

EXHIBIT A

Building-Specific Requirements

Plaza Complex 5 pages

Crocker Building 3 pages

Plaza Complex

The Plaza Complex is located at 2220 Tulare Street, Fresno, CA 93721. The Plaza Complex is primarily comprised of County offices and includes lobbies, hallways, conference rooms, and restrooms. The County has established its standard level of cleaning to provide both a sanitary and attractive work environment and ensure the health, welfare and safety of people who work at, conduct business, and visit the public facility..

Janitorial Services are to be provided to all areas as described in the RFP specifications, and according to the minimum frequencies documented in Exhibit A.

A County of Fresno, Facility Services' Janitor is available to respond to the Plaza Complex Building during weekdays to respond to emergency clean-ups and replenish consumable supplies. The Contractor will need to allow the County Janitor access to their consumable restroom supplies in the event that restocking is required during the day.

The County Janitor is not expected to perform cleaning tasks that are within the Contractor's scope of work. If the Contractor fails to perform their cleaning tasks, they will be contacted to remedy the situation at their expense. If it becomes necessary for the County Janitor to perform any of those cleaning tasks that are defined in the Contractor's scope of work, the cost will be deducted from the Contractor's invoice.

The Plaza Complex consists of the Plaza Tower and surrounding buildings (Child Support Services, Child Support Services Annex, Public Works, Elections and Probation).

Minimum Staffing Requirements – The Contractor shall provide the following, minimum, staffing requirements 8 hours per day, 5 days per week:

- **Supervisor – 1**
- **Janitors - 8**

Plaza Tower

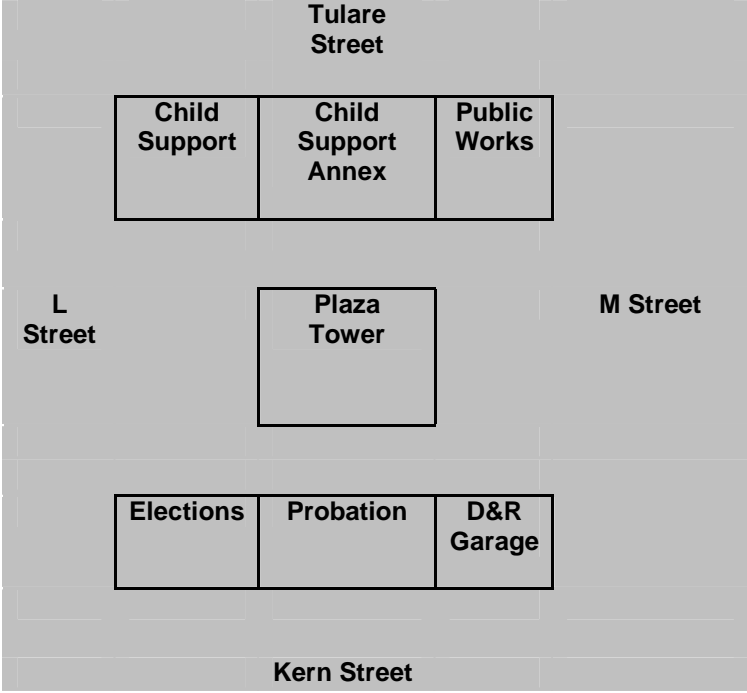
Floors		Estimated Square Feet
Lower Lobby		9,505
Main Lobby		5,506
Floor 3		7,737
Floor 4		9,500
Floor 5		9,500
Floor 6		9,500

Floor 7		9,500
Floor 8		9,500
Floor 9		9,500
Floor 10		9,500
Floor 11		9,500
Floor 12		9,500
Floor 14		9,200
Floor 15		9,200
Floor 16		9,200
Floor 17		9,200
Floor 18		9,200
Floor 19		9,200
Floor 20		9,200
Floor 21		9,200

Surrounding Buildings:

Elections		7,737
Probation		3,868
Child Support Services	Upper level	9,122
	Lower level	9,206
Child Support Services Annex	Upper level	1,853
	Lower level	1,776
Public Works	Upper level	8,033
	Lower level	7,822

Total Estimated SF		231,265
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Building Name	610-PLAZA COMPLEX						
Area	Sub Area	Summary of task(s); <u>refer to Scope of Work for details</u>	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies, Corridors, and High Traffic Areas	Offices, conference rooms, lounges	Restrooms	Comments
Elevators		Clean, vacuum, sweep, mop, etc.	R	MWF			
Exterior		Sweep, remove trash, etc.	R	D			
Exterior		Hose down cob webs, dirt, etc.	P	Q			
Flooring	Hard Surface Floors	Sweep, spot clean, dust mop, wet mop, etc.	R	D	MWF	D	
Flooring	Hard Surface Floors	Machine scrub/Spray buff	P	W	W	M	
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q		
Flooring	Carpeting	Vacuum and spot clean	R	D	W		
Flooring	Carpeting	Spin-bonnet clean/buff	P	W	W		
Flooring	Carpeting	Hot water extraction	P	Q	Q		
Furniture		Dust and spot clean	R	W	W		
Furniture		Vacuum fabric, polish wood, etc.	P	M	M		
Maintenance		Report maintenance issues	R	D	D	D	
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R			D	
Restrooms		replenish all consumable supplies				D	
Restrooms		delime toilets and urinals				W	
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails; Vacuum carpeted stairs; damp mop hard surface floors	R	W			
Surfaces	General	Dust and spot clean all surfaces	R	D	MWF	D	
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	W			
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	W	W	D	
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		MWF		
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	MWF	D	
Surfaces	Sinks and other fixtures		R	MWF	MWF	D	
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	MWF	D	

Area	Sub Area	Summary of task(s); <u>refer to Scope of Work for details</u>	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies, Corridors, and High Traffic Areas	Offices, conference rooms, lounges	Restrooms	Comments
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	M	M	M	
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	
Trash and Recycling		Empty all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	MWF	D	
Trash and Recycling		Transport of all recyclables	R	D	AN	D	
Trash and Recycling		clean concrete ara around compactor	R	FR			
Windows		Clean first floor exterior windows that are accessible from the ground floor	P				Done by window cleaning contractor
Windows		Clean/dust all window coverings.	P	M	M		
	D-Daily						
	W-Weekly						
	M-Monthly						
	Q-Quarterly						
	SA-Semi-Annually						
	A-Annually						
	#D - # Days Per Week (e.g. 3D = 3 days per week)						
	MON, TUE, WED, THU, FRI - one day per week on a specific day						
	AN - As Needed (according to the County)						
	AR - As Requested						

Crocker Building

The Crocker Building is located at 2135 Fresno Street, Fresno, CA 93721. The Crocker Building is occupied by the County Department of Social Services. There are approximately 63,300 square feet of office space, conference rooms, lobbies, hallways and restrooms. The County has established its standard level of cleaning to provide both a sanitary and attractive work environment and ensure the health, welfare and safety of people who work at, conduct business, and visit the public facility.

Janitorial Services are to be provided to all areas as described in the RFP specifications, and according to the minimum frequencies documented in Exhibit A.

A County of Fresno, Facility Services' Janitor is available to respond to the Crocker Building during weekdays to respond to emergency clean-ups and replenish consumable supplies. The Contractor will need to allow the County Janitor access to their consumable restroom supplies in the event that restocking is required during the day.

The County Janitor is not expected to perform cleaning tasks that are within the Contractor's scope of work. If the Contractor fails to perform their cleaning tasks, they will be contacted to remedy the situation at their expense. If it becomes necessary for the County Janitor to perform any of those cleaning tasks that are defined in the Contractor's scope of work, the cost will be deducted from the Contractor's invoice.

All floors include a combination of hallways, office space, conference rooms and restrooms.

FLOOR	Total AREA (sf)	Cleaning SF
Basement	19,800	0
First Floor	16,500	16,500
Second Floor less light well	15,600	15,600
Third Floor less light well	15,600	15,600
Fourth Floor less light well	15,600	15,600
Total S.F.	83,100	63,300

Minimum Staffing Requirements – The Contractor shall provide the following, minimum, staffing requirements 8 hours per day, 5 days per week:

- **Supervisor** – Supervision is provided by a supervisor who is responsible for multiple downtown contracts and who stops by Crocker frequently to check on employees.
- **Janitors** - (current Agreement has 2 janitors, 7 hours per day, 5 days per week)

Building Name	864 - Crocker Bldg								
Area	Sub Area	Summary of task(s); refer to Scope of Work for details	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies, Corridors, and High Traffic Areas	Offices, conference rooms, lounges	Eating Areas	Restrooms	Comments	
Elevators		Clean, vacuum, sweep, mop, etc.	R	D					
Exterior		Sweep, remove trash, etc.	R	D					
Exterior		Hose down cob webs, dirt, etc.	P	Q					
Flooring	Hard Surface Floors	Sweep, spot clean, dust mop, wet mop, etc.	R	D	D	D	D		
Flooring	Hard Surface Floors	Machine scrub/Spray buff	P	W	W	W	W		
Flooring	Hard Surface Floors	Strip and Wax	P	Q	Q	Q	Q		
Flooring	Carpeting	Vacuum and spot clean	R	D	D	D			
Flooring	Carpeting	Spin-bonnet clean/buff	P	M	Q	Q			
Flooring	Carpeting	Hot water extraction	P	A	A	A			
Furniture		Dust and spot clean	R	W	W	W			
Furniture		Vacuum fabric, polish wood, etc.	P	M	M	M			
Maintenance		Report maintenance issues	R	D	D	D	D		
Restrooms		Thoroughly clean, sanitize and polish all surfaces	R				D		
Restrooms		replenish all consumable supplies			D		D		
Restrooms		delime toilets and urinals				W			
Stairs/Stairwells		Sweep; remove trash; scrub and polish handrails; Vacuum carpeted stairs; damp mop hard surface floors	R	W					
Surfaces	General	Dust and spot clean all surfaces	R	D	D	D	D		
Surfaces	Ash Trays	Empty and Clean outside ashtrays, if applicable	R	D					
Surfaces	Brass and Chrome	Polish (brass, chrome, etc.) doorknobs, handrails, kick plates and push plates on doors or other pieces of door trim. Use a cloth and polish, wipe film dry.	R	D	D	D	D		
Surfaces	Chalkboards and Whiteboards	Clean board and trays. Use a damp cloth and carefully wipe tray and board.	R		AN				
Surfaces	Drinking Fountains	Clean drinking fountains with germicidal detergent to sanitize. Remove calcium deposits with an environmental stain remover. Wipe off with a dry cloth, then polish and wipe dry	R	D	D	D	D		
Surfaces	Sinks and other fixtures		R	D	D	D	D		
Surfaces	Glass	Clean both sides of entrance door glass, clean door glass frames and accompanying glass panels including transoms (inside and outside), removing all fingerprints and dirt. Spot clean all interior glass. Contractor shall clean all interior glass partitions, inside exterior glass, display cases, mirrors	R	D	D	D	D		
Surfaces	Ceilings and Corners	Remove cobwebs from all ceilings, doors, and corners within the building	P	W	W	W	W		

Area	Sub Area	Summary of task(s); <u>refer to Scope of Work for details</u>	"R" (regular) or "P" (periodic)	Entry Ways, Lobbies, Corridors, and High Traffic Areas	Offices, conference rooms, lounges	Eating Areas	Restrooms	Comments
Surfaces	Light fixtures	Clean light fixtures, as needed, to remove insects, dirt, etc., in and on the fixtures.	P	AN	AN	AN	AN	
Surfaces	Telephones	Clean and Sanitize		W	W	W		
Surfaces	Vents, Grills and Diffusers	Clean/vacuum all supply and return air diffusers and any other vents. This includes those mounted on ceilings	P	AN	AN	AN	AN	
Trash and Recycling		Empty all waste receptacles, including wastebaskets, trashcans, and boxes (if labeled "trash", etc.) Deposit the trash into appropriate waste disposal containers. Empty boxes, papers, magazines, etc; outside of trash receptacles not labeled trash are not to be removed.	R	D	D	D	D	
Trash and Recycling		Transport of all recyclables	R	D	D	D	D	
Windows		Clean first floor exterior windows that are accessible from the ground floor	P					Done by window cleaning contractor
Windows		Clean/dust all window coverings.	P	M	M	M	M	
	D-Daily							
	W-Weekly							
	M-Monthly							
	Q-Quarterly							
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	AN - As Needed (according to the County)							
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