1. **SCOPE OF WORK**

Provide janitorial services for the cleaning and maintenance of Lake County Water Authority Recreation Complex facilities and preserve locations at Lake County Water Authority Properties as defined in Attachment 2 – Pricing Sheet and Exhibit D Task List – Cleaning Schedule. All defined facilities shall be kept in a uniformly cleaned, hygienic, orderly, and attractive manner, which will reflect favorably upon the Lake County Water Authority (“County” or “Water Authority”) and the Contractor.

This is an indefinite quantity contract with no guarantee that services will be required. The Water Authority 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. Contractor will be provided with one set of keys that will access all areas outlined in the scope. If those keys are lost or stolen, they will be replaced at the contractor’s expense. Contractor will also be responsible for the cost of rekeying the locks if the keys have been identified as stolen. Keys will be returned to LCWA at the end of the Contract term.
  2. Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary to complete the tasks as specified per Exhibit D – Task List and Cleaning Schedule.
  3. Provide for skilled, qualified, and English-speaking staff with a cell phone in good working order.
  4. Be neat, clean in appearance, and wear uniform clothing that clearly identifies the Contractor.
  5. Project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.
  6. Service schedule will be outlined for each location in Exhibit D – Task List and Cleaning Schedule.
     1. Daily cleanings shall be conducted in mornings between 7:00 AM and 11:00 AM (see “Notes/Considerations” in the Task List).
     2. Pavilion Restrooms shall be cleaned before 9 AM (see “Notes/Considerations” in the Task List).
     3. Office Spaces/Meeting Area buildings shall be cleaned either over the weekend or evenings between 6:00 PM and 9:00 PM to avoid interrupting the workflow of the area (see “Notes/Considerations” in the Task List).
  7. Provide for additional cleanings upon request.
  8. Call and report immediately to LCWA any damaged property, vandalism, or malfunctioning facilities observed at any of the sites.

1. **WATER AUTHORITY RESPONSIBILITIES**

County will:

* 1. Reserve the right to award to one or more vendors.
  2. If the contractor wants to use a cart or vehicle to traverse the sites in “Group A”, the LWCA will provide storage space. The space will be in an area restricted to the public and under cover. Fully enclosed storage space is not guaranteed. The LCWA will NOT be responsible for damage or theft of the cart or vehicle.
  3. Reserve the right to add or remove services in conjunction with the needs of the Water Authority.
  4. Reserves the right to inspect and approve all material, supplies, workmanship, and equipment.
  5. 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. Furnish, restock, and refill all supplies to maintain with average usage 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. Complete all tasks as defined in Exhibit D – Task List and Cleaning Schedule.
   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. Trash
      1. Trash for sites in “Group A” shall be removed from building locations and placed within onsite dumpsters available in the complex.
      2. Trash for sites in “Group B” shall be removed from site and disposed of by the contractor in an appropriate manner.
   5. At Contractor’s own risk, on-site storage for supplies, materials, equipment and chemicals is available at each location.
   6. Contractor must keep appropriate Safety Data Sheets (SDS) stored along with any chemicals being left in the onsite storage.
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).

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