1. **SCOPE OF WORK**

Provide janitorial services for the cleaning and maintenance of restrooms at various Lake County Parks. Restroom facilities shall be kept in a uniformly cleaned, hygienic, orderly, and attractive manner, which will reflect favorably upon the County and the Contractor.

This is an indefinite quantity contract with no guarantee that services will be required. County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. All work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Visit all sites and become familiar with the location and any conditions which may affect the completion of work or equipment, materials, and labor required.
  2. Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary to complete the tasks.
  3. Provide for certificate of competency, licensure, and background checks.
  4. Provide for skilled, qualified, and English-speaking staff with a cell phone in good working order.
  5. Be neat, clean in appearance, and wear uniform clothing that clearly identifies the Contractor.
  6. Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.
  7. Provide services once per day, Monday through Sunday, including holidays, from 6:30 AM to 11:00 AM.
  8. Provide for additional cleanings upon request to be performed from 1:00 PM to 3:30 PM.
  9. Sign in daily on sign in sheet and record time of daily arrival.
  10. Complete and submit Attachment 4 - Staffing with monthly invoice.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award to one or more vendors.
  2. Reserve the right to add or remove services in conjunction with the County needs.
  3. Reserves the right to inspect and approve all material, supplies, workmanship, and equipment.
  4. Reserves the right to dismiss Contractor’s staff from park grounds for disorderly conduct or unsatisfactory performance in accordance with contract specifications.

1. **DELIVERY REQUIREMENTS AND ACCEPTANCE**
   1. Provide and restock all supplies with an adequate supply of required expendable toiletry items, to include but not limited to, soap, hand sanitizer, paper towels, toilet paper, seat covers, and deodorant air freshener daily.
   2. Supplies shall be compatible with the existing dispensers.
      1. Toilet paper shall be 100% post-consumer waste content, double ply.
      2. Paper towels shall be 100% post-consumer waste content, semi-bleached, multi-fold.
      3. EPA approved germicidal detergent, such as Lysol IC, or equivalent.
      4. Supplies shall not be used that may be harmful to the surface to which it is applied.
      5. Bleach, ammonia, and acid products shall not be used or maintained on premises.
   3. All dispensers shall be at filled at a minimum half full.
   4. Empty and remove trash receptacle daily. Replace with clean bag.
      1. Includes brown bear-proof cans.
   5. Clean and disinfect all fixtures, mirrors, chromes, metal, counter tops, benches, etc. daily.
      1. Clean and disinfect up to three (3) feet inside toilet on waterless units.
      2. Port-A-Potties are not included in this solicitation.
   6. Wet mop with disinfectant and rinse floor daily.
   7. Dry mop interior and exterior restroom walls, ceilings, roofs, windows, doors, louvers, etc.
   8. Pick up and remove all trash outside of restroom within fifty (50) feet of restroom perimeter daily.
   9. All trash shall be removed from the premises at the end of each workday and disposed of in an appropriate manner.
   10. On-site storage for supplies, materials, and chemicals is available at each location.
2. **LIQUIDATED DAMAGES**
   1. County will suffer a financial loss if the work is not completed within the specified time.
   2. Deficiencies that have been noted and not remedied within the specified time shall be assessed liquidated damages for each calendar day the remedies have not been completed.
      1. Contractor hereby expressly waives and relinquishes any right which it may have to seek to characterize the Liquidated Damages as a penalty.
   3. Services shall be deemed complete on the date the deficiencies are considered complete to the satisfaction of the County.
   4. Liquidated Damages will be as set forth in the following table:

|  |  |
| --- | --- |
| **Monthly Service/Project Amount** | **Daily Charge (Per Calendar Day)** |
| $5,000 and under | $25 |
| Over $5,000 but less than $10,000 | $65 |
| $10,000 or more but less than $20,000 | $91 |
| $20,000 or more but less than $30,000 | $121 |
| $30,000 or more but less than $40,000 | $166 |
| $40,000 or more but less than $50,000 | $228 |
| $50,001 or more | $250 |

* 1. The County will retain from the compensation to be paid to the Contractor a daily fee based on the monthly cost for service outlined in Attachment 2 – Pricing Sheet.
     1. Example: The monthly cost to complete all services is fifteen hundred dollars ($1,500) per month. Deficiencies have been noted and not completed for four (4) days after the specified time. The liquidated damages that shall be assessed will be $25.00 per day that the work is not completed. ($25.00 per day x 4 days = $100 assessment for liquidated damages).
  2. If the deficiencies have not been remedied, the Contractor shall stop work on any other project or service to the County until the deficiencies are complete and the Liquidated damages Sum is satisfied.

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