

General Janitorial Activities:

All Building Entrance Areas: Interior & Exterior Frequency

1. Clean all entry glass and window ledges, including doors. Daily
2. Vacuum all corridor carpets and entrance mats. Daily
3. Spot clean carpet and entrance mats. Daily
4. Police areas around entranceways. Pick up litter, trash, cigarette butts, etc. Daily
5. Empty trash containers, replace liners & wipe down trash receptacles. Daily
6. Empty & damp wipe ash urns, clean cigarette butts from urns and Daily
7. replenish sand. Sweep front entrance areas / walkways.
8. Clean and sanitize drinking fountains. Daily
9. Dust/clean all trim, signage, picture frames, silk plants, baseboards, etc. Weekly
10. Dust Walls – within reach. (Spot Daily)
11. Treat metal trim and doors as appropriate and polish wood trim. Monthly
12. Clean door thresholds. Daily
13. Dust/clean light fixtures. Monthly
14. Clean ceiling supply and return air vents. Monthly
15. Wash trash cans and urns – inside and out. Weekly

Office Areas, Courtrooms, Judges Chambers, Conference Rooms & Misc. Areas

1. Empty all waste baskets and trash receptacles to designated area. Daily
2. Replace all trash can liners accordingly. Daily
3. Breakdown and remove all cardboard – dispose in recycling bins. Daily
4. Empty desk side recycling bins in to larger area collection bins. Daily
5. Dust all horizontal surfaces below 6 ft. (excluding cubicle surface.) Daily
6. Vacuum all carpeted traffic lanes. Daily
7. Spot clean common area carpet. Daily
8. Spot clean all partition glass. Daily
9. Clean & sanitize drinking fountains; Spot clean doors, frames & hardware Daily
10. Spot clean walls & light switches. Daily
11. Sweep & wet mop vinyl composition tile and/or quarry tile. Daily
12. Sweep & mop (using nearly dry mop) quarry tile. Daily
13. Spot clean doors, frames and hardware. Daily
14. Dust all vertical surfaces, walls & partitions in office areas. Weekly
15. Dust all high ledges, shelves, picture frames, signage, etc. Weekly
16. Vacuum all accessible carpet. Weekly
17. Clean internal glass panels to include wood doors, cubicle panels and Weekly
18. bulletin boards.
19. Dust/clean all trim, signage, picture frames, silk plants, baseboards, etc. Weekly

20. Detail vacuum & vacuum upholstery. Monthly
21. Clean ceiling supply and return air vents. Monthly
22. Apply furniture polish to doors and woodwork. Monthly
23. Dust blinds & window ledges. Monthly / as needed
24. Dust / spot clean louvered light fixtures. Monthly / as needed
25. Dry clean carpeted traffic lanes. Quarterly / as needed
26. Dry clean all accessible corridor carpet. Annually
27. Dry clean all accessible interior carpets. Annually

Breakrooms

1. Empty all waste baskets & trash receptacles to designated area. Daily
2. Wipe down all trash cans and lids & replace liners. Daily
3. Clean kitchen sinks, countertops, tables & chairs, etc. Daily
4. Wipe down ice machines, microwaves (inside & out), small appliances, Daily
5. drink, and snack machines.
6. Sweep & mop VCT. Daily
7. Spot clean doors, frames, and hardware. Daily
8. Spot clean walls & light switches. Daily
9. Dust/clean all trim, signage, picture frames, silk plants, baseboards, etc. Weekly
10. Clean ceiling supply and return air vents. Monthly
11. Wash trash cans inside & out. Weekly
12. Restrooms / Locker rooms
13. Empty all trash receptacles and replace liners; thoroughly clean mirrors. Daily
14. Clean & disinfect toilets, lavatories, urinals – inside & out; Daily
15. Clean toilet seats and upper & lower sides using a germicidal cleaner.
16. Clean all lavatory hardware and chrome fixtures, including towel, soap, Daily
17. and toilet dispensers, chrome partition parts, door kick plates, etc.
18. Clean with damp cloth all around lavatories, toilets, and urinal dividers. Daily
19. Refill all towel and tissue holders, soap dispensers, and sanitary napkin machines. Daily
20. Empty sanitary napkin disposal boxes and replace liners. Daily
21. Spot clean all toilet partitions. Daily
22. Spot clean / wash restroom walls. Daily
23. Sweep & mop floors. Daily
24. Clean ceiling supply and return air vents. Monthly
25. Wipe down lockers – exterior only, where applicable. Weekly
26. Vacuum all carpet areas, including mats. Daily
27. Dry clean carpet areas. Quarterly
28. Sweep & Mop VCT. Daily
29. Clean and sanitize shower areas; including fixtures, floors, walls, etc. Daily

ELEVATORS

1. Clean elevator door tracks. Daily
2. Sweep & mop VCT (if applicable). Daily
3. Vacuum carpet (if applicable). Daily
4. Dry clean carpet cab floors (if applicable). Quarterly / as needed
5. Wipe down/clean cab walls, mirrored surfaces, etc. Daily
6. Wipe down elevator doors, inside and out. Daily
7. Janitorial Closets Maintain neat, clean & organized janitorial closets; sweep closets. Daily (Mop Weekly)
8. Clean all floor drains. Weekly
9. Clean ceiling supply and return air vents. Monthly
10. Wash walls and partitions floor to ceiling. Monthly

Landscaping

Scope of work

The service provider will provide all necessary labor, material, equipment and fully trained personnel to properly maintain all developed land areas within the contract limits including but not limited to lawns, shrubs, groundcover, landscape trees, vines and flowers along with removing litter that has accumulated on the property during regular scheduled site visits.

Turf Management

All turf areas covered by this contract will be maintained in a first-class manner at all times. The quality of turf is to be determined by density, color, and uniformity. The work required will include all labor, supervision, equipment, tools and materials to complete the work outlined in these specifications and in accordance with professional turf management. Precaution will be taken to prevent damage to turf, trees, shrubs, site fixtures, and parked cars when doing work on the landscape procedures, for the respected service region:

Mowing and Trimming:

- Turf will be cut at a height of three (3) to four (4) inches as conditions dictate using a
- rotary-type mower, or reel-type mower. Blades must be sharp and balanced at all times.
- Mowing will be done according to the schedule provided, weather permitting. The total number of mowing in this contract is provided as an embedded document on the excel spreadsheet, and should provide for gradual take down of grass in winter months and leaf removal. Mowing patterns will be employed to encourage up right growth and permit the recycling of clipping where possible.
- Excessive clippings resulting from growth rates exceeding proposed frequencies or that remain as clumps will be removed from turf areas.
- Clippings will be removed from all paved or mulched areas after each mowing.
- Trimming around trees, shrubs, signs, and foundations will be performed with each mowing. Work will be performed using hand labor or mechanical devises to present a neat and trim appearance.
- All walks, curbs and hard surfaces will be edged using mechanical methods concurrent with each mowing.
- All bed lines, tree rings and hardline surfaces will be edged at each mowing.

Fertilization and Pest Control:

- All lawn areas will be fertilized per specifications using a balanced blend of commercial grade fertilizers.
- Fertilizer will consist of a minimum of fifty percent (50%) slow release nitrogen that will deliver 1.0lbs A/I Nitrogen per 1,000 square feet.
- All lawn areas will be treated two times per year with pre-emergent herbicide weed control (fall application weed & feed granular, spring application liquid).

- All lawn areas treated for turf damaging insect activity, as to reduce turf injury, treatments will occur when insect activity is observed, for additional charge.
- Lawn areas with broadleaf weeds will be spot treated for control as observed for additional charge.

Shrub and Landscape Bed Management:

Scope:

The work required will include all labor, supervision, equipment, tools and materials to complete the work specified in accordance with professional horticultural and ornamental practices.

Pruning:

All shrubs will be pruned per specifications per season. Care will be taken not to remove too much of the leaf/flower surface areas, as not to cause plant injury. Pruning will include removing dead and/or diseased branches, as to include excess suckers, shoots, and irregular growth.

Fertilization:

- Shrubs will be fertilized one (1) time per year in the fall season.
- The fertilizer program for shrubs will provide the equivalent of 1.0lbs A/I per 1,000 square feet.
- All fertilizers will be applied by hand, or hand held broadcast spreader.
- Fertilizer will be commercial grade, granular, and/or liquid Minimum 25% slow release.

Weed Control:

- All weeds are to be removed on a continual basis
- Chemical weed control will be used in shrub beds, tree rings, hardscapes (crack weeds), and along all fence lines.
- Mature weeds will be removed by hand; beds will be treated two (2) times per year with pre-emergent herbicide.
- If Bermuda grass or other perennial weeds are evident within a bed or in asphalt and concrete areas, post emergent herbicide will be sprayed on those weeds. The herbicide will be applied in such a way as to insure it does not contact any desirable plant material within the bed.

Shrub and Groundcover Disease-Insect control:

- All shrub plant material will be inspected not less than one (1) time per month.
- Insecticides and/or Fungicides will be applied by licensed applicator. Treatments will be made on an as needed basis for an additional charge to prevent damage to plant material.
- The principals of integrated pest management. (IPM) will be followed when applicable. The pest management program will introduce the least amount of chemical into the landscape as is necessary to achieve acceptable levels of control of pest populations for an additional charge.

Landscape Tree Management:

Pruning:

- All landscape trees will be pruned to a height of eight (8) feet throughout the season as to remove all dead, damaged, and low-hanging branches upon request for an additional charge
- Ornamental trees will be fertilized one (1) time per year in the fall season (liquid and/or granular fertilizers).

Mulch Application

- Spring Application—March / April
- Fall Application—October / November
- Mulch of the finest quality will be fresh, clean and free of debris and litter. Beds will be edged with distinctive edge or ridge to enhance appearance. Excess mulch will be cleaned up and removed from site.

Seasonal Color

Spring Color—April / May

Fall Color—October / November

All beds will be built up with nutrient rich planting medium raked into proper shape to maximize the visibility and display potential and to provide adequate root development. The finest quality of annuals will be used and depending on availability annuals may be provided. General Maintenance to include: deadheading to promote blooming, regular fertilization, disease and pest control as required, and replacement of plants lost to cultural reasons.

Irrigation System Maintenance:

This section covers basic irrigation system repair, maintenance, and system-wet checks.

Scope of work:

- The work will include all labor, supervision, equipment, tools to complete the work specified in accordance to standard irrigation procedures.
- Service provider will operate and inspect irrigation system zones, time clocks, and pump stations not less than one (1) time per year at season startup. Service provider will report all needed repairs, and execute repair by written work order.

Any system damage during mowing maintenance operations will be repaired at no cost to the Service Provider not responsible for system vandalism by others, and/or acts of God beyond Service Provider control; this includes all electrical, pumping systems, spray heads and/or in ground line breaks due to construction activity, tree root intrusion, etc.

HVAC Maintenance:

The Service Provider is not to assume any responsibility for parts, materials, refrigerant, labor, and travel expenses other than that required to perform the required services.

Service Provider will provide/perform following:

1. Lubricate and adjust equipment as required;
2. Paint equipment, as reflected in schedule, to protect from deterioration;
3. Furnish emergency services between scheduled visits, in a 24 hour, 7 day week basis.
4. Service Provider will inspect and make recommendations regarding the following items as related to the equipment as listed in schedule:
 - o All starters
 - o Refrigerant piping between two or more pieces of equipment
 - o Insulation on equipment, water boxes and piping
 - o Electrical wiring from the starter to its respective motor, etc.
 - o All pressure and temperature controls, flow switches, gauges, thermometers, dampers,
 - o traps, thermostats, control devices and valves.
 - o Circuit breakers, disconnect switches and valves where applicable as the first mean of
 - o isolation of a covered device or piece of equipment for purposes of service or repair

The Service Provider's Service and Maintenance coverage will include as standard services:

- a. Annual shutdown inspection
 - b. Quarterly operating inspections
 - c. Start-up inspection
 - d. Brush cleaning of condenser tubes as necessary, but at least once per year to maintain design conditions. Schedule to be coordinated with Sheriff's Office
 - e. Brush cleaning of the cooler tubes as necessary, but at least once every three (3) years to maintain design conditions. Service Provider is to determine from LFUCG if current contract year is the year for this service to be provided. Schedule to be coordinated with LFUCG
 - f. * Perform non-destructive testing annually as follows:
 - o Eddy current testing of condenser and evaporator tubes
 - o Insulation and resistance testing
 - o Infrared inspection of all electrical chiller related components
 - g. * Perform analysis services as follows: Oil and refrigerant
- * With reference to all testing and analysis services (non-destructive testing and analysis services), Service Provider will furnish LFUCG with copies of the test and analysis reports upon completion of such testing and/or analysis.

TRANE CENTRIFUGAL CHILLERS

Quarterly Operating Inspections

- a. Check in with Owner/Agent
- b. Review logs and resolve any operational problems
- c. Leak check and repair as necessary (High and Low side)
- d. Review purge units:
- i. Check for non-condensables

- ii. Check for water accumulation; drain and record as necessary
- iii. Verify operation of the purge system
- e. Check refrigerant charge
- f. Check all safety and operating controls – calibrate as necessary
- g. Starters:
 - i. Inspect and vacuum as necessary
 - ii. Check contacts
 - iii. Check and record amperage and voltage readings
- h. Record chiller log readings and review same with LFUCG
- i. Verify and adjust, as necessary, chiller operation pressure drop settings and water flow rates in accordance with equipment design specifications and system operating parameters to ensure proper operation.
- j. Check out with LFUCG and leave copy of work sheet and log readings

Routine Start-Up Inspection:

- 1. Review logs and resolve any operational problems
- 2. Start and check operation of auxiliary equipment
- 3. Start machine and check operation:
 - a. Check purge
 - b. Check oil temperature and pressure
 - c. Check refrigerant and oil levels
 - d. Check and calibrate safety and operating controls
 - e. Leak check equipment (High and Low side)
- 4. Check operation of starter:
 - a. Record amperage and voltage readings
 - b. Inspect and vacuum as necessary
- 5. Log machine and review results with LFUCG
- 6. Check out with LFUCG and leave copy of work sheet and log readings

Shutdown Inspection

- 1. Review chiller logs and resolve any operational problems
- 2. Pressurize chiller and leak test (High and Low side) utilizing EPA Regulations and guidelines
- 3. Change oil and filter
- 4. Change refrigerant dryer cores
- 5. Check purge unit as follows:
 - a. Float valve operation
 - b. Solenoid valve
 - c. Relief valve
 - d. Compressor
 - e. Disassemble and clean purge drum

Starters:

- a. Inspect condition of contacts
- b. Inspect mechanical interlock
- c. Inspect wires and tighten all connections
- d. Inspect dash pots/overload protection devices and verify overload setting
- e. Vacuum control cabinets
- i. Inspect and verify operation of all operating and safety controls, including flow or differential pressure switches as applicable
- ii. Inspect oil sump, as follows:

- f. Meg oil pump motor
- g. Check motor terminals and tighten
- h. Check starter
- i. Clean all strainers
- j. Check oil temperature
- k. Clean sump as required
- l. Review all work with LFUCG

COOLING TOWER

Routine Operational Inspection

- 1. Review logs and resolve any operational problems
- 2. Inspect, clean and adjust as necessary:
 - i. Structural supports
 - ii. Eliminators
 - iii. Float assembly
 - iv. Sump
 - v. Strainers
 - vi. Nozzles and orifice(s)
 - vii. Gear boxes
 - viii. Drive assemblies
- 3. Inspect and clean as necessary:
 - i. Bleed system
 - ii. Drain system
 - iii. Water make-up
- 4. Inspect and verify operation of items that assure freeze protection
- 5. Inspect all wiring and contacts
- 6. Measure and record all operating volts and amperage
- 7. Lubricate all bearings
- 8. Inspect all pulley(s), belts, bearings, fan wheels and couplings
- 9. Inspect for chemical leaks and advise Owner/Agent of same
- 10. Complete log and review with Owner/Agent

Shutdown Inspection

- 1. Review logs and resolve any operational problems
- 2. Inspect, clean and adjust as necessary:
 - i. Structural supports
 - ii. Eliminators
 - iii. Float assembly
 - iv. Sump
 - v. Strainers
 - vi. Nozzles and orifice(s)
 - vii. Gear boxes
 - viii. Drive assemblies
- 3. Inspect all access doors, panels, guards
- 4. Inspect and verify operation of items that assure freeze protection
- 5. Inspect all wiring and contacts
- 6. Megger test all motors and record readings
- 7. Inspect all starters and tighten all terminal connections
- 8. Inspect all contacts

9. Inspect all pulley(s), belts, bearings and couplings
10. Lubricate all bearings and adjustment slides
11. Inspect all fan wheels
12. Complete equipment log and/or repair forms and review with LFUCG
13. Check out with LFUCG and leave necessary documentation

PUMPS

Quarterly Operational Inspection

1. Review logs and resolve any operational problems
2. Inspect and clean as necessary:
 - a. Pump packing
 - b. Mechanical seal
 - c. Coupling(s)
 - d. Vibration, misalignment
3. Lubricate motor and pump bearings
4. Inspect system for leaks
5. Inspect starters (wiring and contacts) for loose connections
6. Measure and record all operating volts and amperage
7. Inspect system expansion tank
8. Complete log and review with LFUCG

Shutdown Inspection

1. Review logs and resolve any operational problems
2. Inspect, clean and adjust as necessary:
 - a. Pump packing
 - b. Verify flow in sealing line
 - c. Mechanical seal
 - d. Coupling
3. Vibration, misalignment
4. Water boxes and strainers
5. Verify alignment and secure all mounting/hold down points
6. Lubricate motor and pump bearings
7. Inspect system for leaks
8. Inspect starters for loose connections, and all wiring and contacts
9. Megger test all motors and record readings
10. Measure and record all operating volts and amperage
11. Inspect and verify accuracy of all pressure/temperature gauges
12. Inspect system for leaks
13. Complete equipment logs and review with LFUCG

Non-destruction testing

Eddy Current Testing

Service Provider will test the condenser tubes each year this agreement is in force. Service Provider will perform this test, at least once during any three (3) year time period, of the evaporator tubes. Test results are to be given to LFUCG along with actions

taken by Service Provider to correct deficiencies and/or recommendations of actions needed. All parts, materials, rigging and labor required to perform these tests are the responsibility of the Service Provider. Testing and evaluation will be in accordance with ASTM Designation E-243-85 utilizing a Level II Operator that is qualified to SNT-TC-1A guidelines.

All test reports are to be reviewed and certified by an ASNT Level III Technician, who is certified by national examination. Reports will contain the following information, as a minimum:

- Name and address of testing Successful Bidder
- Name and address of testing site, including date of test
- Test unit name plate data
- Name of ECT Operator, designation and Owner's representative
- Test certification signature and date
- Instrument type calibration and standards
- Description of the tubes within the heat exchanger

Test results will include the following, as minimum:

- Tube bundle layout, including location of support sheets
- Listing of any tube defects, type and location
- Comparison chart of defect compared to good tubes
- Summary of test results, including interpretation and recommended corrective action.

Insulation Resistance Testing

Service Provider will test all motors listed on the Schedule of Equipment coverage and record readings each year this agreement is in force. Test results are to be given to LFUCG along with actions taken by Service provider to correct deficiencies and/or recommendations of actions needed.

Infrared Inspection

Service Provider will test all electrical connections associated with all equipment listed on the Schedule of Equipment coverage and record readings each year this agreement is in force. Test results are to be recorded for permanent record and given to LFUCG along with actions taken by Service provider to correct deficiencies and/or recommendations of actions needed. All personnel performing this inspection will follow all applicable safety regulations, codes and be certified by the Service provider. Test results will include the following as a minimum:

- Problem areas (location of hot spot)
- Indicate temperature rise between hot spot and normal area
- Phase unbalance (if present)
- Cause of heat rise
- Picture of potential problem areas

Analysis Services *

Service Provider will provide services, as listed below, on all appropriate equipment listed on the Schedule of Equipment coverage and record readings each year this agreement is in force. Test results are to be given to LFUCG along with actions taken by Service Provider to correct deficiencies and/or recommendations of actions needed.

- a. Oil Analysis - Spectrochemical

- Wear metals (PPM)
- Water content (PPM)
- Total Acid number **
- Viscosity (Saybolt Seconds Universal)
- Free Chloride (PPM)

b. Refrigerant Analysis

- Acidic condition
- Free water content

* All analysis services are to be certified by Service Provider and sent to LFUCG

** Measured in milligrams potassium hydroxide to neutralize one gram of sample