



Cleaning Agreement

The Undersigned ("CUSTOMER") hereby accepts the proposal of Melton Franchise Systems, Inc., doing business as Coverall of Mid-State California ("COVERALL"), and the parties agree that COVERALL will supply Janitorial Services for CUSTOMER's premises located at:

Name: FCERA
Address: 1713 Tule #107 1111 H. Street
City: FRESNO State: CA Zip: 93721

upon the following terms:

- 1. COVERALL's service charge will be \$ 1,332 per month, to include 5 time(s) per week service.
2. CUSTOMER acknowledges that COVERALL will delegate all Janitorial Services to be performed hereunder to a COVERALL franchisee and/or subcontractor.
3. Included in the service charge will be cleaning services, cleaning supplies, and equipment which will be furnished by the COVERALL franchisee.
4. All Janitorial Services specified in the attached work schedule will be provided to CUSTOMER in a satisfactory manner.
5. All COVERALL franchisees have successfully completed COVERALL's comprehensive training program and are required to carry insurance and a janitorial bond as specified on the attached certificate of insurance.
6. Additional services, not included in COVERALL's service charge, to be performed upon request, at CUSTOMER's expense, include:

a) Initial cleaning: \$ N/A (See attached description.)

In addition to the attached description, the initial cleaning will also include:

Initial Cleaning accepted by: _____

Signature

- 7. The term of this Agreement is for a Month to Month period. If a party to this Cleaning Agreement fails to perform according to its obligations hereunder ("the non-performing party"), the party claiming non-performance ("the claiming party") will send the non-performing party written notice by certified mail, specifying the manner of non-performance. This notice will provide that the non-performing party will have fifteen (15) days from receipt of the notice of the notice to cure or correct the items of non-performance. If these items have not been cured or corrected within this fifteen (15) day period, the claiming party may then terminate this Agreement by sending the non-performing party a thirty (30) day written notice of termination.



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upon the following terms:

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2. CUSTOMER acknowledges that COVERALL will delegate all Janitorial Services to be performed hereunder to a COVERALL franchisee and/or subcontractor.
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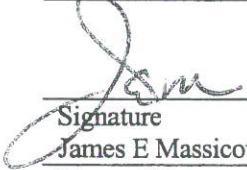
Coverall may, but shall not be obligated to, terminate this Agreement immediately for non-payment by CUSTOMER for cleaning charges due hereunder.

Time shall be of the essence for the periods set forth in this Paragraph 7.

8. The service charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, CUSTOMER will advise COVERALL accordingly, and an adjustment in the service charge, as agreed to by the parties, will be made.
9. CUSTOMER agrees that it will not employ or contract with any COVERALL employee, franchisee, subcontractor or any of franchisee's employees during the term of this Agreement or for one hundred eighty (180) days after expiration or termination of this Agreement, without COVERALL's written consent.
10. COVERALL will bill CUSTOMER monthly, and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this Agreement within 30 days of billing date. Late payments will incur service and finance charges @ 6% per annum after 60 days. In the event of default on payment, CUSTOMER agrees to pay COVERALL's attorney's fees and costs for collection.
11. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. These standard holidays are factored into your monthly fee. Therefore, you will not be entitled to an alternate service day or credit for these holidays.
12. If there is an "Additional Special Services" Addendum attached to this Agreement, and if CUSTOMER cancels any periodic special services described therein for which a prorated monthly charge is included in CUSTOMER's total monthly service charge, any amount owing by CUSTOMER for special services performed prior to the cancellation shall be payable in full no later than five (5) days after the cancellation.
13. The undersigned warrant and represent that they have full authority to enter into this Agreement, and that it will be binding upon the parties and their respective successors and assigns.

This agreement incorporates the request for Quotes with the exception of pressure washing sidewalks.

For Coverall of Mid-State California:



Signature
James E Massicotte Marketing Rep
Name, Title

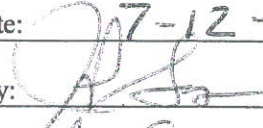
7-1-04

Date

For Customer:

Customer Name: FCERA

Starting Date: 7-12-04

Accepted by: 

JOHN P. SOUZA, CHAIR
Print Name & Title:

July 7, 2004

Date:

COVERALL'S WORK SCHEDULE

I. OFFICES, ENTRANCES, RECEPTION AREAS, HALLWAYS, CONFERENCE ROOMS, ETC.

- Dust & clean all fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units & window ledges. Spot clean doors, doorframes and light switches, spot clean walls, properly position furniture in offices.
Comments: Each Visit
- All waste paper receptacles emptied and trash taken to a designated area in the building for storage or removal. Replace liners from customer stock as necessary.
Comments: Each Visit
- Clean and sanitize drinking fountains & water coolers.
Comments: Each Visit
- All telephones cleaned and sanitized.
Comments: 1 Time per week
- Damp wipe all high and low shelves, surfaces and corners beyond the reach of normal dusting (up to 10'). Dust all pictures frames.
Comments: 1 Time per month
- All fabric type furniture vacuumed. Wipe down plastic and leather furniture.
Comments: 1 Time per month

- All wood office furniture, desks, credenzas, shelves, etc. polished with the highest quality furniture polish.
Comments: 1 Time per month
- All chrome chairs and table legs cleaned and polished.
Comments: 1 Time per month
- Dust all venetian blinds.
Comments: 1 Time per month
- Dust light fixtures and ceiling vents.
Comments: 1 Time ~~per~~ month

II. FLOORS, CARPET, TILE, CONCRETE

- Vacuum traffic lanes thoroughly.
Comments: Each Visit
- Detail vacuum carpet edges & corners and under desks.
Comments: 1 Time per week
- All ceramic and resilient floor areas dust mopped.
Comments: Each Visit
- All ceramic and resilient floor areas damp mopped.
Comments: Each Visit

III. KITCHENS, CAFETERIAS, LUNCH ROOMS, COFFEE AREAS

- All kitchen counters, tables and sinks cleaned with an approved disinfectant.
Comments: Each Visit

IV. RESTROOMS

- Clean and polish all dispensers and fixtures. Clean and disinfect washbasins, toilet bowls and urinals. Each Visit
Comments:

- Spot clean tile walls and toilet partitions. Wash all restroom floors with a germicidal solution. Pour disinfectant cleaner down floor drains to prevent entry by sewer gases. Each Visit
Comments:

- All restroom partitions washed and cleaned with a germicidal detergent. Each Visit
Comments:

- Polish all metal and mirrors. Each Visit
Comments:

- Restock soap, towels, tissue, sanitary napkins & seat cover dispensers from customer inventory. * Each Visit
Comments:

*Note: Coverall will monitor inventory and order supplies on an "as needed" basis. Please refer to the enclosed supply price list for details.

V. FLOOR MAINTENANCE, CARPET, TILE, ETC.

- Spot clean carpets. (If carpet initially cleaned by Coverall and re-cleaned annually.) Each Visit
Comments:

- Bonnett carpets. Quote Available
Upon Request
Comments:

- Steam clean carpets. *1 Time per year included*
Quote Available
Upon Request
Comments:

- Buff and polish all ceramic and resilient floor areas. Quote Available
Upon Request
Comments:

- Scrub and recoat all ceramic and resilient floor areas.
Comments:

Quote Available
Upon Request

- Strip and refinish all ceramic and resilient floor areas.
Comments:

1 Time per year include
~~Quote Available
Upon Request~~

VI. WINDOW CLEANING

- Clean entrance door glass; remove smudges and fingerprints.
Comments:

Each Visit

- Monitor & spot clean inside partition glass.
Comments:

Each Visit

- Clean inside partition glass (both sides).
Comments:

1 Time per month

- Clean Exterior Windows.
Comments:

4 Times per year include
~~Quote Available
Upon Request~~

VII. CLOSING INSTRUCTION

- Clean and organize janitor closet.
Comments:

Each Visit

- Turn off designated lights.
Comments:

Each Visit

- Lock doors & windows and set alarms as instructed.
Comments:

Each Visit

VIII. Quality Assurance

- Coverall to perform pro-active inspections or quality assurance phone calls.
Comments:

1 Time per month

COVERALL

CLEANING CONCEPTS®

Dear perspective customer:

The below named companies are just a few of our satisfied customers from our 650 that we serve in our territory. At Coverall, our goal is to ensure you will become the next good reference!

<u>Company</u>	<u>Contact</u>	<u>Phone (559)</u>
Harold E. Coulston D.M.D	Janice	432-8100 ✓
Capitol Valley Bank	Lilia	221-8382
Linkus Enterprises	Karen	322-6100
American General Financial	Mary	664-0128
Golden State Peterbuilt	J.C. Pittman ✓	442-1590
Golden Empire Mortgage	Peggy	438-0460
West America Bankcorp.	Carolyn ✓	266-5356

Should you have any questions or require more assistance, please do not hesitate to contact us at (559) 266-5626.

Thank you

James E Massicotte
Marketing Consultant



Roberto L. Peña
Retirement Administrator

Attachment B
FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT
John P. Souza, Chair
Vera Dominguez, Vice Chair
Michael Cardenas
Bill Casarez
Vicki Crow
Steven J. Jolly
Phil Larson
A. Papaleo
Michael Thobe
Jerry Swan, Alternate

Request for Quotes

The Fresno County Employees' Retirement Association (FCERA) is requesting Quotes to provide janitorial and maintenance services for its administrative offices.

The FCERA is a public employees retirement association subject to the County Employees Public Employees Retirement Law of 1937. The FCERA is responsible for administering the retirement plan for the employees of the County of Fresno and several member districts. The FCERA employees 20 people in its facility located at 1111 H Street, Fresno, Ca 93721.

The building is brand new and has approximately 9004 square feet of space. There are 13 private offices, 10 work cubicles, lunchroom, conference room, boardroom, two restrooms, and a reception area.

The FCERA is seeking proposals to provide the janitorial and light maintenance of this facility.

Required Services:

1. Daily
 - Empty all trash cans into the dumpster located in the parking lot
 - Thoroughly clean and sanitize both bathrooms and kitchen area
 - Restock paper supplies and soap in bathroom dispensers
 - Mop floors in reception area, bathrooms, kitchen area and small snack room
 - Clean and sanitize water fountain
 - Dust reception area
 - Clean glass and door handles at entrance
 - Change lightbulbs as needed
 - Vacuum hallways, conference room, boardroom, reception areas and any open space, as needed

2. Weekly
 - Vacuum entire facility
 - Dust all surfaces

3. Monthly
 - Clean light fixtures, window sills, cabinet tops, mini blinds
 - Treat wood areas with cleaner/protectant
 - Change air filters
 - Dust air vents
4. Quarterly
 - Clean windows
 - Pressure wash sidewalks
5. Annually – scheduled after normal work hours
 - Clean carpets
 - Strip and wax tile floors
 - Clean air vents
 - Clean light fixtures

All cleaning equipment and supplies are to be provided by the successful bidder. All paper products, soaps, etc., needed to restock the facility are to be provided by the successful bidder and charged back to FCERA at cost. A detailed invoice including numbers of items restocked and individual cost is to be provided.

A janitorial room is available to store equipment and supplies.

Other Requirements:

- Indicate how often a walk-through will be performed to review the work of the janitorial staff assigned to this facility.
- Provide an emergency number for unscheduled or after hours jobs.
- All vacuuming (except special requests), mopping, waxing and other major cleaning jobs are to be completed after normal business hours.
- Successful bidder to provide evidence of appropriate insurance, including Workers' Compensation in the statutory amounts and \$1,000,000 for Employers Liability; general liability for \$1,000,000 per occurrence, \$2,000,000 Aggregate; Automobile Liability, \$1,000,000 per occurrence. In addition, FCERA should be named as an additional insured under your General Liability coverage and a waiver of subrogation in the favor of FCERA must be issued for the Workers' Compensation coverage.
- Successful bidder will be required to show evidence that all employees are bonded for Crime Losses.

- Written responses are to be received (**postmark and / or faxing are not acceptable**) in triplicate by 5:00 p.m., June 18, 2004 at the following address:

Fresno County Employees' Retirement Association
Attention: Becky Van Wyk
1111 H Street
Fresno, CA 93721

- Response must be signed by a partner or other person having authority to sign contracts for the entity.
- FCERA reserves the right to reject all quotes.
- Contract will not necessarily go to the lowest bidder, but to the lowest responsible bidder based on the judgment of FCERA.

Any questions regarding this announcement should be directed to Becky Van Wyk at 559.457.0681.

Roberto L. Peña
Retirement Administrator

RLP:BWV