

## **ATTACHMENT 9 STATEMENT OF WORK**

It is impossible to indicate every specific item that requires custodial service, but the following tasks and frequencies indicate most of them. This information is intended to inform the custodial contractor that nothing less than full service custodial will be accepted.

### **GENERAL SERVICES TO BE PROVIDED**

Contractor shall provide the following services, at a minimum:

1. Contractor shall provide janitorial service for each facility, as specified in the schedule of tasks and cleaning standards, with the exception of Court holidays as set forth in Attachment 8A.
2. Contractor shall furnish all necessary labor, supervision, travel, equipment and materials to perform the janitorial service as required. For instance, the Contractor shall provide a ladder, or other suitable device, of sufficient height for cleaning and dusting of areas with high ceilings, mop buckets, vacuums, floor buffers and cleaning agents.
3. Contractor shall provide sufficient labor and supervision at all times to carry out the Work satisfactorily, and shall ensure that only competent workers who are skilled in the type of work specified are employed. If the Court determines that a person is incompetent or unsuitable, the Contractor shall immediately remove such person from performing any further service and make sure that all keys, badges and any other items that belong to the Court are returned within 24 hours.
4. Contractor is responsible for maintaining satisfactory standards for employees in regards to conduct, appearance and integrity (i.e. use of foul language, use of court staff's personal items, cooking, phone and TV usage.)
5. Contractor shall ensure that staff working after business hours shall keep voices and radios/cd players/other electronic media at a low decibel level so as not to disturb Judges and staff.
6. Contractor shall ensure that no person(s) not employed by the Contractor (i.e. spouse, children, brothers, sisters, friends, etc.) shall be allowed to enter the premises during performance of services.
7. Contractor shall keep a record of each employee working on this agreement, as follows:

- Name, Address & Phone Number
  - Work Classification and Rate of Pay
  - Bi-weekly hours worked
  - Emergency Contact Information
8. Contractor shall provide relief personnel as necessary to ensure that each assignment is performed per specifications and deliverables, regardless of employee absenteeism.
  9. The lead person on any janitorial crew shall be able to read, write, speak and understand the English language to the extent required for communication in person, via telephone, and in writing with designated building representatives in connection with the janitorial duties to be performed. Further, the communication ability shall extend to being able to call the appropriate law enforcement agencies and/or an alarm company in the event of a break-in or inadvertent activation of a burglar alarm system. The English speaking person shall be over the age of eighteen (18) years.
  10. Contractor will be required to learn the proper operation of the security alarm system, if necessary, and ensure that the building is properly secured and locked when they are the last ones to leave the facility after hours. In addition, the contractor shall ensure that all employees are properly trained on safety and emergency procedures (such as fire building evacuations, etc.) for the facilities in which they work.
  11. Contractor shall notify Court of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working or left on, defective plumbing, broken windows, broken bathroom fixtures, unstable or broken furniture, graffiti, vandalism and/or damage to the building or its contents.

### **DAY CUSTODIAN**

The day custodian will provide the following services and respond immediately (within 15 minutes) to trouble calls:

1. The Contractor will provide the day custodian with a cell phone to facilitate communication. Equipment must work with the Court's current cell phone provider and equipment.
2. The day custodian will notify the Designated Court Facilities Contact or designee of any irregularities during the performance of services and report location of such irregularities.
3. Any hardware found on the floor, such as screws, nuts, bolts, etc., that could have fallen off furniture or other building related items, such as door knobs, handrails, modular furniture, should be turned into the Designated Court Facilities Contact or designee along with the location where this item was found. The Court will then investigate further and effect any repairs or replacement of equipment that may be needed.

4. The day custodian will comply with instructions given by the Designated Court Facilities Contact or designee and perform special cleaning projects as required by the Designated Court Facilities Contact or designee.
5. The contractor will provide the day custodian with a plunger to unclog minor plumbing stoppages.
6. The contractor will provide the day custodian with “Caution” signs for display in wet/slippery or unsafe areas and “Restroom Out Of Service” signs for cleaning.
7. The day custodian will not disturb papers, documents and materials on horizontal surfaces unless directed to do so by the Designated Court Facilities Contact or designee.
8. The day custodian will clean and vacuum the following offices and areas locked during non-business hours in accordance with the daily, weekly, monthly and semi-annual cleaning tasks as identified for the afterhours services within this attachment:
  - a. Technology and Programmer Rooms
  - b. Human Resources
  - c. Fiscal Services, Room 224
9. The day custodian will maintain custodial closet in a clean and orderly condition. Dust cloths and floor sweeping cloths will be stored in metal containers furnished by Contractor for elimination of fire hazard. Water in mop buckets will be emptied when not in use.

Due to high volume of traffic in these facilities, the day custodian will give special attention to:

1. Public Restrooms – The following shall be done two (2) times per day in all public and staff restrooms (or more if needed):
  - a. Refill hand towels, toilet seat cover dispensers, toilet paper, soap dispensers and sanitary napkin dispensers, as needed;
  - b. Spot clean and sanitize walls/partitions, countertops and sinks, as necessary;
  - c. Sweep and sanitize floors, if necessary.
2. Jury deliberation rooms will be cleaned and sanitized daily when in use and also when requested.
3. Jury lounge and restrooms will be serviced two (2) times per day.
4. Conference rooms and break rooms will be cleaned (1) time per day in the afternoon.
5. Flooding or standing water will be tended to immediately in all hallways, restrooms and entry ways.
6. All public hallways and lobbies will be cleaned on a daily basis and as required.
  - a. Pick up cans, bottles, paper and other debris;
  - b. Dispose of trash in wastebaskets;

- c. Should spills occur or trash accumulates after cleanup, these areas will be given priority service.
  - d. Wipe down and sanitize hallway seating.
7. Maintain clean elevators, hallways, stairs and all drinking fountains throughout the day.
    - a. Make frequent inspections of these areas;
    - b. Wipe handrails and call buttons down with disinfectant on the inside and outside of the elevator;
    - c. Wipe all railings and drinking fountains down with disinfectant;
    - d. Remove trash and clean up spills uncovered during these inspections.
  8. Clean glass daily on all entrance and exit doors to building.
    - a. Including all reception counter glass areas, glass display cases and any other glass areas that are exposed to frequent occupant use.
  9. Perform other services as requested by the Designated Court Facilities Contact or designee relating to custodial services needed to maintain a clean healthy environment.

### **AFTER HOURS SERVICES (ALL LOCATIONS)**

This schedule provides a minimum frequency of cleaning tasks required and applies to all areas (lobbies, corridors, elevators, restrooms, offices, etc.) as applicable. However, your Proposal may indicate an increase in frequency of a specific cleaning procedure and/or change in cleaning method to ensure a high standard of cleanliness.

#### **DAILY**

##### **RESTROOMS (Including all public and employee restrooms)**

- Empty waste containers
- Damp wipe and disinfect waste containers
- Replace can liners
- Clean, disinfect and restock all dispensers, including liquid soap dispensers
- Scrub and disinfect/sanitize sinks and faucets, including any countertops.
- Scrub and disinfect/sanitize commodes inside and outside including seats, urinals, basins, door handles, latches, flush valves and adjacent surfaces
- Clean and polish all mirrors, stainless, plated or enamel surfaces
- Spot clean walls and remove graffiti
- Spot clean metal partitions
- Scrub and disinfect/sanitize floors with detergent disinfectant
- Treat floor drain to prevent sewer gas and odor
- Maintain restrooms dust free at all levels

**PUBLIC & OCCUPIED AREAS (Including but not limited to Lobbies, Corridors, Elevators, Stairways, Offices, Conference Rooms, Courtrooms, locked offices not identified in section 8 of day custodian tasks, kitchenettes & break rooms, etc.)**

- Empty waste containers
- Damp wipe and disinfect waste containers when soiled
- Replace can liners
- Spot clean doors and walls
- Scrub and disinfect/sanitize resilient/hard floors with detergent disinfectant
- Thoroughly vacuum.
- Remove any water soluble spots from carpet and furniture
- Store, stack or remove recyclable materials as required
- Sanitize and polish drinking fountains
- Clean, disinfect/sanitize and polish all components in elevators; remove dust, cobwebs, fingerprints, smudges and streaks to leave a clean, bright condition
- Clean door tracks on elevators
- Sweep, scrub and disinfect/sanitize steps and landings
- Clean and disinfect/sanitize handrails, bracing and hardware
- Spot clean accessible interior and exterior door and window glass, adjacent entry area glass, glass partitions and directory glass
- Dust all immediate work areas, including furniture and fixtures
- Spot removal all surfaces for fingerprints, smudges, scuff marks, streaks, etc.
- Spot clean and sanitize all seating furniture and benches
- Empty and maintain ash trays/smoking urns
- Clean, sanitize and setup meeting and conference rooms' tables and chairs

### **WEEKLY**

#### **RESTROOMS**

- Acid clean insides of urinals and toilet bowls
- Wash and disinfect waste containers

#### **PUBLIC & OCCUPIED AREAS (Including but not limited to Lobbies, Corridors, Elevators, Stairways, Offices, Conference Rooms, Courtrooms, locked offices not identified in section 8 of day custodian tasks, kitchenettes & break rooms, etc.)**

- Dust all furniture (cleared surfaces only) and general clerical spaces and offices not mentioned in daily section
- Dust accessible windowsills
- Vacuum with crevice tool and other attachments to clean edges, corners and difficult to reach areas
- Clean carpet in heavy foot traffic areas, use fire retardant if required
- Thoroughly scrub steps and landings inside and out
- Detail all stairwell components, including all level dusting and cobweb removal
- Dust baseboards and wall fixtures
- Damp wipe door grills & metal framework of doors and windows
- Thoroughly clean accessible interior and exterior door and window glass, adjacent entry area glass, glass partitions and directory glass
- Thoroughly buff and wax ceramic tile floors

- Thoroughly scrub and disinfect/sanitize resilient floors (composition, vinyl, linoleum, etc.)
- Remove dust and cobwebs from baseboards, blinds, sills, ledges, chair platforms, furniture, fixtures, frames, cubical tops and sides, and work surfaces (when paperwork or personal items are not present)
- Thoroughly remove all fingerprints, smudges, scuff marks, streaks, etc. from all surfaces
- Remove any and all cobwebs from all outdoor/patio furniture

### MONTHLY

#### **RESTROOMS**

- Thoroughly scrub and disinfect/sanitize walls & doors, including trim and hardware and tops of stall partitions
- Disinfect/sanitize, buff, and wax floors

#### **PUBLIC & OCCUPIED AREAS (Including but not limited to Lobbies, Corridors, Elevators, Stairways, Offices, Conference Rooms, Courtrooms, locked offices not identified in section 8 of day custodian tasks, kitchenettes & break rooms, etc.)**

- Disinfect/sanitize, buff and wax resilient floors (composition, vinyl, linoleum, etc.) except where prohibited
- High dusting – all air vents: inside all courtrooms, jury rooms, restrooms, office, clerk’s offices and public areas. Remove any cobwebs that may be visible in the corners or on ceilings of an courtroom, jury room, restroom, office, clerk’s office and public hallways and areas.
- Remove cobwebs and clean all outdoor/patio furniture.

### QUARTERLY

#### **PUBLIC & OCCUPIED AREAS (Including but not limited to Lobbies, Corridors, Elevators, Stairways, Offices, Conference Rooms, Courtrooms, locked offices not identified in section 8 of day custodian tasks, kitchenettes & break rooms, etc.)**

- Vacuum fabric partitions
- Dust or vacuum interior office mini-blinds (horizontal and vertical)
- Sweep, and mop all stairwells
- Remove cobwebs and hose off and clean all outdoor/patio furniture

### SEMI-ANNUALLY

#### **PUBLIC & OCCUPIED AREAS (Including but not limited to Lobbies, Corridors, Elevators, Stairways, Offices, Conference Rooms, Courtrooms, locked offices not identified in section 8 of day custodian tasks, kitchenettes & break rooms, etc.)**

- Clean/shampoo carpets

## CLEANING STANDARDS

The following cleaning standards will be used on a daily basis and by the Designated Court Facilities Contact during periodic quality assurance inspections, to assess the quality of cleaning performance:

### 1. ENTRANCES

**Mats and Carpet** – Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.

**Glass and Metal Surfaces** – Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges and heat registers.

**Corners/Thresholds** – Shall be free of dust, dried-soil, crud, finish build-up and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue.

**Floors** – Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

**Walls and Fixtures** – Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film streaks and cleaner residue.

**Waste Containers** – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of any offensive odor emitting from the container.

### 2. ELEVATORS

**Tracks** – Shall be free of dirt and debris. Tracks shall appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures.

**Lights** – Shall be free of dust, soil and stains without causing damage. Diffusers shall remain improper positions; they shall appear streak-free, film-free and uniformly clean.

**Walls and Doors** – Shall be free of dust, soil, spots and stains without causing damage. They shall appear streak-free, film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. This shall include the elimination of polish residue and/or film. All doorknobs or handles should be disinfected/sanitized.

**Floors and Carpet** – Shall be free of dust, dried soil, soil, gum, spots, stains and other debris. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

### 3. CORRIDORS

**Floors** – Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

**Walls and Fixtures** – Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Waste Containers** – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of any offensive odor emitting from the container.

**Water Fountains** – Shall be free of dust, soil, scale and water spots without causing damage. Bright work shall be disinfected/sanitized and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean. This shall include the elimination of film and cleaner residue.

### 4. STAIRWELLS

**Rails and walls** – Shall be free of dust and dried-soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected/sanitized. This shall include the elimination of film, streaks, lint, standing water, cleaner residue or film.

**Steps and Landings** – Shall be free of dust, dried soil, gum, stains and debris. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film. There should be no drip marks visible on the sides of any landing or steps.

### 5. RESTROOMS

**Dispensers** – Shall be free of dust, dried-soil and mold without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.

**Hardware** – Shall be free of dust, soil, mold and scale without causing damage. Bright work shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue.

**Sinks** – Shall be free of dust, mold, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly scrubbed, cleaned, disinfected/sanitized and polished-dry. This shall include the elimination of streaks, embedded soil, film, and water spots.

**Mirrors** – Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

**Toilets, Toilet Seats and Urinals** – Shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly scrubbed, cleaned, disinfected/sanitized and polished-dry. This shall include the elimination of streaks, film and water spots.

**Partitions** – Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film.

**Waste Containers** – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of any offensive odor emitting from the container.

**Walls and Doors** – Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This shall include the elimination of film, streaks and cleaner residue. Ceramic walls and wainscots, metal kick plates, handles and push plates on doors shall also be polished-dry. All doorknobs and handles should be disinfected/sanitized.

**Floors and Baseboards** – Shall be free of dust, soil, gum, stains and debris. Floors shall appear visibly and uniformly scrubbed, cleaned and disinfected/sanitized. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

**Air Vents** – Shall be free of dust and soil without causing damage. This also pertains to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.

**Light Fixtures** – Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

## **6. OFFICES**

**Furniture and Equipment** – Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.

**Telephones** – Shall be free of dust and soil. They shall appear visibly and uniformly clean and polished-dry.

**Lamps** – Shall be free of dust, dried-soil and soil without causing damage. Lamps shall appear visibly and uniformly clean. This shall include the elimination of streaks, cleaner residue and film.

**Walls and Doors** – Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue. All doorknobs and handles should be disinfected/sanitized.

**Waste Containers** – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of any offensive odor emitting from the container.

**Partitions** – Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

**Floors, Carpets and Baseboards** – Shall be free of dust, dried-soil, soil, gum, spots, stains and debris. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

**Air Vents** – Shall be free of dust and soil without causing damage. This also pertains to distribution units and exhaust vents. They shall appear visibly and uniformly clean and dust free.

## **7. WINDOWS**

**Glass** – Shall be free of dust and soil without causing damage. This also applies to adjoining sills, blinds and framework. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

## **8. JANITOR CLOSETS AND STOREROOMS**

**Shelves** – Shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked and organized neatly on shelves.

**Janitor Carts** – Shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and soil and organized neatly.

**Walls** – Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Utility Sinks** – Shall be free of dust, soil, cleaner residue and soap film. Utility sinks shall appear visibly and uniformly clean. This shall include the elimination of streaks, embedded soil, film, and water spots. Bright work shall be cleaned, de-scaled and polished.

**Floors** – Shall be free of dust, dried-soil, gum, spots, stains and debris. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

## **9. GRAFFITI**

All facilities shall be graffiti-free. Any graffiti that cannot be removed during the normal cleaning processes, as outlined in this proposal, shall be reported to the Designated Court Facilities Contract within 24 hours.

## **10. EXTERIOR SERVICES**

Empty trash cans to the exterior areas of the locations, once or twice per day as needed.

## **EQUIPMENT**

Proposer shall provide all cleaning equipment (vacuums, mops, mop buckets, brushes, dusters etc.). All equipment shall be new. Mops shall be replaced, at a minimum, every four months. All dusting and cleaning rags shall be replaced on a regular basis. The equipment used by the Contractor and methods used in the handling of the work will be such that a satisfactory quality of work will be maintained, and which will insure compliance with the intent of this contract.

In cases where particular types of equipment have been banned, or in cases where the Designated Court Facilities Contact or his/her designee has condemned for use any piece of equipment, the Contractor shall remove such equipment from the site of work. Failure to do so within a reasonable time may affect a breach of contract.

All vacuums used must be equipped with Hepa Filtration

## **MATERIALS & EQUIPMENT STORAGE**

- i. Only material meeting institutional & industrial premium grade quality standards will be acceptable in the performance of this work. The Designated Court Facilities Contact reserves the right to specify the type and quality of all materials used in the work. In the event a substitution is necessary for a required material, written notice will be provided to the Contractor and a material of equal value will be substituted at no additional cost to Court.
- ii. Under no circumstances will cleaning tools and materials be left unattended during normal business hours or left in any office, courtroom, clerk's office or public area during normal business hours or after hours.
- iii. The Contractor shall handle chemicals provided at each site so as to minimize the possibility of exposure of facility occupants to acid based or caustic based materials. A list of all chemicals used for these services shall be submitted and pre-approved by Court's designated representative.
- iv. All paper goods (2-ply toilet paper, paper towels, seat covers), liquid antibacterial hand soaps, sanitary napkins/tampons required in refilling dispensers, including trash receptacle liners will be furnished by the Contractor. The Contractor will be required to furnish all other materials and supplies as required to complete janitorial service to all locations which includes but is not limited to: cleansing powder, disinfectants, deodorant tablets for urinals, ammonia-based glass and surface cleaner, dust cloths, grease cleaner, carpet shampoo, floor stripper and finish.

- v. All unused products and empty containers shall be properly disposed of by the Contractor as required by federal, state and local laws and regulations. The Contractor shall provide Court with documentation of proper disposal of all products and containers used in the performance of services.
- vi. **Material Safety Data Sheet:** It is required by law that all hazardous materials be accompanied with a “material safety data sheet” (MSDS) at time of delivery. All MSDS information must be provided to the Court for any and all materials used to complete the work.
- vii. The Contractor shall obtain prior approval from the designated Court representative for any space or area required for storage of the Contractor’s equipment and materials.
- viii. Equipment and materials shall not be piled or stored at any location to hinder normal business operations or to constitute a hazard to persons or property.
- ix. All materials which are stored in the liquid state shall be stored on shelves not higher than three (3) feet above the floor.
- x. All products stored in secondary containers shall be properly labeled as to the contents.
- xi. In compliance with the State of California - Governor’s Executive Order #S-20-04, janitorial services, materials, and equipment used on these job site(s) shall be in accordance with the Green Building Action Plan and Foundations of the Leadership of Energy and Environmental Design (LEED) policies and standards.

## INVENTORY

The Court has an ongoing requirement for the products indicated in this RFP. The vendor or vendors awarded a contract, if any, shall maintain access to a reasonable stock of such products on hand for the term of the contract. Failure to maintain access to a reasonable stock may result in termination for default of the vendor’s contract.

## INSPECTION

- i. The work shall be under the inspection of the Designated Court Facilities Contact or his/her designee. Written reports on the findings from inspections will be furnished to the Contractor for corrective action.
- ii. The Designated Court Facilities Contact or his/her designee or representatives will make field inspections at their discretion. Notices of deficiencies will be given in writing to the Contractor.
- iii. Inspection shall not relieve the Contractor of his obligations to inspect and furnish material and workmanship in accordance with the contract. Imperfections of materials or workmanship overlooked by the inspectors shall not be exempted from rejection if they shall later be discovered. The contractor shall ensure that corrective actions are taken promptly and will notify

the Designated Court Facilities Contact of those actions as soon as possible but not more than twenty-four (24) hours following the notice.

- iv. In addition to inspections the Court and Contractor shall meet at least quarterly to discuss any issues or required cleaning improvements.

### **Hours of Work**

All Court locations are open to the public as noted below. There shall be no night janitorial staff cleaning in any court building before 4:45 P.M.:

Monday through Thursday                      8:00 A.M. – 4:00 P.M.

Friday    8:00 A.M. – 12:00 P.M.

There may be need for janitorial services on weekends for special after hour's events, including but not limited to mock trials held after hours or court jury proceedings that continue after hours. Notification will be given to the Contractor identifying the type of service and areas to be serviced.

The following is a list of the current Court holiday schedule. All Courts facilities will be closed on these days:

**JUDICIAL COURT HOLIDAY SCHEDULE**

<b>Holiday</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
New Year's Day	Jan 1 (Thurs)	Jan 1 (Fri)	Jan 2 (Mon)**	Jan 2 (Mon)
Martin Luther King, Jr. Day	Jan 19 (Mon)	Jan 18 (Mon)	Jan 16 (Mon)	Jan 15 (Mon)
Lincoln's Birthday	Feb 12 (Thurs)	Feb 12 (Fri)	Feb 13 (Mon)**	Feb 12 (Mon)
President's Day	Feb 16 (Mon)	Feb 15 (Mon)	Feb 20 (Mon)	Feb 19 (Mon)
Cesar Chavez Day	Mar 31 (Tue)	Mar 31 (Thurs)	Mar 31 (Fri)	Mar 30 (Fri)
Good Friday	Not Observed*	Not Observed*	Not Observed*	Not Observed*
Memorial Day	May 25 (Mon)	May 30 (Mon)	May 29 (Mon)	May 28 (Mon)
Independence Day	Jul 3 (Fri) **	Jul 4 (Mon)	Jul 4 (Tue)	Jul 4 (Wed)
Labor Day	Sep 7 (Mon)	Sep 5 (Mon)	Sep 4 (Mon)	Sep 3 (Mon)
Admission Day	Not Observed*	Not Observed*	Not Observed*	Not Observed*
Columbus Day	Oct 12 (Mon)	Oct 10 (Mon)	Oct 9 (Mon)	Oct 8 (Mon)
Veterans Day	Nov 11 (Wed)	Nov 11 (Fri)	Nov 10 (Fri) **	Nov 12 (Mon)
Thanksgiving	Nov 26 (Thurs)	Nov 24 (Thurs)	Nov 23 (Thurs)	Nov 22 (Thurs)
Day after Thanksgiving	Nov 27 (Fri)	Nov 25 (Fri)	Nov 24 (Fri)	Nov 23 (Fri)
Christmas Day	Dec 25 (Fri)	Dec 26 (Mon) **	Dec 25 (Mon)	Dec 25 (Tues)