

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



**ITEM: 3.17**  
(ID # 15516)

**MEETING DATE:**

Tuesday, June 29, 2021

**FROM:** FACILITIES MANAGEMENT:

**SUBJECT:** FACILITIES MANAGEMENT (FM): Approval of the Professional Service Agreement with Commercial Building Management Services, Inc. for Custodial Services for seven months in the amount of \$605,194 with the option to renew for one additional year through January 31, 2022, District 1. [Total Cost: \$1,645,194, up to \$164,519 in additional compensation; Initial Contract \$605,194, Option to renew \$1,040,000, RUHS Behavioral Health Fund 100%]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Professional Service Agreement with Commercial Building Management Services, Inc. for custodial services for a total aggregate amount of \$605,194 for seven months, July 1, 2021 through January 31, 2022, with the option to renew for one additional year through January 31, 2023 for an additional total aggregate amount of \$1,040,000, and authorize the Chair of the Board of Supervisor to sign the Agreement on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel, to: (a) sign amendments that exercise the option of the agreement, including modifications to the statement of work that stay within the intent of the Agreement and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total cost of the agreement.

**ACTION: Policy**

  
Rose Salgado, Director of Facilities Management 6/16/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, and Hewitt  
Nays: Perez  
Absent: None  
Date: June 29, 2021  
xc: FM

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 1,037,475	\$ 607,719	\$ 1,645,194	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 47200 FM Custodial Services Division Customer Budgets, charge back 100% RUHS Behavioral Health Fund			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 21/22 – 22/23	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Facilities Management Custodial Services Division (FM CSD) is responsible to provide and oversee janitorial services at county facilities and to maintain sanitary conditions for its employees and all who visit. The FM CSD is required to follow the Center for Disease Control (CDC) guidelines for COVID-19 cleaning. With increased janitorial needs and restricted staffing due to the pandemic, FM CSD evaluated options and decided to continue contracting janitorial services with third-party vendors to optimize operating expenses, improve work efficiencies, and enhance customer service.

Facilities Management recommends that the Board approve the attached Professional Services Agreement with Commercial Building Management, Inc. in the total amount of \$1,645,194.

**Impact on Residents and Businesses**

Janitorial Services are a critical service for the County of Riverside, especially during the time of a pandemic. Having a skilled vendor who is able to provide custodial services will allow FM CSD to more effectively handle emergency cleaning or custodial staffing concerns that could arise. By augmenting the custodial services with an outside vendor, the FM-CSD is able to obtain the necessary services to provide workplace cleanliness and a healthy environment to staff, including the general areas visited by the public.

**Contract History and Price Reasonableness**

In fiscal year 20/21 these services were secured using an Emergency Procurement Form for COVID relief efforts. As the efforts are expected to extend into future years, request for Quote (RFQ) #FMARC-291 was released for competitive bid. Solicitations were sent out to custodial service providers and advertised on Public Purchase website. The bid invitation was set to four hundred and fifty-four (454) potential bidders, sixty-six (66) vendors downloaded the bid



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documents, and eight (8) vendors submitted their pricing. Bidders submitting pricing for the specified location as well as pricing for as needed services. Each bid response was evaluated based on the criteria set forth in the RFQ, and as a result Commercial Building Management, Inc was awarded the contract.

The RFQ required that the responsive bidders be registered with Department of Industrial Relations (DIR) for Janitorial Services at the time of bid submittal, as well as the vendors being able to maintain the required number of staffing per location and pass site specific background check requirements. Commercial Building Management, Inc was found to be the lowest, most responsive, and responsible bidder.

Janitorial Services are a critical service for the County of Riverside, especially during the time of a pandemic. Having a skilled vendor who is able to provide custodial services will allow FM CSD to more effectively handle emergency cleaning or custodial staffing concerns that could arise.

**Additional Fiscal Information**

Commercial Building Services, Inc will be providing temporary services to the RUHS Behavioral Health Facility RV0972 located at 3933 Harrison Street, in Riverside as a response to the COVID-19 Pandemic. The costs for the initial period of July 1, 2021 to January 31, 2022 is \$605,194. The department will have the option to renew as needed due to COVID-19 Response for up to one additional year through January 31, 2023 for an additional not to exceed amount of \$1,040,000 in services, and a 10% contingency of the total contract amount for additional labor expenses. The total cost of the contract if extended through January 31, 2023, and additional compensation of 10% is applied, is \$1,809,713. All costs to be funded by FM Custodial Services Division Customer Budget.

**ATTACHMENTS**

1. Professional Service Agreement for Custodial Services between County of Riverside and Commercial Building Management Services, Inc.

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

  
Tina Grande, Director of Purchasing and Fleet Services 6/16/2021

  
Meghan Hahn, Administrative Analyst 6/17/2021

  
Gregory V. Priamos, Director County Counsel 6/17/2021



**PROFESSIONAL SERVICE AGREEMENT**

**for**

**CUSTODIAL SERVICES**

**between**

**COUNTY OF RIVERSIDE**

**and**

**COMMERCIAL BUILDING MANAGEMENT SERVICES, INC.**



JUN 29 2021 3.17

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This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between COMMERCIAL BUILDING MANAGEMENT SERVICES, INC., a California corporation, (herein referred to as "CONTRACTOR") and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

**1. Description of Services**

**1.1** CONTRACTOR shall provide all services as outlined and specified in Exhibit A - Product/Service Specifications, Exhibit B - Basic Level of Cleaning Standards, Exhibit C - Quality Requirements, Exhibit D – Site Staff Schedule, Exhibit F - Custodial Supplies List, and Exhibit G - Center for Disease Control Guidance for Cleaning and Disinfecting, at the prices stated in Exhibit E - Cost Proposal.

**1.2** CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

**1.3** CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit E. CONTRACTOR is not to perform services or provide products outside of the Agreement.

**1.4** Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

**2. Period of Performance**

**2.1** This Agreement shall be effective upon July 1, 2021 ("Effective Date") and continues in effect through January 31, 2022, with the option to renew for one (1) additional year, unless terminated earlier as provided for herein. CONTRACTOR shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the COUNTY for a non-cancelable multi-year agreement.

**3. Compensation**

**3.1** The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit E - Cost Proposal. Maximum payments by COUNTY to CONTRACTOR shall not exceed \$605,193.68 for the period of July 1, 2021 through January 31, 2022, including all expenses. In the event the COUNTY and CONTRACTOR amend the Agreement to extend the period of performance for one (1) additional year as provided for herein, maximum payments by



COUNTY to CONTRACTOR shall not exceed \$1,040,000 for the period of February 1, 2022 through January 31, 2023, including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit E, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

**3.2** No price increases will be permitted during the first year of this Agreement (If applicable). All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the applicable Consumer Price Index - All Consumers, All Items and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

**3.3** CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

County of Riverside, Facilities Management Department  
Attn: Accounts Payable  
3133 Mission Inn Ave.  
Riverside, CA 92507

or Email invoices to: [FM-Invoices@rivco.org](mailto:FM-Invoices@rivco.org)

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (**FMARC-91039-004-01/22**); quantities; item descriptions, unit prices, extensions, sales/use tax if applicable; and an invoice total.
- b) Invoices shall be rendered monthly in arrears.

**3.4** The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made.

In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

**4. Alteration or Changes to the Agreement**

**4.1** The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

**4.2** Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within thirty (30) days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

**5. Termination**

**5.1** COUNTY may terminate this Agreement without cause upon thirty (30) days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

**5.2** COUNTY may, upon five (5) days written notice, terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

**5.3** After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.



**5.4** After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

**5.5** CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

**5.6** If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

**5.7** The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

**6. Ownership/Use of Contract Materials and Products**

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

**7. Conduct of Contractor**

**7.1** The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the



CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

**7.2** The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

**7.3** The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

**8. Inspection of Service; Quality Control/Assurance**

**8.1** 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 the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR 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. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

**8.2** CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

**9. Independent Contractor/Employment Eligibility**

**9.1** The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement



benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

**9.2** CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

**9.3** Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

**9.4** CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

**9.5** CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If



CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

#### **10. Subcontract for Work or Services**

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

#### **11. Disputes**

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

#### **12. Licensing and Permits**

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the



County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

**13. Use By Other Political Entities**

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

**14. Non-Discrimination**

CONTRACTOR shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. §1210 et seq.) and all other applicable laws or regulations.

**15. Records and Documents**

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five (5) years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

**16. Confidentiality**

**16.1** The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

**16.2** The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

**17. Administration/Contract Liaison**

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR and the COUNTY's Facilities Management Department in connection with this Agreement.

**18. Notices**

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

**COUNTY OF RIVERSIDE**

Facilities Management Department  
3133 Mission Inn Ave.  
Riverside, CA 92507

**CONTRACTOR**

Commercial Building Management Services, Inc.  
600 S Grand Ave., Ste 111  
Santa Ana, CA 92705

**19. Force Majeure**

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

**20. EDD Reporting Requirements**

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within ten (10) days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and



enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at [www.edd.ca.gov](http://www.edd.ca.gov).

## **21. Hold Harmless/Indemnification**

**21.1** CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited to, attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

**21.2** With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR's indemnification to Indemnitees as set forth herein.

**21.3** CONTRACTOR's obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

**21.4** The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

## **22. Insurance**



**22.1** Without limiting or diminishing the CONTRACTOR's obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

**A. Workers' Compensation:**

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

**B. Commercial General Liability:**

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR's performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$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.

**C. Vehicle Liability:**

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$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. Policy shall name the COUNTY as Additional Insureds.

**D. General Insurance Provisions - All lines:**

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the COUNTY Risk Manager. 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.



2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the COUNTY Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the COUNTY's Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the COUNTY Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the CONTRACTOR's insurance shall be construed as primary insurance, and the COUNTY's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) 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; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required

under this Agreement, if in the COUNTY Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

### **23. General**

**23.1** CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

**23.2** Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

**23.3** In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

**23.4** CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

**23.5** CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

**23.6** Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.



**23.7** The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

**23.8** CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

**23.9** CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

**23.10** CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

**23.11** This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in 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 without being impaired or invalidated in any way.

**23.12** This Agreement, including any attachments or exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: JUN 29 2021

**COMMERCIAL BUILDING MANAGEMENT  
SERVICES, INC.**, a California corporation

By: Patrick Dawes  
Patrick Dawes  
Chief Executive Officer

Dated: 6-7-21

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

By: Mary Urbieto  
Mary Urbieto  
Secretary

Date: 6-7-21

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
for Danielle Maland  
Deputy County Counsel





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## EXHIBIT A

### PRODUCT / SERVICE SPECIFICATIONS

#### 1.0 SCOPE OF WORK

CONTRACTOR shall perform custodial services in the unit, med rooms, patient rooms, restrooms, showers, seclusion rooms, nurses stations, day areas office areas, dietary rooms, OT rooms, locker rooms, breakrooms, kitchens, lobbies, lounges, and storage rooms of the Behavioral Health (RV0972) facility located at 3933 Harrison Street, Riverside, CA. In addition, CONTRACTOR shall clean and make beds, change linens, remove and change sharp containers, and remove trash. The frequency of said services are outlined and specified in Exhibit B – Basic Level of Cleaning Standards. The quality said services shall meet or exceed are outlined and specified in Exhibit C – Quality Requirements.

**NOTE:** Due to COVID-19, some facility operator's licenses require regular disinfecting of common areas (e.g. door, sink, toilet handles, furniture are rests if amenable to cleaners, etc.) throughout the day, which shall be done by CONTRACTOR in accordance with Center for Disease Control guidelines (see Exhibit G – Center for Disease Control Guidance for Cleaning and Disinfecting). CONTRACTOR shall provide the appropriate level of Personal Protective Equipment (PPE) for their staff during service hours.

#### 1.1 SERVICE HOURS

CONTRACTOR shall provide services twenty four (24) hours a day seven (7) days a week, including holiday's, with three (3) eight (8) hours shifts (1st Shift 6:00 am to 2:30 pm with a half hour lunch break, 2nd Shift 2:00 pm to 10:30 pm with a half lunch break, and 3rd Shift 10:00 pm to 6:30 am with a half hour lunch break). CONTRACTOR and COUNTY representatives may adjust days and times as necessary if mutually agreed upon during the period of performance of this Agreement. COUNTY shall not accept any subcontractors for these services, all work must be performed by the CONTRACTOR.

**NOTE:** COUNTY may add/delete service areas and/or modify services at the location as needed for the period of performance of this Agreement.

#### 1.2 GENERAL REQUIREMENTS

1. CONTRACTOR shall provide labor and onsite supervision at all times to carry out the work and shall ensure only competent workers who are skilled in the type of work specified are employed.
2. **CONTRACTOR's employees and supervisors must possess a current Live Scan Federal Level (as applicable to the location) clearance and background check. Background check shall include Department of Justice (DOJ)- 50 State Criminal Background, Office of the Inspector General (OIG), and Sex Offenders.**
3. CONTRACTOR shall ensure employees working during business hours keep voices and music at a low level so no one shall be disturbed.
4. **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 CONTRACTOR's performance of services.**
5. CONTRACTOR shall provide relief personnel to ensure each assignment is performed per specifications and deliverables, regardless of employee absenteeism.
6. CONTRACTOR is responsible for maintaining satisfactory standards for their employees in regard to conduct, appearance and integrity (i.e. use of foul language, use of staff and/or residence personal items, cooking, phone and TV usage).



7. All CONTRACTOR employees (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.
8. **All CONTRACTOR employees shall be identified, while on the premises, by shirt, blouse, smock or ID Badge indicating the company name or logo in print large enough to be read easily.**
9. CONTRACTOR employees shall comply with building security. In addition, the CONTRACTOR shall ensure all employees are properly trained on safety and emergency procedures (such as fire building evacuations, etc.) for the facilities in which they work.
10. CONTRACTOR shall inform COUNTY point of contact 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.
11. CONTRACTOR shall certify to the possession of any and all current required licenses, credentials, certificates, and business licenses that comply with all Federal and State related custodial services and be properly insured.
12. CONTRACTOR shall be bonded in an amount no less than \$25,000 and such bonding must be maintained throughout the period of performance.
13. The CONTRACTOR shall comply with the Displaced Janitor Opportunity Act pursuant to Labor Code section 1061(b)(1).
14. CONTRACTOR shall repair and restore to its original condition any COUNTY property damaged by its operation at no cost to the COUNTY.
15. All materials, supplies, and equipment used by the CONTRACTOR shall be suitable for the job and not harmful to the surfaces on which they are used.

### **1.3 STORAGE/USE OF EQUIPMENT AND MATERIALS**

1. The CONTRACTOR shall obtain prior approval from the COUNTY designee for any space or area required for storage of the CONTRACTOR's equipment and materials.
2. 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.
3. All materials which are stored in the liquid state shall be stored on shelves not higher than three (3) feet above the floor.
4. All products stored in secondary containers shall be properly labeled as to the contents.
5. All vacuums used must be equipped with Hepa Filtration.
6. All cleaning equipment must be maintained in good working order so as not to cause any harm to employees, contents of the facility or the facility itself.

### **1.4 MATERIALS AND SUPPLIES**

1. All equipment and supplies necessary to perform these services shall be provided by the CONTRACTOR and approved by the COUNTY designee as outlined and specified in Exhibit F – Custodial Supplies List. In addition, CONTRACTOR shall supply soap, hand sanitizers, deodorizers, chemicals, liners, paper towels, toilet tissue, toilet seat protectors, carpet shampoo, floor stripper and finish, dust cloths, and other items as needed. CONTRACTOR shall be required to fill the dispensers of the items listed above.



2. Under no circumstances shall cleaning tools and materials be left unattended during service hours.
3. The CONTRACTOR shall handle chemicals so as to minimize the possibility of exposure of facility occupants to acid based or caustic based materials. All chemicals necessary to perform services shall be provided by the CONTRACTOR and approved by the COUNTY designee as outlined and specified in Exhibit F – Custodial Supplies List.
4. All unused products and empty containers shall be properly disposed of by the CONTRACTOR as required by federal, state and local laws and regulations.
5. Safety Data Sheets (SDS) - CONTRACTOR shall post current SDS sheets in appropriate areas and shall provide copies to the RCSD for its required postings.
6. Labor - Hours of work for this contract shall be in accordance with, and subject to the provisions of the State of California Labor Code.
7. All materials and supplies shall be Environmentally Friendly.
8. The COUNTY has an ongoing requirement for the products indicated in Exhibit F- Custodial Supplies List. The CONTRACTOR 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 breach of the resulting contract.

## **1.5 SECURITY**

1. CONTRACTOR shall be responsible for use of all keys and/or security cards issued to him/her. The CONTRACTOR shall not put identification on any keys. **CONTRACTOR shall not duplicate any keys for premises under any circumstances.** Any lost key/s or need for additional keys shall be promptly reported to the COUNTY designee in writing. The CONTRACTOR shall need to identify which keys were lost, who lost the keys, where they were lost, and the date and time of loss. The CONTRACTOR shall be assessed a fee not to exceed \$25.00 for each key not returned or lost and shall be further assessed the costs for parts and locksmith services to remove the lost key from the keying system.
2. **Unauthorized duplication of keys for a COUNTY owned facility is a misdemeanor under Chapter 3, Section 469 of the California Standard Penal Code.**
3. Security of COUNTY properties shall be maintained. Doors, gates, and windows shall be closed and locked when not in immediate use. Upon completion of the work in any single section of a building, employees shall check exterior doors and windows to make sure that they are closed and locked. Certain areas are protected by security alarms and procedures for entering and leaving these areas shall be as directed by the COUNTY.
4. **Under no circumstances shall CONTRACTOR's employees admit anyone to areas controlled by a key or access card in their possession.**

## **1.6 INSPECTION OF SERVICES**

1. The CONTRACTOR shall inspect the COUNTY facility monthly to ensure quality and thoroughness. CONTRACTOR shall coordinate these inspections with the COUNTY's representative who has the option of inspecting the facility with the CONTRACTOR. The CONTRACTOR shall refer to the Basic Level of Cleaning Standards (Exhibit B) when inspecting the facility and shall provide a written report within five working days regarding the conditions at the time of the inspection and the steps necessary for addressing any issues.



2. The CONTRACTOR shall submit a schedule at least five working days in advance for sizeable services such as carpet and window cleaning and floor stripping and waxing activities, identifying the type of service, location and scheduled date and time. The CONTRACTOR shall schedule a time to inspect the completed work with the COUNTY's representative no later than five working days after the work has been performed. The CONTRACTOR shall designate one representative that is of supervisor authority or higher to conduct these inspections.

#### **1.7 SERVICES PROVIDED BY THE COUNTY**

1. The COUNTY shall provide lights, power, and water for cleaning.
2. The COUNTY shall provide lockable spaces for CONTRACTOR's supplies and equipment.
3. The COUNTY shall not be responsible for the CONTRACTOR's supplies, equipment, material, or personal belongings.
4. All trash shall remain property of the COUNTY.
5. The COUNTY shall provide bins, cans and dumpsters where the CONTRACTOR shall deposit trash and recyclables. Disposal of trash from these designated locations shall be the responsibility of COUNTY.

#### **1.8 ADDITIONAL INFORMATION**

1. Definition of Units
  - RV1023 – Unit 1 & Unit 2
  - RV1024 – Unit 3
  - RV1031 – Unit 10
  - RV1032 – Unit 9
2. **Working Supervisor:** Important to note that onsite supervisor is a working supervisor. Supervisor shall clean kitchen & office space during day shifts and float to other areas as time permits. When kitchen or offices areas are closed supervisor shall float to assist janitorial staff as needed.
3. **COVID Towers RV1031 & RV1032:** Please note that unit 10 is used for overflow for Unit 9 and may not always house patient. If unit 10 is empty janitorial staff should float to other areas to assist where needed.

**EXHIBIT B**  
**Basic Level of Cleaning Standards**

**D = DAY    E = EVENING    N = NIGHT**

<b>EXTENT OF SERVICE</b>		<b>FREQUENCY OF SERVICE</b>				
<b>PATIENT AREAS GENERAL HOUSEKEEPING</b>		<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. EMPTY WASTEBASKETS		D-E-N				
2. CLEAN AND SERVICE CIGARETTE URNS		D-E				
3. CLEAN FURNITURE INCLUDING NIGHTSTANDS, WARDROBES, BEDS, TABLES		D				
4. CLEAN AND SANITIZE DRINKING FOUNTAINS		D				
5. REMOVE FINGERPRINTS FROM DOORS, FRAMES LIGHT SWITCHES		D				
6. LOW DUST ALL HORIZONTAL SURFACES		D				
7. HIGH DUST ALL HORIZONTAL SURFACES		D				
8. DUST AIR DIFFUSER OUTLETS IN CEILING		D				
9. DAMP CLEAN DIFUSER OUTLETS				D		
10. REMOVE DUST AND COBWEBS FROM CEILING AREAS		D				
11. WASH WASTEBASKETS		D				
12. SPOT CLEAN WALL SURFACE		D				
13. CLEAN ENTIRE WALL WINDOWS					D - OR AS NEEDED	
14. CLEAN INTERIOR WINDOWS		D				
15. CLEAN EXTERIOR WINDOWS					D	



**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

<b>EXTENT OF SERVICE</b>	<b>FREQUENCY OF SERVICE</b>				
<b>PATIENT AREAS GENERAL HOUSEKEEPING</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. DUST MOP	D-E-N				
2. SPOT MOP	D-E-N (AS NEEDED)				
3. DAMP MOP	D-E-N				
4. SPRAY BUFF, RESTORE			E OR N		
5. RESTORE FINISH - REFINISH					E
6. CLEAN AND POLISH BASEBOARDS	D - E				
<b>PATIENT AREAS FLOORS - CARPETS</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. DETAIL VACUUMING	D				
2. INSPECT FOR SPOTS	D				
3. DRY/WET SHAMPOOING	D				
<b>PATIENT AREAS WASHROOMS/SHOWERS</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. CLEAN, DISINFECT A POLISH ALL PORCELAIN FIXTURES INCLUDING SINKS, TOILETS AND URINALS	D-E-N				
2. CLEAN AND DISINFECT ALL FLUSH RINGS, DRAIN AND OVER-FLOW OUTLETS	N/A				
3. CLEAN AND POLISH ALL CHROME FITTING	D				
4. CLEAN AND DISINFECT TOILET SEATS	D			D	
5. CLEAN AND POLISH MIRRORS	D - E - N				
6. CLEAN SHOWER UNITS	D				

**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

<b>EXTENT OF SERVICE</b>	<b>FREQUENCY OF SERVICE</b>				
<b><u>PATIENT AREAS</u></b> <b>WASHROOMS/SHOWERS-CONTINUED</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
7. REFILL ALL DISPENSERS TO NORMAL LIMITS-SORP, TISSUE, TOWEL	<b>D - E - N</b>				
8. REMOVE SPOTS, STAINS SPLASHES FROM WALL AREA ADJACENT TO SINKS	<b>D - E - N</b>				
<b><u>PATIENT AREAS</u></b> <b>KITCHENS</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. DEFROST REFRIGERATORS			<b>N</b>		
2. CLEAN MICROWAVE OVENS	<b>STAFF- AFTER EACH USE</b>		<b>N</b>		
3. CLEAN STOVES			<b>N</b>		
4. CLEAN REFRIGERATORS	<b>N</b>				
5. CLEAN COUNTER TOPS AND TABLES	<b>D - E</b>				
6. CLEAN SINKS	<b>D - E</b>				



**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE				
<u>NURSING STATIONS</u>		DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI- ANNUAL
GENERAL HOUSEKEEPING						
1. EMPTY WASTEBASKETS		D - E - N				
2. REMOVE FINGERPRINTS FROM DOORS, FRAMES LIGHT SWITCHES		D-E-N				
3. LOW DUST ALL HORIZONTAL SURFACES		N				
4. HIGH DUST ALL HORIZONTAL SURFACES		N				
5. DUST AIR DIFFUSER OUTLETS IN CEILING				N		
6. DAMP CLEAN DIFUSER OUTLETS				N		
7. REMOVE DUST AND COBWEBS FROM CEILING AREAS		N				
8. WASH WASTEBASKETS		D				
9. SPOT CLEAN WALL SURFACE		N				
10. CLEAN ENTIRE WALL SURFACE					N - OR AS NEEDED	
11. CLEAN INTERIOR GLASS IN PARTITIONS AND DOORS		N				
12. CLEAN EXTERIOR GLASS IN PARTITIONS AND DOORS		N				
13. CLEAN FURNITURE, INCLUDING CHAIRS AND FILE CABINETS				N		
14. CLEAN COUNTER TOPS		N				

**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE			
<b><u>NURSING STATIONS -</u></b> <b>(INCLUDING STORAGE AND CLOSET AREAS) FLOORS</b> <b>RESILIENT AND HARD SURFACE</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. DUST MOP	D - E - N				
2. SPOT MOP	D - E - N				
3. DAMP MOP	N				
4. SPRAY BUFF, RESTORE			E OR N		
<del>5. STRIP AND WAX</del> OMITTED SERVICE per COUNTY				E	
6. CLEAN AND POLISH BASEBOARDS	E				
<b><u>NURSING STATIONS</u></b> <b>FLOORS - CARPETS</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. DETAIL VACUUMING	D				
2. INSPECT FOR SPOTS	D				
3. DRY/WET SHAMPOOING			(DRY) (OR AS	E (WET) E NECESSARY)	
<b><u>NURSING STATIONS</u></b> <b>WASHROOMS</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. CLEAN, DISINFECT & POLISH ALL PORCELAIN FIXTURES INCLUDING SINKS, TOILETS AND URINALS	D - E - N				
2. CLEAN AND SANITIZE ALL FLUSH RINGS, DRAIN AND OVER-FLOW OUTLETS	N/A				
3. CLEAN AND POLISH ALL CHROME FITTINGS	D				
4. CLEAN AND DISINFECT TOILET SEATS	D - E - N				
5. CLEAN AND POLISH MIRRORS	D - E - N				
6. CLEAN SHOWER UNITS	N/A				



**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE				
<u>NURSING STATIONS</u>						
WASHROOMS - CONTINUED	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI- ANNUAL	
7. REFILL ALL DISPENSERS TO NORMAL LIMITS-SOAP, TISSUE TOWEL	D - E - N					
8. EMPTY ALL CONTAINERS AND DISPOSAL UNITS, INSERT LINERS	D - E - N					
9. CLEAN AND DISINFECT EXTERIOR OF ALL CONTAINERS	D - E - N					
10. REMOVE SPOTS, STAINS SPLASHES FROM WALL AREA ADJACENT TO SINKS	D - E - N					
<u>NURSING STATIONS</u>						
MEDICATION ROOMS	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI- ANNUAL	
1. DEFROST REFRIGERATORS (MEDICATION AND NOURISHMENT)			N			
2. CLEAN REFRIGERATORS	N					
3. CLEAN SINKS	D - E - N					
4. COUNTER TOPS	D - E - N					

**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE			
<u>OFFICES, LOBBIES, LOUNGES,</u> <u>OT</u> <b>GENERAL HOUSEKEEPING</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. EMPTY WASTEBASKETS	<b>E</b>				
2. REMOVE FINGERPRINTS FROM DOORS, FRAMES LIGHT SWITCHES	<b>E</b>				
3. LOW DUST ALL HORIZONTAL SURFACES	<b>E</b>				
4. HIGH DUST ALL HORIZONTAL SURFACES	<b>E</b>				
5. DUST AIR DIFFUSER OUTLETS IN CEILING	<b>E</b>				
6. DAMP CLEAN DIFUSER OUTLETS			<b>E</b>		
7. REMOVE DUST AND COBWEBS FROM CEILING AREAS	<b>E</b>				
8. WASH WASTEBASKETS			<b>E</b>		
9. SPOT CLEAN WALL SURFACE	<b>E</b>				
10. CLEAN ENTIRE WALL SURFACE				<b>N - OR AS NEEDED</b>	
11. CLEAN INTERIOR WINDOWS	<b>E</b>				
12. CLEAN EXTERIOR WINDOWS				<b>D</b>	
13. CLEAN FURNITURE, INCLUDING CHAIRS AND FILE CABINETS			<b>E</b>		
14. CLEAN COUNTER TOPS AND TABLES	<b>D-E-N</b>				
15. CLEAN AND DISINFECT DRINKING FOUNTAINS	<b>D - E - N</b>				
16. DUST VENTICIAN BLINDS	<b>E</b>				
17. DAMP WIPE VENTICIAN BLINDS			<b>E</b>		



**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE				
<u>OFFICES, LOBBIES, LOUNGES, OT CLOSET/STORAGE - FLOORS RESILIENT AND HAND SURFACE</u>	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL	
1. DUST MOP	D - E - N					
2. SPOT MOP	D - E - N (AS NEEDED)					
3. DAMP MOP	N					
4. SPRAY BUFF, RESTORE			E OR N			
5. STRIP AND WAX					E	
6. CLEAN AND POLISH BASEBOARDS	E					
<u>OFFICES, LOBBIES, LOUNGES, OT FLOORS - CARPETS</u>	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL	
1. DETAIL VACUUMING	E OR N					
2. INSPECT FOR SPOTS	E OR N					
3. DRY/WET SHAMPOOING			(DRY) (OR AS	E (WET) E NECESSARY)		
<u>WASHROOM, EMPLOYEE, PUBLIC, LOUNGES</u>	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL	
1. CLEAN, DISINFECT & POLISH ALL PORCELAIN FIXTURES INCLUDING SINKS, TOLIETS AND URINALS	D - E - N					
2. CLEAN AND SANITIZE ALL FLUSH RINGS, DRAIN AND OVER-FLOW OUTLETS	N/A					
3. CLEAN AND POLISH ALL CHROME FITTINGS	D					
4. CLEAN AND DISINFECT TOILET SEATS	D - E - N					
5. CLEAN AND POLISH MIRRORS	D - E - N					
6. CLEAN SHOWER UNITS	E					

**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE			
<u>WASHROOM, EMPLOYEE, PUBLIC, LOUNGES</u> - CONTINUE	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL
7. REFILL ALL DISPENSERS TO NORMAL LIMITS-SOAP, TISSUE TOWEL	D - E - N				
8. EMPTY ALL CONTAINERS AND DISPOSAL UNITS, INSERT LINERS	D - E - N				
9. CLEAN AND DISINFECT EXTERIOR OF ALL CONTAINERS	D - E - N				
10. REMOVE SPOTS, STAINS SPLASHES FROM WALL AREA ADJACENT TO SINKS	D - E - N				
<u>KITCHENS, LOUNGES</u>	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL
1. DEFROST REFRIGERATORS			E		
2. CLEAN MICROWAVE OVENS	STAFF - AFTER EACH USE		E		
3. CLEAN STOVES			E		
4. CLEAN REFRIGERATORS	E				
5. CLEAN SINKS	E				
6. CLEAN COUNTER TOPS AND TABLES	D - E - N				
7. CLEAN VENDING MACHINES	N				

**PATIOS (INTERIOR) – SWEEP/HOSE CONCRETE PAD: EVERY OTHER DAY – DAY SHIFT**  
**DUST/HOSE PINIC TABLES: EVERY DAY – DAY SHIFT**



**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

<b>EXTENT OF SERVICE</b>		<b>FREQUENCY OF SERVICE</b>			
<b>PHARMACY</b>					
<b>GENERAL HOUSEKEEPING</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. EMPTY WASTEBASKETS	D				
2. REMOVE FINGERPRINTS FROM DOORS, FRAMES LIGHT SWITCHES	D				
3. LOW DUST ALL HORIZONTAL SURFACES	D				
4. HIGH DUST ALL HORIZONTAL SURFACES	D				
5. DUST AIR DIFFUSER OUTLETS IN CEILING	D				
6. DAMP CLEAN DIFUSER OUTLETS			D		
7. REMOVE DUST AND COBWEBS FROM CEILING AREAS	D				
8. WASH WASTEBASKETS			D		
9. SPOT CLEAN WALL SURFACE	D				
10. CLEAN ENTIRE WALL SURFACE				D - OR AS NEEDED	
11. CLEAN INTERIOR WINDOWS	N/A				
12. CLEAN EXTERIOR WINDOWS				N/A	
13. CLEAN FURNITURE, INCLUDING CHAIRS AND FILE CABINETS			D		
14. CLEAN COUNTER TOPS AND TABLES	D				
15. CLEAN AND DISINFECT DRINKING FOUNTAINS	N/A				
16. DUST VENTICIAN BLINDS	N/A				
17. DAMP WIPE VENTICIAN BLINDS			N/A		

**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE				
<u>PHARMACY</u> - FLOORS, RESILENT AND HARD SURFACEAS	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL	
1. DUST MOP	D					
2. SPOT MOP	D					
3. DAMP MOP	D					
4. SPRAY BUFF, RESTORE			D			
5. STRIP/WAX					D	
6. CLEAN AND POLISH BASEBOARDS	D					
<u>PHARMACY</u> - CARPET MEDICATION ROOMS	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL	
1. DETAIL VACUUMING	D					
2. INSPECT FOR SPOTS	D					
3. DRY/WET SHAMPOOING			(DRY) D (OR AS	(WET) D NECESSARY)		



**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

<b>EXTENT OF SERVICE</b>		<b>FREQUENCY OF SERVICE</b>			
<b>GENERAL HOUSEKEEPING PRIVATE OFFICES, LOBBY, LOUNGE</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. EMPTY WASTEBASKETS	D				
2. CLEAN AND SERVICE CIGARETTE URNS	D				
3. DUST FURNITURE INCLUDING DESKS, CHAIRS, TABLES			D		
4. DUST EXPOSED FILING CABINETS BOOKCASES AND SHELVES			D		
5. CLEAN AND SANITIZE DRINKING FOUNTAINS	D				
6. SPOT CLEAN RECEPTION LOBBY GLASS INCLUDING FRONT DOOR	D				
7. REMOVE FINGERPRINTS FROM DOORS, FRAMES, LIGHT SWITCHES, KICK AND PUSH PLATES HANDLES, RAILING			D		
8. LOW DUST HORIZONTAL SURFACES, INCLUDING SILLS, LEDGES, MOLDING, SHELVES			D		
9. CLEAN FURNITURE INCLUDING DESKS, CHAIRS, FILE CABINETS (REQUEST)				D	
10. CLEAN AND POLISH BRIGHT METAL TO HAND HEIGHT			D		
11. HIGH DUST HORIZONTAL SURFACES INCLUDING SHELVES, MOLDINGS, LEDGES, ETC.			D		

**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

<b>EXTENT OF SERVICE</b>		<b>FREQUENCY OF SERVICE</b>			
<b>GENERAL HOUSEKEEPING PRIVATE OFFICES, LOBBY, LOUNGE</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
12. CLEAN COUNTER TOPS	D				
13. CLEAN ENTIRE INTERIOR GLASS IN PARTITIONS AND DOORS		D			
14. CLEAN ENTIRE DESKTOP (REQUEST)				D	
15. DUST AIR DIFFUSER OUTLETS IN CEILING			D		
16. DAMP CLEAN DIFFUSER OUTLETS				D	
17. DUST VENETIAN BLINDS			D		
18. DRY DUST WOOD PANELLED SURFACES				D	
19. REMOVE DUST AND COBWEBS FROM CEILING AREAS			D		
20. WASH WASTE BASKETS				D	
21. SPOT CLEAN WALL SURFACES		D			
22. CLEAN ENTIRE WALL SURFACES (REQUEST)				D	
<b>FLOORS - CARPET</b>	<b>DAILY</b>	<b>EVERY OTHER DAY</b>	<b>WEEKLY</b>	<b>QUARTERLY</b>	<b>SEMI- ANNUAL</b>
1. PREVENTIVE CARE VACUUM	D				
2. DETAIL CLEAN VACUUM				D	
3. INSPECT FOR SPOTS REMOVE IF POSSIBLE			D		
4. FOAM SHAMPOO				D	



**EXHIBIT B**  
**Basic Level of Cleaning Standards – (continued)**

**D = DAY    E = EVENING    N = NIGHT**

EXTENT OF SERVICE		FREQUENCY OF SERVICE			
FLOORS RESILIENT AND HAND SURFACE	DAILY	EVERY OTHER DAY	WEEKLY	QUARTERLY	SEMI-ANNUAL
1. DUST MOP	D				
2. SPOT MOP	D				
3. DAMP MOP	D				
4. SPRAY BUFF, REFINISH			D		
5. RESTORE FINISH					D
6. CLEAN AND POLISH				D	

**EXHIBIT C**  
**QUALITY REQUIREMENTS**

**A. ENTRANCES**

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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, foodstuff and the presence of any offensive odor emitting from the container.

**B. RESTROOMS**

1. **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 items.
2. **Hardware** – Shall be free of dust, soil, mold and scale without causing damage. These surfaces shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue.
3. **Sinks** – Shall be free of dust, mold, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean and polished-dry. This shall include the elimination of streaks, embedded soil, and film and water spots.
4. **Mirrors** – Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.



5. **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 clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.
6. **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.
7. **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, foodstuff and the presence of any offensive odor emitting from the container.
8. **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.
9. **Floors and Baseboards** – Shall be free of dust, soil, gum, stains and debris. Floors shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.
10. **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.
11. **Light Fixtures** – Shall be free of dust and soil without causing damage. Fixtures shall remain in proper position and appear streak-free and uniformly clean.

### C. LOUNGE/BREAKROOM

1. **Sinks** – Shall be free of dust, mold, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean and polished-dry. This shall include the elimination of streaks, embedded soil, and film and water spots.
2. **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, foodstuff and the presence of any offensive odor emitting from the container.
3. **Counters and Tables** - Shall be free of dust, mold, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean and polished-dry. This shall include the elimination of streaks, embedded soil, and film and water spots.
4. **Floors and Baseboards** – Shall be free of dust, soil, gum, stains and debris. Floors shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks

5. **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 which includes the elimination of lint, standing water, cleaner residue and film.

#### **D. CONFERENCE ROOMS:**

1. **Furniture** – 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.
2. **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. **Carpet Spotting** - Spillages or crusted material shall be removed along with spots, smears, and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend with adjacent areas of carpeting. Only approved cleaners can be used.
4. **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, which includes the elimination of lint, standing water, cleaner residue and film.
5. **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, foodstuff and the presence of any offensive odor emitting from the container.

#### **E. OFFICES**

1. **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.
2. **Telephones** – Shall be free of dust and soil. They shall appear visibly and uniformly clean and polished-dry.
3. **Lamps** – Shall be free of dust and soil without causing damage. Lamps shall appear visibly and uniformly clean. This shall include the elimination of streaks, cleaner residue and film.
4. **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.
5. **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, foodstuff and the presence of any offensive odor emitting from the container.

6. **Workstation Partitions** – Shall be free of dust and soil without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.
7. **Floors and Baseboards** – Shall be free of dust, dried-soil, soil, gum, spots, stains and debris.
8. **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.
9. **Carpet Spotting** - Spillages or crusted material shall be removed along with spots, smears, and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaned areas shall blend with adjacent areas of carpeting. Only approved cleaners can be used.

## **F. WINDOWS**

1. **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. All windows must be fully cleaned annually.

## **G. JANITOR CLOSETS AND STOREROOMS**

1. **Shelves** – Shall be free of dust and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked and organized neatly on shelves.
2. **Janitor Carts** – Shall be free of dust and soil. They shall appear visibly and uniformly clean.
3. **Supplies and Equipment** - Stored on janitor carts shall also be free of dust and soil and organized neatly.
4. **Walls** – Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.
5. **Utility Sinks** – Shall be free of dust, soil, cleaner residue and soap film. Utility sinks shall appear visibly and uniformly clean.
6. **Floors** – Shall be free of dust, 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.

## **END OF QUALITY REQUIREMENTS**

**EXHIBIT D**  
**SITE STAFF SCHEDULE**

**Vendor Name:** Commercial Building Management Services, Inc.

QUANTITY OF STAFF	DESCRIPTION OF MINIMUM STAFF LEVELS	UNIT HOURLY	HOURLY RATE	TOTAL MONTHLY HOURS	TOTAL MONTHLY COST BY SHIFT
6	Morning Shift (1 <sup>st</sup> Shift) <ul style="list-style-type: none"> <li>• 1 Supervisor (admin areas &amp; Kitchen area)</li> <li>• 3 Janitors for Unit 1 &amp; 2 &amp; 3 (non-COVID 19)</li> <li>• 2 Janitors for Units 9 &amp; 10 (COVID-19)</li> </ul>	Hourly	\$23.77	1,454.88	\$34,582.50
5	Evening Shift (2 <sup>nd</sup> Shift) <ul style="list-style-type: none"> <li>• 1 Supervisor (admin areas &amp; Kitchen area)</li> <li>• 2 Janitors for Unit 1 &amp; 2 &amp; 3 (non-COVID 19)</li> <li>• 2 Janitors for Units 9 &amp; 10 (COVID-19)</li> </ul>	Hourly	\$23.77	1,212.40	\$28,818.75
4	Midnight Shift (3 <sup>rd</sup> Shift) <ul style="list-style-type: none"> <li>• 1 Supervisor (admin areas &amp; Kitchen area)</li> <li>• 1 Janitors for Unit 1 &amp; 2 &amp; 3 (non-COVID 19)</li> <li>• 2 Janitors for Units 9 &amp; 10 (COVID-19)</li> </ul>	Hourly	\$23.77	969.92	\$23,054.99
<b>TOTAL HOURS</b>				3,637.20	\$86,456.24

Holiday Rate of \$23.00 per hour would apply on the following CONTRACTOR observed holiday's

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day



## EXHIBIT E COST PROPOSAL

COST SHEET - RV0972 - Behavioral Health Facility 3933 Harrison Street

**BASE NON HOLIDAY MONTHLY RATE**

**MINIMUM REQUIREMENT OF:**

- **ONE (1) WORKING SUPERVISOR PER SHIFT (CLEAN KITCHEN & OFFICE SPACE DURING DAY SHIFT)**  
*Working Supervisor is to monitor staff and help where needed*
- **ONE (1) HOUSEKEEPER PER UNIT FOR SHIFT 1**  
*(unit 1 & 2 & 3 (NON COVID-19 Patients))*
- **ONE (1) HOUSEKEEPER PER UNIT PER SHIFT FOR ALL SHIFTS (unit 9 & 10 (COVID-19 Patients))**  
*If UNIT 10 is unoccupied with patients, janitorial staff shall rotate to other areas for support*
- **TWO (2) HOUSEKEEPER DURING SHIFT 2 TO FLOAT BETWEEN THE 3 UNITS**  
*(unit 1 & 2 & 3 (NON COVID-19 Patients))*
- **ONE (1) HOUSEKEEPER PER FOR SHIFT 3 TO FLOAT BETWEEN THE 3 UNITS**  
*(unit 1 & 2 & 3 (NON COVID-19 Patients))*

Item Number	Description of Services	Monthly Quantity	Unit of Measure	Unit Price	Monthly Total
1	Supervisor (COVID-19 & NON-COVID -19)	727.44	HOUR	\$23.77	\$17,291.25
2	Janitor (COVID-19)	1,454.88	HOUR	\$23.77	\$34,582.50
3	Janitor (NON-COVID-19)	1,454.88	HOUR	\$23.77	\$34,582.50
4	<b>HOLIDAY RATE:</b> Supervisor (COVID-19 & NON-COVID -19)	144	HOUR	\$23.00	\$3,312.00
5	<b>HOLIDAY RATE:</b> Janitor (COVID-19)	288	HOUR	\$23.00	\$6,624.00
6	<b>HOLIDAY RATE:</b> Janitor (NON-COVID-19)	288	HOUR	\$23.00	\$6,624.00
<b>MONTHLY NON- HOLIDAY TOTAL COST</b>					<b>\$86,456.24</b>

(Price includes all labor, material and fees.)

The undersigned has carefully checked all the above figures and understands that the County of Riverside shall not be responsible for any errors or omissions on the part of the undersigned in making this bid.

Hans Rodriguez  
Signature  
Hans Rodriguez  
Printed Name  
General Manager  
Title

Commercial Building Management  
Company Name  
N/A  
Business License Number  
02/25/2021  
Date

## **EXHIBIT F**

### **CUSTODIAL SUPPLIES LIST**

FMARC-291 BH Custodial Supplies

Item Number	Product name	Monthly amount	Every 3 months	Comment
850955	GEORGIA PACIFIC COMPACT CORLESS TOILET PAPER	10 CASES		
851255	WAXIE -GREEN 8600-01 WHITE 2-PLY BATH TISSUE 80/500	10 CASES		
851730	HEALTH GARDS GREEN SEAT COVER 1/2 FOLD 20 PKs OF 250 PER CS		10 CASES	
850539-89440	Enmotion 8-in Brown EPQA compliant Roll Towel 6 x 700	10 CASES		
850410	BIG Z PAPER TOWELS	10 CASES		
no item number	NON -LATEX GLOVES (SML)	10 CASES		This also depends on the staff sizes of gloves needed
no item number	NON -LATEX GLOVES (MED)	10 CASES		
no item number	NON -LATEX GLOVES (LARGE)	10 CASES		
no item number	NON -LATEX GLOVES (XLARGE)	10 CASES		
	D batteries			As needed for touchless dispensers
	TRASH LINER MEDIUM 30GAL	10 CASES		
702090	Waxie 40 x 48 22 Mic Steel - Grey Flat Pack Liner 150/cs	10 CASES		
170117	Clorox Healthcare Bleach Germicidal Cleaner	15 CASES		
381818	GOJ Purell Advanced Instant Hand Sanitizer Foam, 2/1200 ml/cs	16 CASES		
389219	PROVON 1941-02 CLEAR & MILD Foam Handwash LTX 2/1200 ML	20 CASES		
703065	Waxie 40 x 48 19 MIC blue Healthcare liner	20 CASES		
870114	WAXIE LIMELITE LIME & SCALE REMOVER GL 4/CS		1 CASES	Or as needed
325422	3M TNF 1L GLASS CLEANER GREEN SEAL		2 CASES	
325577	3M TNF 25HG HB Quant Disinfectant cleaner		5 CASES	
325440	3M TNF 3H neutral cleaner		2 CASES	
325555	3M TNF 13L FRESH SCENT DEODORIZER		2 CASES	
1320204	SPARTAN FOAMY Q&A 4/GL		2 CASES	
325575	3M TNF 23 Neutral Quat Disinfectant Cleaner		2 CASES	
500408	9T75 HIGH SECURITY CLEANING CART BLACK Manufacturer Item:FG9T7500BLA			info is from WAXIE website
820715	WAXED PAPER LINERS FOR WALL UNIT-250 PER CASE			As needed for




**EXHIBIT G**  
**CENTER FOR DISEASE CONTROL**  
**GUIDANCE FOR CLEANING AND DISINFECTING**

Please view the following document at  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>  
in order to access the embedded links. Additional resources may be found at <https://www.cdc.gov/>

## **GUIDANCE FOR CLEANING AND DISINFECTING**

### **PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES**



SCAN HERE  
FOR MORE  
INFORMATION

This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other [daily habits](#) to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger [United States Government plan](#) and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.



**Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:**

- Develop your plan
- Implement your plan
- Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For more information, please visit **CORONAVIRUS.GOV**



CS316485C April 28, 2020 1:36 PM

## GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES

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This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

***It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.***

### A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration's website on [Control and Prevention](#).



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## DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at [CDC's website on Cleaning and Disinfecting Your Facility](#).

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the [Reopening Decision Tool](#).

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

### Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at [CDC's Guidance for Childcare Programs that Remain Open](#).

These questions will help you decide which surfaces and objects will need normal routine cleaning.

#### Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC's website on [Visiting Parks & Recreational Facilities](#).

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### Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the [safety of your building water system](#). It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

### Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from [EPA's list of approved products that are effective against COVID-19](#).

These questions will help you choose appropriate disinfectants.

### Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult [EPA's list of approved products for use against COVID-19](#). This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC's website on [How to Clean and Disinfect](#) for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have [specific guidance](#) for application of cleaning and disinfection.

### Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. [EPA has listed a limited number of products approved for disinfection for use on soft and porous materials](#). Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Find more information on [CDC's website on Cleaning and Disinfecting Your Facility](#) for developing strategies for dealing with soft and porous materials.



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**Consider the resources and equipment needed**

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

**IMPLEMENT YOUR PLAN**

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

**Clean visibly dirty surfaces with soap and water**

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

**Use the appropriate cleaning or disinfectant product**

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

**Always follow the directions on the label**

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

**MAINTAIN AND REVISE YOUR PLAN**

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

**Continue routine cleaning and disinfecting**

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

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Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

### Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for [updates on COVID-19](#). This will help you change your plan when situations are updated.

### Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on [COVID-19](#) and how to [Prevent Getting Sick](#).

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at [CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).



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## CONCLUSION

Reopening America requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: We're all in this together!

**Additional resources with more specific recommendations.**

<b>HEALTHCARE SETTINGS</b>	<b>Long-term Care Facilities, Nursing Homes</b>	<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Infection Prevention</a>
		<a href="#">Preparedness Checklist</a>
		<a href="#">Things Facilities Should Do Now to Prepare for COVID-19</a>
	<b>Dialysis Facilities</b>	<a href="#">When there are Cases in the Facility</a>
		<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
	<b>Blood and Plasma Facilities</b>	<a href="#">Interim guidance for Outpatient Hemodialysis Facilities</a>
		<a href="#">Patient Screening</a>
		<a href="#">Infection control in Healthcare Settings</a>
		<a href="#">Infection Control and Environmental Management</a>
		<a href="#">Using Personal Protective Equipment</a>
	<b>Alternate Care Sites</b>	<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Blood and Plasma Collection Facilities</a>
	<b>Dental Settings</b>	<a href="#">Infection Prevention and Control</a>
		<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
	<b>Pharmacies</b>	<a href="#">Interim Guidance for Dental Settings</a>
		<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Pharmacies</a>
	<b>Outpatient and ambulatory care facilities</b>	<a href="#">Risk-Reduction During Close-Contact Services</a>
		<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
	<b>Postmortem Care</b>	<a href="#">Interim Guidance for Outpatient &amp; Ambulatory Care Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Collection and Submission of Postmortem Samples</a>
		<a href="#">Cleaning and Waste Disposal</a>
		<a href="#">Transportation of Human Remains</a>

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<b>TRANSPORTATION</b>	<b>Ships</b>	<a href="#">Interim Guidance for Ships on Managing Suspected COVID-19</a>
	<b>Airlines</b>	<a href="#">Cleaning Aircraft Carriers</a>
		<a href="#">Airline Agents Interim Guidance</a>
	<b>Buses</b>	<a href="#">Bus Transit Operator</a>
	<b>Rail</b>	<a href="#">Rail Transit Operators</a>
		<a href="#">Transit Station Workers</a>
	<b>EMS Transport Vehicles</b>	<a href="#">Interim Guidance for EMS</a>
<b>RESTAURANTS &amp; BARS</b>	<b>Taxis and Rideshares</b>	<a href="#">Keeping Commercial Establishments Safe</a>
		<a href="#">Best Practices from FDA</a>