

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

448



FROM: Economic Development Agency

SUBMITTAL DATE:
September 23, 2010

SUBJECT: Approve the Cleaning Services Agreement with the Superior Court of California, County of Riverside, for Custodial Services

RECOMMENDED MOTION: That the Board of Supervisors approve and execute the cleaning service agreement between the Superior Court of California, County of Riverside and the Economic Development Agency for custodial services.

BACKGROUND: The Superior Court of California, County of Riverside, resolves disputes arising under the law and will interpret and apply the law consistently, impartially, and independently to protect the rights and liberties guaranteed by the Constitutions of California and of the United States. The Court requested the Economic Development Agency to provide cleaning services which begins July 1, 2010, and will remain in effect until June 30, 2011. The cleaning services will be performed at the court locations listed on Attachment 5. The agreed upon annual maximum is set not-to-exceed \$1,900,000 per year renewable on a yearly basis for a total of three fiscal years. There is no impact to the County general fund and no request for matching funds.

Robert Field

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 1,900,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/11

COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: No

SOURCE OF FUNDS: Superior Court of California

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: _____
Elizabeth J. Olson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: October 19, 2010
xc: EDA, Auditor

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

3.13

Prev. Agn. Ref.: N/A

District: ALL

Agenda Number:

RF:LB:TM:GS 10379

G:\Custodial\Buildings\Courts\Contract\EDA-001a-F11 Courts.doc

**ATTACHMENTS FILED WITH
THE CLERK OF THE BOARD**

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, AUDITOR-CONTROLLER
BY: *Samuel Wong* 10/6/10
DATE: _____
ANITA C. WILLIS
FORM APPROVED COUNTY COUNSEL
BY: *Samuel Wong*

Dept't Recomm.: ☐ Consent ☐ Policy ☒
Per Exec. Ofc.: ☐ Consent ☐ Policy ☐

AGREEMENT FOR CUSTODIAL SERVICES BETWEEN
THE COUNTY OF RIVERSIDE
THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

This Agreement for Custodial Services ("**Agreement**") is made and entered into between the Superior Court of California, County of Riverside ("**Court**") and the Riverside County's Economic Development Agency and Facilities Management ("**County**") (individually, "**Party**" and collectively, "**Parties**").

ARTICLE 1
TERM AND EFFECTIVE DATE OF AGREEMENT

- 1.0 This Agreement shall become effective on July 1, 2010 and shall remain in effect until June 30, 2011.

ARTICLE 2
OPTIONS

- 2.0 Except as provided in Article 3 of this Agreement, the Court, in its sole discretion, may extend the term of this Agreement each fiscal year for a period not to exceed a total of three (3) fiscal years.

ARTICLE 3
TERMINATION

3.0 **TERMINATION**

Unless otherwise specifically provided herein, this Agreement may be terminated in whole or in part by either party, at any time and for any reason. Notice shall be given at least ninety (90) days prior to the end of the fiscal year and shall be effective only upon the first day of the succeeding fiscal year. (*California Government Code § 77212 (b) and (c)*).

3.1 **EFFECTIVE DATE OF TERMINATION**

Upon a party's timely delivery of such written notice of termination, each party's obligation(s) as specified in the written notice shall terminate as of the first day of the succeeding fiscal year in which the written notice of termination is given (*California Government Code § 77212 (c)*).

3.2 **PAYMENTS**

In the event the Court terminates this Agreement, the Court shall make payments for all services performed to the date of termination. If the County terminates this Agreement, the County shall refund the Court on a pro rata basis.

ARTICLE 4
COST OF SERVICES

4.0 **RATE**

Unless otherwise stated in the Agreement, County services shall be provided to the Court at pre-approved rates not to exceed the rates of providing similar services to County departments or special districts.

4.1 **COST OF SERVICES**

The parties agree the cost of services for the total fiscal year shall not exceed the total amount stated in Attachment 6. The attachment is incorporated herein by this reference.

For example, fiscal year 2010-2011, the total cost of County services to the Court under this Agreement shall not exceed \$1,900,000.

ARTICLE 5 PAYMENTS FOR SERVICES

5.0 ARREARS

Court shall pay in arrears, to County, for services performed each month.

5.1 PARTIES' DISPUTES FOR PAYMENT OF SERVICES

Parties agree that if there is a dispute regarding payment of services, parties shall continue to provide the service and continue to make payment for the non-disputed portions of services of each invoice.

ARTICLE 6 SUBMISSION OF INVOICES

6.0 The Court shall pay the County the invoiced amount within thirty (30) days upon receipt of the County's invoice.

6.1 When submitting invoices to the Court for payment, the County will identify the specific service(s) and location(s). All invoices shall be accompanied by sufficient expenditure detail to confirm the validity of the cost. Should further itemization of costs be requested by the Court, the County agrees to provide within 30 days of request.

6.2 Unless otherwise stated, the County shall submit invoices for services from the prior month, by the 21st day of each month, to the Court's Fiscal Services Unit, P.O. Box 1547, Riverside, CA 92501. If the 21st day falls on a Saturday, Sunday or Court holiday, the invoice shall be submitted on the next business day. The Court will not pay invoices received more than 90 days after the month of service.

6.3 Invoices and purchase orders submitted by either party shall not be considered an Amendment to the Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

ARTICLE 7 COURT AND COUNTY OBLIGATIONS

7.0 COUNTY'S OBLIGATIONS

A. County:

1. Shall hire and select the custodial staff to provide services as stated in Attachment 1 and incorporated herein by this reference.
2. Shall provide services to the Court facilities listed in Attachment 5. The attachment is incorporated herein by this reference.
3. Shall refer all custodial staff assigned to work at Court facilities to the Riverside County Sheriff's Department ("**Sheriff**") for the Level I security clearance processing. Any costs associated with Level 1 security clearance processing shall be the responsibility of the County.
4. Shall ensure throughout the term of this agreement that all custodial staff assigned to work at Court facilities have Level I security clearance. Any costs

associated with Level 1 security clearance processing shall be the responsibility of the County.

5. Shall establish cleaning schedules for each Court facility as stated in Attachment 2 and incorporated herein by this reference. For Court planning and scheduling purposes, County shall provide the Court with the cleaning schedules for each Court facility, indicating specific dates for monthly, quarterly, semi-annually, and annual tasks, within thirty (30) days from the date this Agreement is executed. A general cleaning schedule template is attached as Attachment 2.
6. Shall provide most services between the hours of 4:30 p.m. to 1:30 a.m. ("**normal hours**") five (5) days per week.
7. Shall provide limited custodial service to Court facilities at hours outside the normal hours of operation, from 8:00 a.m. to 4:30 p.m., as requested by the Court.
8. Services provided to the Court shall be at the same level as similar services provided to County departments and special districts, and at level of quality required by the Court.
9. May provide services at hours outside the normal hours of operation due to Court or County holiday schedules. The County holiday schedule is attached as Attachment 4 and incorporated herein by reference. The County shall provide the Court with a holiday schedule for the current fiscal year within thirty (30) days from the date this Agreement is executed.
10. May provide services by special requests as stated in Article 8.0 of this Agreement.
11. In performing the services required under the Agreement, shall comply with all applicable federal, state, county, and city statutes, ordinances, and regulations.
12. Shall provide tools and supplies necessary to clean Court facilities and provide services.
13. Shall ensure that non-confidential paper, plastic, glass containers, cans and cardboard items are recycled per Court's instructions.
14. Shall make every effort to use environmentally friendly products when possible.

7.1 COURT OBLIGATIONS

A. Court:

1. Shall provide County with a designated Court contact person(s) that can be reached after normal hours in case an emergency occurs in a building or to report maintenance issues that may arise in the course of County's work.
2. Shall provide County with specifications and any special cleaning requirements or special care required to clean Court facilities.
3. Shall provide County with building access and any other special access needs to Court facilities to perform services.
4. Shall provide a list of Court facilities to be cleaned. See Attachment 5.

**ARTICLE 8
SPECIAL REQUESTS BY COURT**

8.0 SPECIAL REQUESTS

All special requests that are not part of the services stated in Attachment 1 shall be considered extra work. With the exception of emergency services, whenever possible, the Court will provide at least a two (2) weeks advance notice of the scheduled event(s). Special requests that generate extra work include but are not limited to:

- A. Extra carpet shampooing;
- B. Additional floor buffing and waxing;
- C. Additional detailed cleaning;
- D. Services for enrobement events;
- E. Services for Court-sponsored events
- F. Emergencies services; and
- G. Any other events that are Court related/requested.

8.1 COSTS FOR SPECIAL REQUEST

In the event the Court makes a special request to the County, the County shall provide the Court Administrative and Financial Officer and/or the Court Facility Manager with a written estimate of costs and obtain the Court's written approval of costs prior to performance. All costs for services performed without the Court's prior written approval will be at the County's sole risk and expense.

8.2 SPECIAL CUSTODIAL SERVICES REQUESTS

The Special Custodial Services Request form, attached as Attachment 3 and incorporated herein by reference, must be completed by the Court and submitted to the County for processing.

**ARTICLE 9
SERVICES EXCLUDED FROM CUSTODIAL SERVICES**

9.0 The following items are excluded from services:

- A. Removal of blinds, curtains, or any other window treatments.
- B. Cleaning of curtains or other window treatments.
- C. Cleaning of ceilings.
- D. Cleaning of upholstery or fabric portion of benches and chairs.

**ARTICLE 10
RIGHT OF COURT TO SUBSTITUTE PERFORMANCE**

10.0 DEFAULT IN PERFORMANCE

Except as otherwise stated in this Agreement or in any attachments attached hereto, in the event the County fails to provide any services under this Agreement totaling more than five (5) days and after written notice of default and demand for performance has been made by the Court to the County, the Court shall have the right to retain an outside contractor to perform the service that County has failed to provide. County shall be

responsible for any costs incurred by Court to obtain the services of an outside contractor and shall reimburse Court within thirty (30) days of receipt of an invoice from Court for such services.

ARTICLE 11 MISCELLANEOUS PROVISIONS

11.0 INDEMNIFICATION

Each party shall indemnify and hold harmless and defend the other party, its officers, agents and employees, from any and all liability, damage, cost or expense, including reasonable attorneys' fees, which any party shall become obligated to pay by reason of any claim, lawsuit or judgment on account of any liability whatsoever, including injury to property or injury or death to person received or suffered as a result of any act or omission of the party arising out of or in any substantial way connected to the operation of this Agreement.

11.1 ASSIGNMENT

Neither party may assign or transfer this agreement, in whole or in part, without the prior written consent of the other party. This agreement shall be binding on, and inure to the benefit of, each executor, administrator, successor, and permitted assign.

11.2 AMENDMENT OR MODIFICATIONS

No modification or change to this Agreement will be valid without written approval from the other party, in the form of an Amendment, including any changes to the attachments attached hereto and incorporated into the Agreement.

11.3 COMPLETE AGREEMENT

This Agreement is intended by the parties to be the final expression of their agreement with respect to the subject matter hereof, and is intended as the complete and exclusive statement of the terms of the agreement between the parties. This Agreement supersedes any prior understandings between the parties, whether oral or written.

11.4 NOTICES

Any notices required or permitted hereunder shall be in writing and may be personally delivered; or by mail by depositing such notice in the United States mail, first class postage prepaid; or by reputable overnight delivery service (such as Federal Express, UPS or DHL); addressed as follows or to such other place as each party may designate by subsequent written notice to each other:

Court

Superior Court of California,
County of Riverside
Attn: Court Executive Officer
4050 Main Street
Riverside, California 92501

County of Riverside

County of Riverside,
Economic Development Agency
Attn: Custodial Division
3133 Mission Inn Avenue
Riverside, California 92507

Notice shall be effective on the date of personal delivery if personally delivered before 5:00 p.m. on a business day or otherwise on the business day following personal delivery; or two (2) business days following the date the notice is postmarked, if mailed; or on the day following delivery to the applicable overnight courier, if sent by overnight courier for the next business day delivery.

11.5 TIME OF PERFORMANCE

Unless stated otherwise, all references to days shall be calendar days. If the final date for payment of any amount or performance of any act falls on a Saturday, Sunday or Court holiday, payment shall be made or act performed on the next succeeding day.

11.6 APPROVAL/RATIFICATION

This Agreement must be approved and/or ratified by the Court and the Board of Supervisors for Riverside County, on behalf of the County. This Agreement shall be binding upon the successors of the Superior Court Presiding Judge, the Superior Court Executive Officer, the County Executive Officer, and the members of the County Board of Supervisors.

The parties hereto, by their due execution of this Agreement, represent to every other party that they have reviewed each term of this Agreement with their counsel or have had the opportunity for such review with their counsel, and that hereinafter no parties shall deny the validity of this Agreement on the ground that the party did not have the advice of counsel. Each party has had the opportunity to receive legal advice with respect to the advisability of this Agreement.

Each party has had the opportunity to participate in the drafting and preparation of this Agreement. Any construction to be made in this Agreement of any of its terms or provisions shall not be construed against any one party.

11.7 COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute one and the same Agreement.

11.8 TIME OF THE ESSENCE

Time is of the essence in the performance of the services listed in this Agreement.

11.9 WAIVER

Any waiver by either party of a breach of any of the terms of this Agreement shall not be construed as a waiver of any succeeding breach of the same or other term of this Agreement.

11.10 SEVERABILITY

In the event any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

If the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, or against public policy, the parties shall use their best efforts to negotiate and implement amendments to this Agreement that are necessary to and consistent with the purpose of this Agreement and the intent of the parties.

11.11 GOVERNING LAW

This Agreement and its construction and interpretation as to validity, performance, and breach shall be construed under the laws of the State of California applicable to agreements both entered into and to be performed in California.

11.12 RIGHT TO AUDIT

- a. Each party shall provide the other party with at least thirty (30) days written notice prior to any audit, review or inspection of records and documents related to the performance of and billing for services described in this Agreement.
- b. Each party will provide to the other party, to any federal or state entity with monitoring or reviewing authority, or to a party's representative, access to and the right to examine and audit all records and documents related to the performance and billing under this Agreement, and, as necessary, to determine compliance with relevant federal, state, and local statutes, rules and regulations. Each party shall ensure all documentation and other evidence pertaining to costs and expenses incurred under this Agreement are maintained in accordance with each party's internal policies and in accordance with state and federal law.
- c. Audits may include fiscal and/or management review, but shall be limited to the Court or County department(s)/division(s) identified in this Agreement. The parties agree that no more than one (1) audit may be performed each fiscal year by the Court or County department(s)/division(s) identified in this Agreement.
- d. The costs of an audit shall be the responsibility of the party requesting the audit.

11.13 ATTORNEY FEES

If any action at law or in equity is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and reasonable cost, in addition to any other relief to which such party may be entitled.

11.14 CONFLICTS OF INTEREST

The parties and their respective employees or agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Agreement.

11.15 LIMITATION OF LIABILITY

- a. Waiver of per capita risk allocation (*California Government Code* § 895.6)

The parties waive the per capita risk allocation set forth in *California Government Code* § 895.6. Instead, the parties agree if one of them is held liable upon any judgment for damages caused by a negligent or wrongful act or omission occurring in the performance of this Agreement the parties' respective pro rata shares in satisfaction of the judgment will be determined by applying the principles of comparative fault.

11.16 DISPUTE RESOLUTION

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement, which is not disposed by this Agreement, and not resolved by negotiations, may be resolved by mutual consent of both parties in non-binding mediation ("**mediation**") in the City of Riverside, California.

The parties further agree their participation in mediation is a condition precedent to any party pursuing any other available remedy in relation to the dispute. If a dispute between the parties regarding the interpretation or performance of this Agreement is not resolved by mediation, either party may bring legal action to interpret and enforce this Agreement.

Parties agree that until such dispute is resolved, the parties shall continue to provide the services and continue to make payment(s) for the non-disputed portion(s) of services of each invoice.

The following process shall be followed: Both parties will select representative(s) from their staff to attend the mediation. The party seeking mediation shall give written notice to the other party of its desire to commence mediation. A mediation session shall take place within sixty (60) business days from the date notice was given. The parties shall appoint a mutually acceptable mediator. The parties further agree to share equally the costs of the mediation.

If mediation is unsuccessful, parties agree to a subsequent mediation under the same principles stated above between the Superior Court Presiding Judge, the Court Executive Officer, and the County Executive Officer.

11.17 FURTHER ASSURANCES

Each Party agrees to cooperate with the other, and to execute and deliver, or cause to be executed and delivered, all other instruments and documents, and to take all actions that may be reasonably requested of it from time to time, in order to effectuate the provisions and purposes of this Agreement.

11.18 BINDING EFFECT

This Agreement shall be binding upon successors and assigns of Court and County.

11.19 INDEPENDENT CONTRACTOR

County, with its departments as its agents, shall perform this Agreement as an independent contractor, exercising due care and providing the services with such skill that is customary for providers of such services. County and the officers, agents and employees of County, are not, and shall not be deemed, Court employees for any purpose, including Workers' Compensation and shall not be entitled to any of the benefits accorded to Court employees. County shall determine, at its own risk and expense, the method and manner by which the duties imposed on County by this Agreement shall be performed.

11.20 CERTIFICATION OF AUTHORITY TO EXECUTE THIS AGREEMENT

County and Court certify the individual(s) signing below on behalf of the party have authority to execute this Agreement on behalf of the party and may legally bind the party to the terms and conditions of this Agreement and any attachments hereto.

IN WITNESS HEREOF, the parties hereto have executed this Agreement in Riverside,
California

Superior Court of California,
Riverside County

County of Riverside

Date: Nov. 15, 2010

Date: _____

By: T. Cahraman
Honorable Thomas Cahraman
Presiding Judge

By: Marion Ashley
Marion Ashley, Chairman
Board of Supervisors

ATTEST:

Kecia Harper-Ihem
Clerk to the Board of Supervisors

By: Sherri R. Carter
Sherri R. Carter
Court Executive Officer

By: K. Cunningham
Deputy

APPROVED AS TO FORM:
Pamela J. Walls
County Counsel

By: Pamela J. Walls

Attachment 1

Scope of Custodial Services:

Courtrooms
Chambers
Court Executive Offices
General Office Areas
Judicial Libraries
Conference Rooms
Corridors/Hallways
Lobbies
Break Rooms/Kitchen Areas
Storage Rooms
File Rooms/Business Offices
Restrooms
Lounges
Elevators
Stairwells
Computer Rooms
Court-Related Maintenance Offices
Court or Court Services Locker Rooms/Showers
Court Services Control Rooms/General Office Areas
Holding Cells in Court Space

Areas of Non-Responsibility:

Exhibits/Evidence Rooms
Other Court-Designated Secured Areas
Mechanical Rooms/Shops (County Responsibility)
Jail Facilities (County Responsibility)

Attachment 2

Typical Custodial Services and Task Schedule

I. GENERAL HOUSEKEEPING, COURTROOMS, OFFICES, LOBBY AND LOUNGE

	Daily	Every Other Day	Weekly	Monthly*	Quarterly *	Semi- Annual*	Annual*
1. Empty Wastebasket	X						
2. Clean and service cigarette urns	X						
3. Dust Furniture		X					
4. Dust exposed filing cabinets, bookcases shelves, and dividers		X					
5. Clean and sanitize drinking fountains	X						
6. Spot clean reception lobby glass, including front door	X						
7. Remove finger prints from doors, frames, light switches, kick and push plates, handles and railing	X						
8. Low dust horizontal surfaces, including sills, ledges, molding and shelves			X				
9. Clean furniture including desks, chairs, file cabinets, benches, public and courtroom spectator seating, (but do spot clean fabric or upholstery portions)			X				
10. Clean and polish brass hand height		X					
11. High dust horizontal surfaces including shelves, moldings, ledges, etc.			X				
12. Clean counter tops	X						
13. Clean entire interior glass in partitions and doors				X			
14. Clean entire desk top				X			
15. Dust air diffuser outlets in ceiling				X			
16. Damp clean diffuser outlets						X	
17. Dust venetian blinds				X			

*FY 10-11 Schedule - County to provide specific dates within 30 days of execution of MOU.

18. Dry dust wood paneled surfaces				X			
19. Remove dust and cobwebs from ceiling areas			X				
20. Wash wastebaskets			X				
21. Spot clean wall surfaces	X						
22. Clean entire wall surface				X			
23. Place items in recycle bins in designated building bins. Confidential items to be excluded.	X						

II. FLOORS - CARPET

	Daily	Every Other Day	Weekly	Monthly*	Quarterly*	Semi-Annual*	Annual*
1. Preventative care vacuum	X						
2. Detail vacuum			X				
3. Inspect for spots and remove	X						
4. Shampoo							X
5. Shampoo (Applicable to HOJ Jury Assembly & Lounge ONLY)						X	

III. FLOORS - RESILIENT AND HARD SURFACES

	Daily	Every Other Day	Weekly	Monthly*	Quarterly*	Semi-Annual*	Annual*
1. Dust Mop	X						
2. Spot Mop	X						
3. Damp Mop			X				
4. Spray buff, refinish							X
5. Restore finish							X
6. Clean and polish baseboards					X		

IV. WASHROOMS, EMPLOYEE AND PUBLIC LOUNGES

	Daily	Every Other Day	Weekly	Monthly*	Quarterly*	Semi-Annual*	Annual*

*FY 10-11 Schedule - County to provide specific dates within 30 days of execution of MOU.

1. Clean, sanitize and polish all porcelain fixtures including sinks, toilets, and urinals	X						
2. Clean and sanitize all flush rings, and drains and over-flow outlets	X						
3. Clean and polish all chrome fittings	X						
4. Clean and sanitize toilet seats	X						
5. Clean and polish mirrors	X						
6. Empty all containers and disposal units, inset liners as required	X						
7. Clean and sanitize exterior of all containers	X						
8. Dust metal partitions			X				
9. Dust/Clean lounge furniture			X				
10. Remove spots, stains, and splashes from wall area adjacent to sinks	X						
11. Remove fingerprints from doors, frames, light switches, handles, push plates, etc.	X						
12. Refill all dispensers to normal limits-soaps, tissue, towel and seat covers	X						
13. Low dust horizontal surfaces including sills, moldings, ledgers, shelves, etc.			X				
14. Spot clean metal partitions	X						
15. Wash and sanitize metal partitions			X				
16. High dust horizontal surfaces including ledgers, shelves, pipes and vents				X			
17. Dust diffuser outlets in ceiling				X			
18. Clean diffuser outlets					X		
19. Clean shower units	X						
20. Sweep and clear debris from floors	X						
21. Damp mop all floor surfaces	X						
22. Machine scrub restroom floor							X

*FY 10-11 Schedule - County to provide specific dates within 30 days of execution of MOU.

Attachment 3 - CUSTODIAL REQUEST (FORM-5)

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

Date _____

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.

SECTION I: CONTACT INFORMATION & LOCATION

Site Contact Name: _____ Site Contact Phone: _____
Building Address: _____ Floor (description): _____
Room #: _____

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"/> Other _____ |

Coverage For Special Events:

- | | | |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Enrobement | <input type="checkbox"/> Mock Trails | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Concert Series | <input type="checkbox"/> Films | |
| <input type="checkbox"/> Use Permit Functions | <input type="checkbox"/> 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

ESTIMATE

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 \$ _____ Signature (authorizing to proceed per cost estimate) _____ Date _____

FUNDS _____
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

FINAL APPROVAL

PROJECT# _____ Date Request Received _____ YEAR _____
REQUEST# _____ Projected Completion Date _____

Custodial Superintendant _____ Department Head Approval Signature _____ Date _____

ACTION TAKEN:

☐ APPROVAL ☐ DISAPPROVAL ☐ CANCEL

Attachment 4

The County of Riverside Facilities Management Department'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 5**Superior Court Locations (14)**

	Name of Site	City	Address	Square Footage
BA101	Banning Superior Court	Banning	135 Alessandro Rd	8,483
BL320	Blythe Superior Court	Blythe	265 N Broadway	11,012
CR403	Corona Superior Court	Corona	505 S Buena Vista Ave	19,853
HM601	Hemet Superior Court	Hemet	880 N State St	22,967
IN703	Indio Annex, Dept. 1-A	Indio	82675 Highway 111	17,880
IN704	Indio Annex, Dept. 1-B	Indio	82675 Highway 111	6,670
IN705	Indio CAC, Dept. 1-C & 1-D	Indio	46209 Oasis St	7,300
IN722	Indio Juvenile Court	Indio	47671 Oasis St	6,234
PG1101	Palm Springs Superior Court	Palm Springs	3255 E Tahquitz Canyon	14,940
RV901	Historic	Riverside	4050 Main St	108,410
RV0903	Hall of Justice	Riverside	4100 Main St	168,406
RV0916	Riverside Juvenile Court	Riverside	9991 County Farm Rd	11,643
RV1000	Riverside Family Law Court	Riverside	4175 Main St	53,656
TM1503	Temecula Superior Court	Temecula	41002 County Center Dr	8,878

Attachment 6

Attachment 6

Fiscal Year 2010-2011 Rates based on Board of Supervisors Approval:

Includes custodial staff, equipment, equipment maintenance, all supplies, and overhead.

1	BA101	Banning	135 Alessandro Rd	\$	84,400.00
2	BL320	Blythe	265 N. Broadway	\$	50,000.00
3	CR403	Corona	505 S Buena Vista Ave.	\$	110,000.00
4	HM601	Hemet	880 N State St	\$	100,000.00
5	IN703 & IN704	Indio	82675 Highway 111	\$	59,000.00
7	IN705	Indio	46209 Oasis St	\$	12,400.00
8	IN722	Indio	47671 Oasis St	\$	46,200.00
9	PG1101	Palm Springs	3255 E Tahquitz Canyon	\$	55,000.00
10	RV0903	Riverside	4100 Main St.	\$	465,400.00
11	RV0901	Riverside	4050 Main St.	\$	475,000.00
12	RV0916	Riverside	9991 County Farm Rd	\$	87,700.00
13	RV1000	Riverside	4175 Main St.	\$	300,000.00
14	TM1503	Temecula	41002 County Center Dr	\$	54,900.00
TOTAL				\$	1,900,000.00

Notes:

*Custodial services are based on full time equivalents(FTE) that range between 1,572 to 2,088 hours per 1 FTE.

**Approximately 50,158 hours will be billed to provide custodial services (24 - 32 FTE)

***Staffing and related costs shall remain flexible between the court buildings, and will not exceed the overall maximum obligation of this agreement.

****Budget includes daytime custodial services provided to PG1101 at 12.5 hours per week,

RV903 at 20 hours per week, and RV901 at 8 hours per week.