicable 10. User modifications such as ropes tied to parts or equipment re-arranged 11. Vandalism 12. Worn, loose, damaged or missing parts 13. Wood splitting, if applicable 14. Rusted or corroded metals, if applicable 15. Rot	X	X	X	X	X	As requested	As requested
Exterior - Weekly							
Thoroughly sweep and scrub all rubberized flooring with environmentally safe cleaner. Use soft bristle brush.					X	As requested	As requested
Exterior - Monthly							
Vacuum rubberized surface prior to pressure washing to remove excess sand and dirt					X	As requested	As requested
Pressure wash all rubberized flooring using low pressure nozzle being careful not to damage surfaces.					X	As requested	As requested

ATTACHMENT G - CLINIC LOCATION FLOOR PLANS





MCHD - Laurel Pediatric Clinic

1441 Constitution Boulevard
Building 200, Suite 101
Salinas, CA 93906



11,985 Square Feet

27 Exam Rooms

1 Behavioral Health Room

Part of Zone 1 - Salinas Laurel Clinics



MCHD - Laurel Internal Medicine

1441 Constitution Blvd.
Bldg. 151, Suite 16
Salinas, CA 93906



Part of Zone 1 - Salinas Laurel Clinics



MCHD - NIDO Clinic
1441 Constituiton Blvd., Building 760
Salinas, CA 93906





MCHD - Alisal Health Center

559 East Alisal Street

Suite 201

Salinas, CA 93905



- 17 Exam Rooms
- 1 Behavioral Health



MCHD -Seaside Family Health Center

1156 Fremont Blvd.

Seaside, CA 93955



Square Footage: 18,572

34 Exam Rooms

4 Behavioral Health Rooms

Part of Zone 3 - Peninsula



MCHD - Monterey County Clinic at Marina
3155 DeForest Rd.
Marina, CA 93933



Square Footage - 1,790

■ Medical Exam Rooms: 4

Part of Zone 3 - Peninsula

Certificate Of Completion

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Certificate Pages: 1

Initials: 0

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segoviap@co.monterey.ca.us

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Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

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Status

Timestamps