

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Waste Management Department
Economic Development Agency


SUBMITTAL DATE:
January 4, 2010

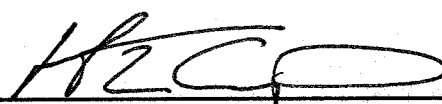
SUBJECT: Memorandum of Understanding for Custodial Services at the Waste Management Department Headquarters

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Memorandum of Understanding between the Waste Management Department (WMD) and Economic Development Agency-Custodial Division (EDA), which sets forth the terms and conditions by which custodial services will be rendered; and
2. Authorize the Chairman to execute the Memorandum of Understanding on behalf of the Board.

BACKGROUND: The Waste Management Department has received a quote from the Economic Development Agency – Custodial Division to provide custodial services for our main offices located in Moreno Valley. The services are equal to those provided by our current vendor, terms are renewable on an annual basis, and the Waste Management Department has the right to terminate future service. Services will begin on March 1, 2010, which will result in a cost to the Waste Management Department of \$15,000.00 through the end of FY 09/10.


Robert Field, Assistant County Executive Officer
Economic Development Agency


Hans W. Kernkamp, General Manager-Chief Engineer
Waste Management Department

FINANCIAL DATA	Current F.Y. Total Cost:	\$15,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	2009/10

SOURCE OF FUNDS: Waste Management Department – Enterprise Fund	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE


BY: 
Alex Gann

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried,
IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: January 26, 2010
XC: Waste, EDA, Auditor

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

Prev. Agn. Ref.:
9811

District: 5th

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

12.2

Economic Development Agency, Custodial Division, and
The Waste Management Department of Riverside County
Custodial Services

-RECITALS-

B. Hire and select the custodial staff that will be providing services to WMD's facility.

- 1 C. Provide custodial services between the hours of 5:00 pm to 1:30 am
2 Monday-Thursday. This schedule can vary due to holiday schedules and
3 special requests that generate extra work if approved in advance and in
4 writing by the WMD.
- 5 D. Provide limited custodial services during WMD regular business hours
6 upon approval and as requested by the WMD.
- 7 E. Provide on a yearly basis a holiday schedule as further detailed in
8 Attachment 2 and herein by this reference incorporated into this
9 agreement.
- 10 F. Provide custodial services to the facility located on 14310 and 14290
11 Frederick Street in Moreno Valley, California owned by WMD and further
12 detailed in Attachment 3 – Facility Location Maps, and herein by this
13 reference incorporated into this agreement.
- 14 G. Provide all supplies and cleaning agents as part of the custodial services
15 offered to WMD such as:
- 16 1. Toilet paper
 - 17 2. Dispensers for toilet paper and paper towels
 - 18 3. Paper towels
 - 19 4. Soap
 - 20 5. Toilet seat covers
 - 21 6. All needed cleaning agents to maintain and clean the facility
 - 22 7. All needed equipment to maintain and clean the facility
- 23 If WMD requests the use of specialized paper goods, cleaning agents,
24 soaps, equipment, etc due to preferences by staff and not based on the
25 performance of the requested items, than WMD will pay the actual costs
of the requested items.
- H. Dispose of refuse in the two dumpsters located on the facility premises.
One dumpster is located on the north side of the Maintenance building
and one dumpster is located on the east side of the Administration
building as shown on Attachment 3. Refuse shall be placed in the
dumpsters so as not to overfill them, using both dumpsters as needed to
distribute the refuse. Also, no recyclable or hazardous materials shall be

disposed, of.

The Custodial Division adopted an environmentally friendly cleaning approach in the paper, chemicals, and cleaning techniques utilized. Therefore, paper and chemicals used are environmentally friendly.

SECTION II - WMD's OBLIGATIONS

A. WMD will provide:

1. EDA with a designated contact person(s) that can be reached after normal business hours in case of an emergency while in the building. As of August 2009, the following contact personnel are:
 - a. Scott Bryant, Operations & Maintenance Supervisor - (951) 312-2383
 - b. Joe Schupp, Principal Engineering Technician - (951) 212-9398, and
 - c. Joe Contaoi, Program Administrator - (909) 556-4921
2. A contact person to EDA in case maintenance issues arise in the normal course of EDA's work that need to be reported. As of August 2009, the following contact personnel are:
 - a. Scott Bryant, Operations & Maintenance Supervisor - (951) 312-2383
 - b. Joe Schupp, Principal Engineering Technician - (951) 212-9398, and
 - c. Joe Contaoi, Program Administrator - (909) 556-4921
3. EDA with specifications and any special cleaning requirements or special care needed in the cleaning of WMD's facility.
4. EDA with appropriate building access and any other special access requirement(s) to the WMD's facility for the provision of custodial services.
5. To the extent possible, air conditioning, heating, and lighting during the hours custodial provides services that are scheduled from 5:00 pm to 1:30 am Monday-Thursday. Air conditioning and heating controls will be set to cool at least to 76 degrees and heat to at least 68 degrees after 6 pm.

SECTION III – SPECIAL REQUESTS

- A. All special requests that are not part of the normal cleaning schedule as outlined in Attachment 1 are considered extra work. Special requests

that generate extra work such as but are not limited to:

1. Extra carpet shampooing;
2. Additional floor buffing and waxing;
3. Additional detailed cleaning;
4. Custodial services for special events such as open houses, potluck, parties, etc.;
5. Emergency services; and

any other requests made by WMD, will incur additional charges beyond the established amount stated herein in section V, B of this agreement. Special requests will be charged at an hourly rate of \$37.88 per hour and \$48.38 for the overtime rate for fiscal year FY 09/10 that starts July 1, 2009 and ends June 30, 2010. Costs for administrative coordination and processing; materials; supplies; and tools necessary for special requests are included in the hourly and overtime rate. All special requests for subsequent fiscal years after FY 09/10 are subject to hourly rate charges that are approved by the Riverside County Board of Supervisors and updated on a yearly basis.

All special requests will have a cost quote provided by EDA to be approved by WMD prior to the scheduled event. The Form 5 included in Attachment 4, or as later updated and herein incorporated into this agreement, will be completed by WMD and submitted to EDA for processing. The WMD will inform EDA of all scheduled events as early as possible in writing to ensure that EDA is able to adequately staff activities and obtain the necessary supplies needed. WMD will provide at a minimum two (2) weeks advance notice of the scheduled event/activity.

SECTION IV – Exclusions

The following items will not be done by EDA:

- Removal of blinds, curtains, or any other window treatments.
- Cleaning of curtains.
- Cleaning of ceilings.
- Cleaning of areas or removal of waste that have knowingly been infected

1 with high,risk infectious diseases that require special handling.

- 2 • Cleaning of shop areas and maintenance bays.
- 3 • Oil storage room

4 **SECTION V - MUTUAL TERMS**

5 A. **TERM.** The agreement term will be for a period of one (1) year after the
6 full execution of said agreement beginning Fiscal Year 2009/10 with
7 WMD's option for yearly one (1)-year renewals. Renewals are not
8 automatic and require EDA to submit cost proposals to WMD for
9 approval.

10 B. **MAXIMUM OBLIGATION.** The annual maximum obligation for FY 09/10
11 is \$15,000 to clean WMD's facility Monday through Thursday, resulting in
12 a maximum monthly payment of \$3,750. If additional work is requested
13 outside of the scope of work presented in this agreement, the hourly rate
14 for custodial services charges will be as stated in Section III.A. and
15 Section V.C. Subsequent fiscal years after FY 09/10 are subject to
16 annual maximums agreed to by bid approved by WMD in advance of
17 services rendered. Bids are to be provided to WMD for review 30 days
18 prior to contract end date.

19 C. **PAYMENT.** WMD shall pay EDA in the arrears for actual services
20 provided on a monthly basis. Every year the Riverside County Board of
21 Supervisors adopts an hourly rate charge for custodial services that EDA
22 will use in the charging of custodial services to WMD, should this
23 agreement be extended past FY 09/10. The WMD will pay the approved
24 rate times the approved number of hours actually worked by EDA's staff
25 assigned to clean WMD's facility up to the maximum monthly amount
stated in Section V.B. Any costs for additional time necessary to
complete the agreed upon scope of work shall be borne by EDA. The
WMD shall pay EDA the invoiced amount within 30 days upon receipt of
the invoice. All invoices shall be sent to:

Waste Management Department

Attn: Joseph Contaoi, Program Administrator
14310 Frederick Street
Moreno Valley, CA 92553

- D. QUALITY CONTROL/ASSURANCE.** All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by WMD. EDA shall provide adequate cooperation to WMD to review conformity with the terms of this Agreement. If any services performed or products provided by EDA are not in conformance with the terms of this Agreement, WMD shall have the right to require EDA to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to WMD. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected, WMD in good faith with EDA shall have the right to: (1) require EDA immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided.
- E. TERMINATION.** Notwithstanding any other provision herein, the parties may terminate this agreement upon sixty (60) days written notice. Notice shall be deemed served when mailed to the appropriate parties as set out in section V, part J of this MOU.
- F. NO THIRD PARTY BENEFICIARIES.** This MOU is made and entered into for the sole protection and benefit of the parties hereto. No other person or entity shall have any right of action based upon the provisions of this MOU.
- G. ASSIGNMENT.** Neither this MOU nor any clause or provision contained herein may be assigned, transferred, or released without the express written consent of the parties hereto.
- H. CHANGES OR MODIFICATIONS.** No part of this MOU may be modified, altered, amended, waived, or changed without the express written consent of the Parties.

1 I. **ENTIRE MOU.** This MOU contains the entire understanding between
2 the Parties. There are no oral understandings, terms, conditions, or
3 promises, and no party has relied upon any representations, express or
4 implied, not contained in this MOU.

5 J. **NOTICES.** Any notices provided by any of the Parties shall be
6 addressed to the respective parties as set forth below:

7 **EDA**

8 Economic Development Agency

9 Attn: Custodial Division

10 3115 Park Avenue

11 Riverside, California 92507

12 **WMD**

13 Waste Management Department

14 Attn: Hans Kernkamp, General Manager

15 Chief Engineer

16 14310 Frederick Street

17 Moreno Valley, California

18 K. **INDEMNIFICATION.** Indemnification by WMD. WMD shall indemnify
19 and hold EDA, its officers, agents, employees and independent
20 contractors free and harmless from any claim or liability whatsoever,
21 based or asserted upon any act or omission of WMD, its officers, agents,
22 employees, volunteers, subcontractors, or independent contractors, for
23 property damage, bodily injury or death, or any other element of damage
24 of any kind or nature arising out of their performance of this Agreement
25 to the extent that such liability is imposed on WMD by the provisions of
California Government Code Section 895.2 or other applicable law, and
WMD shall defend at its expense, including attorney fees, EDA, its
officers, agents, and employees and independent contractors in any
legal action or claim of any kind based upon such alleged acts or
omissions.

Indemnification by EDA. EDA shall indemnify and hold WMD, its
officers, agents, employees and independent contractors free and
harmless from any claim or liability whatsoever, based or asserted upon
any act or omission of EDA, its officers, agents, employees, volunteers,
subcontractors, or independent contractors, for property damage, bodily
injury or death, or any other element of damage of any kind or nature
arising out of their performance of this Agreement to the extent that such

1 liability is, imposed on EDA by the provisions of California Government
2 Code Section 895.2 or other applicable law, and EDA shall defend at its
3 expense, including attorney fees, WMD, its officers, agents, employees
4 and independent contractors in any legal action or claim of any kind
5 based upon such alleged acts or omissions.

6 **L. INSURANCE.** Without limiting or diminishing the EDA's obligation to
7 indemnify or hold the WMD harmless, EDA will procure and maintain or
8 cause to be maintained, at its sole cost and expense, the following
9 insurance coverages during the term of this Agreement, or for a term
10 otherwise specified herein.

11 1. Workers' Compensation:

12 Workers' Compensation Insurance (Coverage A) as prescribed by the
13 laws of the State of California. Policy will include Employers' Liability
14 (Coverage B) including Occupational Disease with limits not less than
15 one million dollars (\$1,000,000) per person per accident. Policy will be
16 endorsed to waive subrogation in favor of the WMD; and if applicable, to
17 provide a Borrowed Servant/Alternate Employer Endorsement.

18 2. Commercial General Liability:

19 Commercial General Liability insurance coverage, including but not
20 limited to, premises liability, contractual liability and completed
21 operations liability, personal and advertising injury covering claims which
22 may arise from or out of EDA's performance of its obligations hereunder.
23 Policy shall name all WMD, their respective directors, officers, Board of
24 Supervisors, employees, elected or appointed officials, agents or
25 representatives as Additional Insureds. Policy's limit of liability shall not
be less than one million dollars (\$1,000,000) per occurrence combined
single limit. If such insurance contains a general aggregate limit, it shall
apply separately to this Agreement or be no less than two (2) times the
occurrence limit.

3. Vehicle Liability:

EDA shall maintain liability insurance for all owned, non-owned or hired

1 vehicles, so used in an amount not less than one million dollars
2 (\$1,000,000) per occurrence combined single limit. If such insurance
3 contains a general aggregate limit, it shall apply separately to this
4 Agreement or be no less than two (2) times the occurrence limit. Policy
5 shall name all WMD, their respective directors, officers, Board of
6 Supervisors, employees, elected or appointed officials, agents or
representative as Additional Insureds.

7 4. General Insurance Provisions - All lines:

8 a. Any insurance carrier providing insurance coverage
9 hereunder will be admitted to the State of California and have an
10 A.M. BEST rating of not less than an A: VIII (A: 8) unless such
11 requirements are waived, in writing, by the County Risk Manager.
12 If the County's Risk Manager waives a requirement for a particular
insurer such waiver is only valid for that specific insurer and only
for one policy term.

13 b. The EDA's insurance carrier(s) must declare its insurance
14 deductibles or self-insured retentions. If such deductibles or self-
15 insured retentions exceed five hundred thousand dollars
16 (\$500,000) per occurrence such deductibles and/or retentions
17 shall have the prior written consent of the County Risk Manager
18 before the commencement of operations under this Agreement.
19 Upon notification of deductibles or self insured retention's
20 unacceptable to the WMD, and at the election of the County's
21 Risk Manager, EDA's carriers shall either; 1) reduce or eliminate
22 such deductibles or self-insured retention's as respects this
23 Agreement with WMD, or 2) procure a bond which guarantees
payment of losses and related investigations, claims
administration, defense costs and expenses.

24 c. The EDA shall cause their insurance carrier(s) to furnish
25 WMD with either 1) a properly executed original Certificate(s) of
Insurance and certified original copies of Endorsements effecting
coverage as required herein; or, 2) if requested to do so orally or

1 in writing by the County Risk Manager, provide original Certified
2 copies of policies including all Endorsements and all attachments
3 thereto, showing such insurance is in full force and effect. Further,
4 said Certificate(s) and policies of insurance shall contain the
5 covenant of the insurance carrier(s) that thirty (30) days written
6 notice be given to the WMD prior to any material modification,
7 cancellation, expiration or reduction in coverage of such
8 insurance. In the event of a material modification, cancellation,
9 expiration, or reduction in coverage, this Agreement shall
10 terminate forthwith, unless WMD, prior to such effective date,
11 another properly executed original Certificate of Insurance and
12 original copies of endorsements or certified original policies,
13 including all endorsements and attachments thereto evidencing
14 coverage's set forth herein and the insurance required herein is in
15 full force and effect. EDA shall not commence operations until
16 WMD has been furnished original Certificate (s) of Insurance and
17 certified original copies of endorsements or policies of insurance
18 including all endorsements and any and all other attachments as
19 required in this Section. An individual authorized by the insurance
20 carrier to do so on its behalf shall sign the original endorsements
21 for each policy and the Certificate of Insurance.

22 d. It is understood and agreed to by the parties hereto and the
23 insurance company(s), that the Certificate(s) of Insurance and
24 policies shall so covenant and shall be construed as primary
25 insurance, and WMD's insurance and/or deductibles and/or self-
insured retention's or self-insured programs shall not be construed
as contributory.

e. The County Reserved Rights—Insurance. If, during the
term of this Agreement or any extension thereof, there is a
material change in the scope of services; or, there is a material
change in the equipment to be used in the performance of the
scope of work (such as the use of aircraft or watercraft) the WMD

reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverage's required herein, if; in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the EDA has become inadequate.

f. EDA shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

IN WITNESS HEREOF, the parties hereto have executed the MOU Agreement to be effective on the day and year first written above.

Dated: JAN 26 2010

COUNTY OF RIVERSIDE

By: Marion Ashley
Chairman, Board of Supervisors

ATTEST:

MARION ASHLEY

Kecia Harper-Ihem,
Clerk to the Board of Supervisors

FORM APPROVED COUNTY COUNSEL
BY: Neal R. Kipnis DATE

By: [Signature]

Deputy

Dated: JAN 26 2010

WASTE MANAGEMENT DEPARTMENT OF
RIVERSIDE COUNTY

APPROVED AS TO FORM:

County Counsel

By: 

By: 

Hans Kernkamp, General Manager -
Chief Engineer

ECONOMIC DEVELOPMENT AGENCY

Timothy L. Miller for

By: 

Robert Field, Assistant County Executive
Officer / EDA

ATTACHMENT 1

Economic Development Agency for Riverside County Custodial Division



Typical Custodial Services and Task Schedule

Task	Frequency				
	Daily	Weekly	Monthly	Semi-Annual	Annual
1. Damp mop tile in lobby	X				
2. Sweep or dust mop entry ways	X				
3. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railing	X				
4. Clean counter tops (in all areas - lobby, kitchen, bathrooms, etc.)	X				
5. Sweep all tiled floors with chemically treated dust mop	X				
6. Spot clean composition floors and carpets to remove coffee, water and other carpet stains	X				
7. Vacuum all traffic lanes of carpeting	X				
8. Empty all waste containers and carry trash including paper for recycling to external trash bins	X				
9. Spot clean around wall switches	X				
10. Clean and sanitize drinking fountains	X				
11. Dust desk, chairs, file cabinets and all other office furniture in all offices occupied by WMD management personnel	X				
12. Properly position furniture in Lunch Rooms ¹	X				
13. Damp clean tabletops in Lunch Rooms; clean newspaper and other marks off tabletops in Lunch Rooms ¹	X				
14. Clean kitchen sinks and counters in Lunch Rooms ¹	X				

Attachment 1 - MOU between EDA, Custodial Division, and Waste Management Department

Task	Daily	Weekly	Monthly	Semi-Annual	Annual
15. Refill dishwashing soap dispensers in Lunch Rooms ¹	X				
16. Lock doors and windows upon completion of work assignment and arm each building's security system with assigned security code	X				
17. Turn off all interior lights (except night security lights) prior to exiting each building. ²	X				
18. Office to office interior windows to be spot cleaned as needed	X				
19. (a) Maintenance Bldg: Loc#1 and #3 clean glass window inside and out.	X				
19. (b) Maintenance Bldg: Loc#2, high traffic area - floor requires more frequent cleaning and polishing		X			
20. Spot clean soiled carpet only if needed	X				
21. Buff all tiled floors to remove scuff and black marks.	X				
22. Clean all desktops that are cleared		X			
23. Perform low dusting		X			
24. Remove fingerprints from woodwork, walls and partitions		X			
25. Vacuum all carpets completely		X			
26. Warehouse desk area: Strip and remove finish on all tiled floors and reapply finish, as needed.					X
27. Perform high dusting, i.e. door sashes and tops of file cabinets, window blinds etc.			X		
28. Machine scrub and reapply finish on all tiled floors.			X		
29. Vacuum upholstered furniture		X			
30. Wash front lobby interior glass			X		
31. Windows (store fronts and all office windows facing outside): wash and clean inside and out				X	
32. Strip and remove finish on all tiled floors and reapply finish					X
33. Spot clean walls around wash basins	X				
34. Clean floors with a germicidal solution	X				

Attachment 1 - MOU between EDA, Custodial Division, and Waste Management Department

Task	Daily	Weekly	Monthly	Semi-Annual	Annual
35. Refill soap, towel, tissue and seat cover dispensers.	X				
36. Perform high dusting.		X			
37. a) Wash restroom dividers with a germicidal solution ³	X				
37. b) Wash restrooms walls with a germicidal solution ³			X		
38. Empty and wipe out all waste receptacles as needed	X				
39. Empty sanitary napkin containers and replace insert	X				
40. Polish all metal and mirrors including shower area.	X				
41. a) Clean and disinfect wash basins, toilet bowls and urinals. ³	X				
41. b) Clean and disinfect shower stalls.			X		
42. Disinfect underside and tops of toilet seats in restrooms. ³	X				
43. Spot clean tile walls in restrooms. ³	X				
44. Shampoo carpeting throughout				X	

Notes:

¹It should be noted that there are four areas that are possible Lunch Rooms. Two main areas as Lunch Rooms are designated, one each in the Administration and Maintenance buildings. There are also two areas that may be used as Lunch Rooms, one in the Environmental Conference and Lunch Room, and the other is in Conference Room A/B. All four areas should be cleaned as stated above.

²All lights in the buildings are on a timer except for the Lunch Rooms and Conference Rooms.

³It should be noted that there are four restroom areas. Two main/separate Mens and Womens facilities each in the Administration and Maintenance buildings. There are also two smaller unisex restrooms: one located in the Administration lobby and one located in the garage in the Maintenance building.

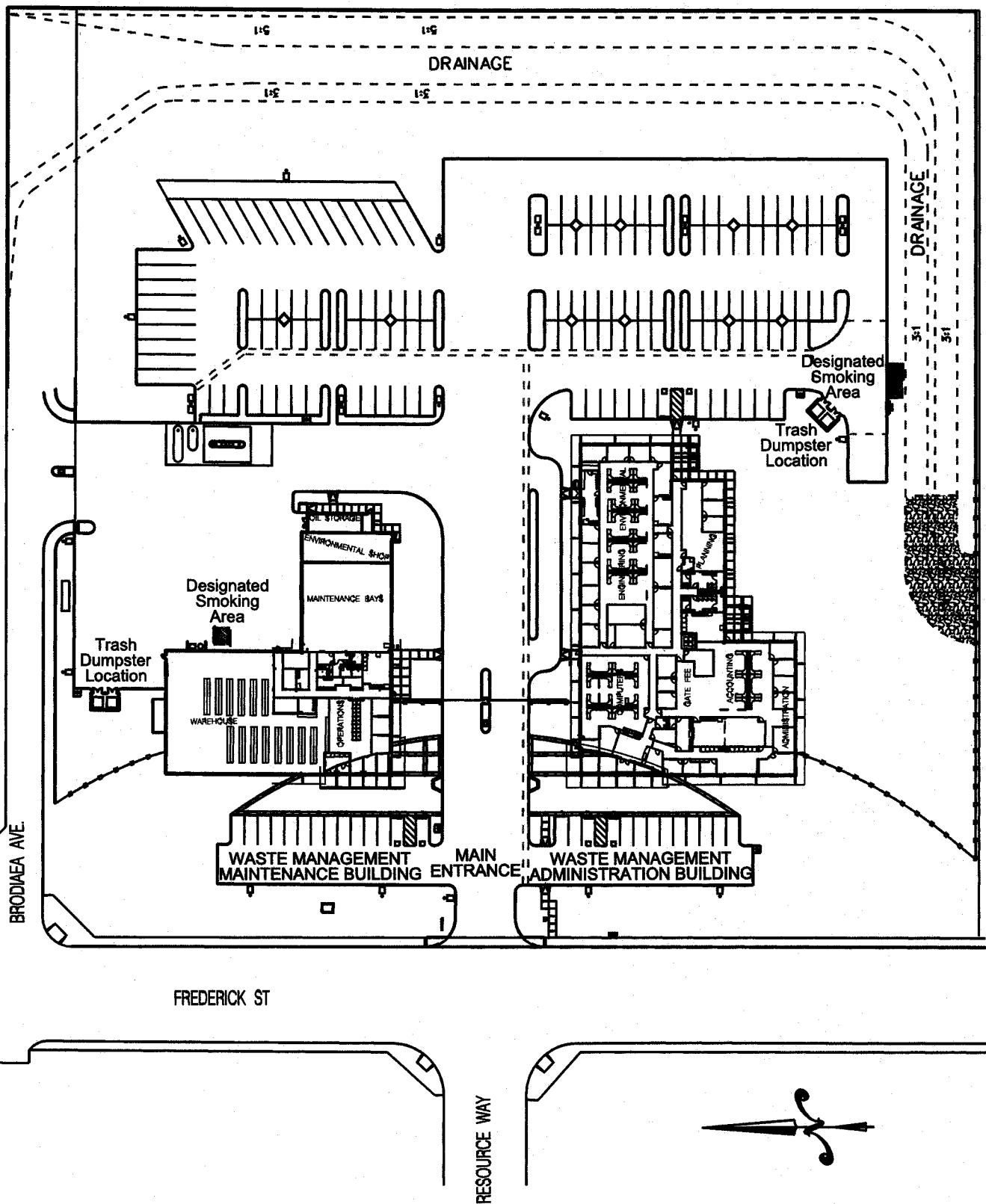
ATTACHMENT 2

Attachment 2

Economic Development Agency, Custodial Division's employees observe the following holidays:

1. New Years
2. Martin Luther King Jr.'s Birthday
3. Abraham Lincoln's Birthday
4. George Washington's Birthday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving
11. Christmas

ATTACHMENT 3



Riverside County
Waste Management Department

Facility Location Maps
 MOU between EDA/Custodial Division
 and Waste Management Department

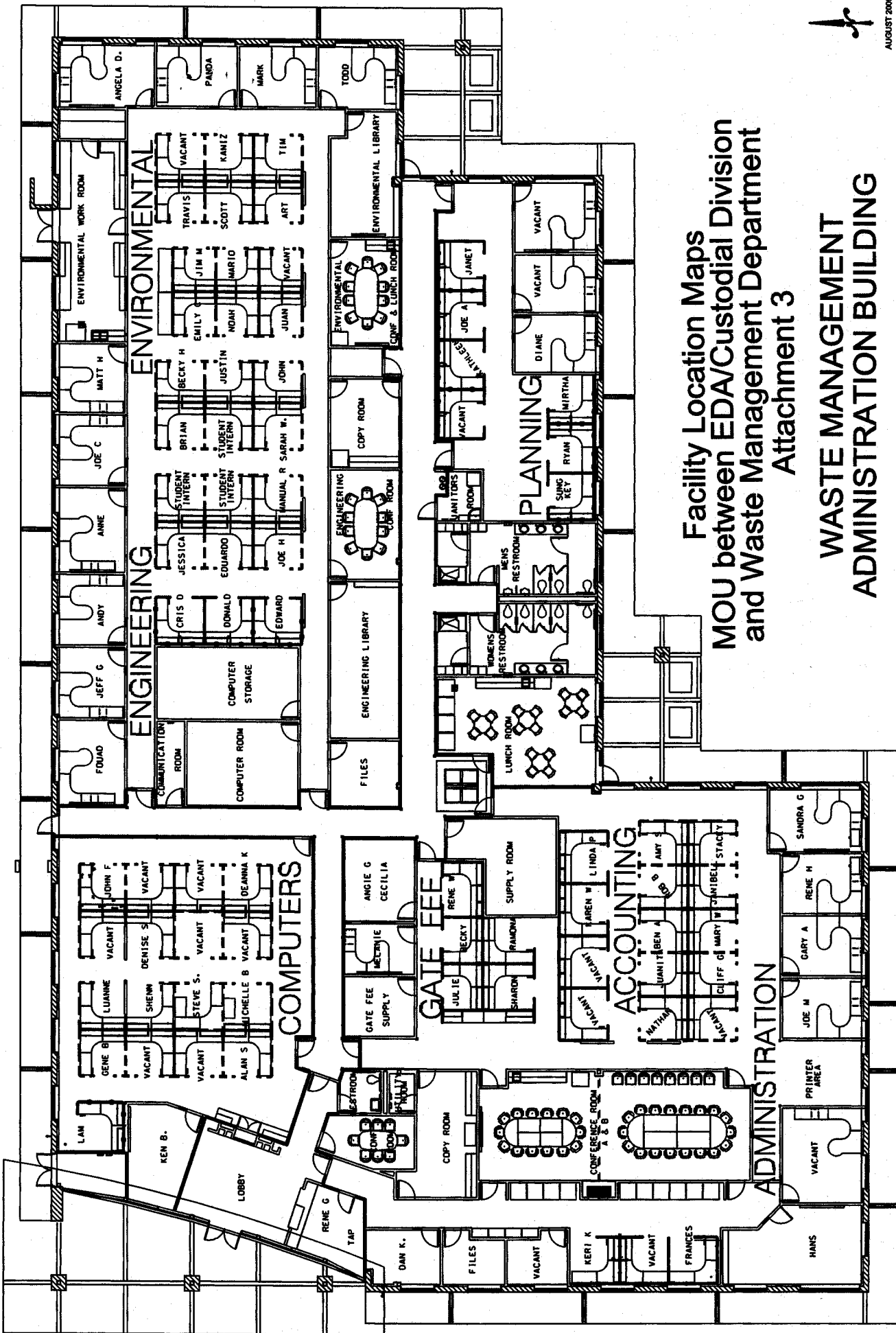
Attachment 3

sites/newoffice/designated smoking areas & dumpster locations EDA MOU.dgn

Date: September 8, 2009

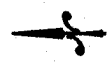
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Facility Location Maps
MOU between EDA/Custodial Division
and Waste Management Department
Attachment 3

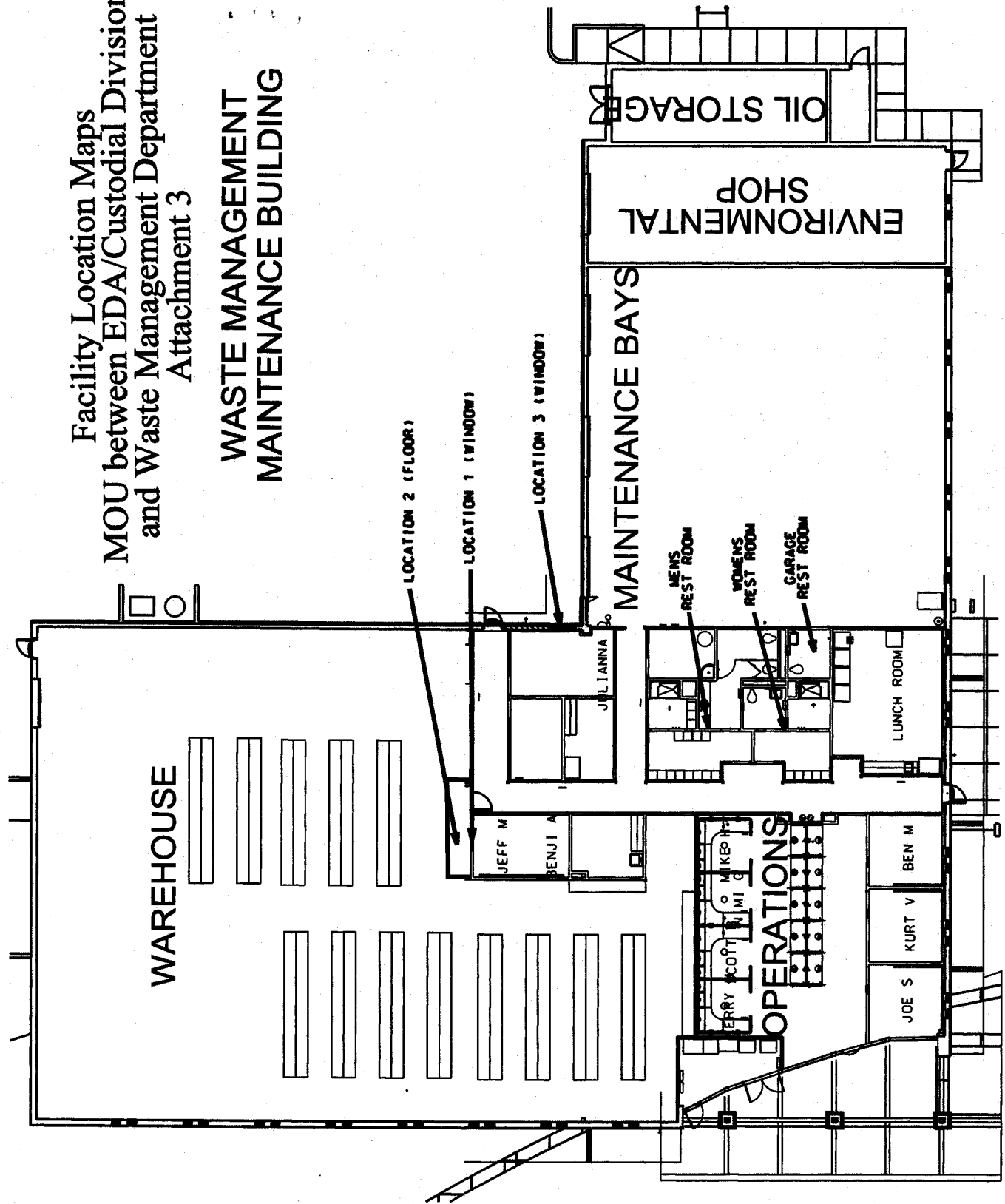
WASTE MANAGEMENT
ADMINISTRATION BUILDING



AUGUST 2009

Facility Location Maps
MOU between EDA/Custodial Division
and Waste Management Department
Attachment 3

WASTE MANAGEMENT
MAINTENANCE BUILDING



ATTACHMENT 4

CUSTODIAL REQUEST (FORM-5)

TO: Custodial Division, 3315 Park Ave., Riverside, CA. 92507

Date 12/30/2009

Instructions: Requestor will complete sections I & III only. Once section I is completed please forward form to the Custodial Division. An estimate for the request will be generated by the custodial division, thereafter, the requestor may approve, disapprove, or cancel by completing section III.

Site Contact Name: Scott Bryant Site Contact Phone: 951-312-2383
Building Address: 14310 Frederick Street Floor (description): NA
Moreno Valley CA 92553 Room #: NA

Type of Service Requested: (Please Check all that apply)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Wall Cleaning | <input type="checkbox"/> Vacuuming | <input type="checkbox"/> Normal Custodial Duties | <input type="checkbox"/> Waste Disposal |
| <input type="checkbox"/> Carpet Cleaning | <input type="checkbox"/> Window Washing | <input type="checkbox"/> Clean Restroom | <input type="checkbox"/> Hard Floor Care |
| <input type="checkbox"/> Dusting | <input type="checkbox"/> Clean Office | <input type="checkbox"/> Clean Breakrooms | <input type="checkbox"/> Per Brd MOU |
| <input type="checkbox"/> Other | | | |

Coverage For Special Events:

Enrobement	Mock Trails	<input type="checkbox"/> Other <u>Per Brd MOU</u>
Concert Series	Films	
Use Permit Functions	Weddings	

Event Information:

Location of Event: _____ Date of Event: _____ Estimated Attendance: _____
Set-up Time: _____ Time of Event: _____ Clean-up Time: _____
Will there be food and beverages at this event? Yes _____ No _____

SECTION II - CUSTODIAL DIVISION USE ONLY

Note: This estimate expires 45 days from Date of Estimate

Hours: _____ No. of Custodians: _____ Hourly Rate: _____
Estimated By: _____ Date: _____ Total Estimate: \$ _____
Remarks: _____

Estimator's Signature _____ Custodial Services Superintendent Signature _____ Date _____

SECTION III - CLIENT APPROVAL TO PROCEED

Cost Estimate \$ \$15,000.00
Per MOU

12/30/2009

Signature (authorizing to proceed per cost estimate)

Date

FUNDS	<u>520820</u>	<u>40200</u>	<u>4500100000</u>	<u>4280-</u>	<u>99902</u>
	6 Digit Account	5 Digit Fund	10 Digit Dept. ID	4 Digit Class	5 Digit Location

ACTION TAKEN:

☐ APPROVAL ☐ DISAPPROVAL ☐ CANCEL

SECTION IV - CUSTODIAL DIVISION APPROVAL

PROJECT#
REQUEST#

Date Request Received

YEAR

Projected Completion Date

Custodial Superintendant

Department Head Approval Signature

Date

ACTION TAKEN:

☐ APPROVAL ☐ DISAPPROVAL ☐ CANCEL