Vendor #:12042H
Commodity code: 91039000000
Contract Amount: $122,808.94

STATE OF UTAH
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
JANITORIAL SERVICE MAINTENANCE CONTRACT
LAYTON 2ND DISTRICT COURT
SOLICITATION NUMBER RM3060

036188

THIS AGREEMENT made and entered into between R.B. DAVIS & COMPANY, whose address is 215 S. MOUNTAINLANDS DR. OREM, UTAH 84058, hereinafter referred to as "CONTRACTOR", and the STATE OF UTAH, DEPARTMENT OF ADMINISTRATIVE SERVICES, DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT, hereinafter referred to as the "DIVISION".

WHEREIN IT IS MUTUALLY AGREED TO AS FOLLOWS:

THIS AGREEMENT consists of this executed contract document with the following exhibit(s) and attachment(s):

- Standard Terms and Conditions - Exhibit A
- Business license
- Insurance certificate
- Irrevocable Letter of Credit
- Janitorial Plan
  - Cleaning products summary
  - Supervisor's resume
  - Quality program
  - Specifications
  - Performance log
  - Activity Task
  - References
  - Equipment
- Cost Proposal – price sheet and cost breakdown sheet
  - Minimum daily manhours

THIS AGREEMENT shall commence on February 1,2003, and continue until January 31, 2008.

W I T N E S S E T H

That the Contractor and the Division, for the consideration hereinafter named hereby covenants and agree to perform work, services and standards as thusly stated:

ARTICLE 1. DESIGNATED WORK

The intent of this contract is to place with the Contractor the full and complete responsibility for professional janitorial services of a high degree of cleanliness and good appearance of the premises of any facility or location named herein, by performing for the Division the items of work set out in each separate Specification, Building Work Schedule and collectively on listed attachments attached hereto and made a part hereof.

Area Serviced
Layton 2nd District Court
437 North Wasatch Drive
Layton, Utah

(a) Locations may be added or deleted from time to time, or changes made at particular location(s) by written agreement of the parties as evidenced by the execution of consecutively numbered amendments. Each consecutively numbered amendment shall list the added or deleted location, building, effective date, and net change in contract price per month for each location. If the amendment covers a new or deleted location, the full charge in monthly prices shall be shown.

(b) In addition to the above, the Contractor shall, when requested in writing by a DFCM purchase order, perform such additional janitorial service work operations as may be designated by the Division, the contract price for which shall be agreed upon by the parties prior to the performance of such work.

(c) The Division shall have the right to let separate contracts for other work to be performed at or adjacent to the site of the Contractor's operation that is not covered in this agreement in which event the Contractor shall cooperate in all reasonable ways to facilitate the operations of other contractors and shall avoid unnecessary interference therewith.

(d) No direction or approval given by the Division, or any representative of the Division, which deviates in any respect from the specifications or other contract documents shall be valid or recognized unless and until same is reduced to writing and issued in the form of a written order over the signature of an authorized representative of the Division so as to become a contract document hereinbefore defined.

ARTICLE 2. CONTRACTUAL RELATIONSHIP

(a) The Contractor shall have full control and direction over the labor, mode and manner of doing the work according to the Contract and Specifications. All assigned work is to be done by the Contractor or the Contractor's employees and wholly at the risk of the Contractor. During its progress, the Contractor shall take all precautions for the safe performance of the work and the safety of the property, and to prevent injury of persons present.

(b) The relationship the Contractor shall bear to the Division under this agreement shall be that of an independent contractor for any and all purposes, and nothing herein contained shall be construed to be inconsistent with this relationship status.

(c) In accordance with the Division's policy with respect to contractor relationships, it is hereby stipulated by the undersigned representative of the Contractor, that to the best of his knowledge and belief the Contractor has not employed, retained, induced, or directed any person employed by the Division to solicit or secure this contract upon agreement, offer, understanding, or publication involving any form of remuneration whatsoever.

(d) The Contractor shall have none of the rights or privileges available to officers or employees of the State of Utah. Every workman assigned to perform any work relating to this contract shall be fully trained by the contractor prior to working on the premises. In-service training shall also be provided to sustain an acceptable performance level.

(e) In the event of a work stoppage by employees of the Division or the Contractor or any other of the Division's contractors affecting any of the locations covered herein, Contractor shall furnish service required to keep location in satisfactory condition. In the event of danger to Contractor's employees, this service shall be performed by Contractor's management personnel, in cooperation with Division authorities.

(f) Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the Division to purchase certain specified services, and other approved purchases for the Division.

(g) The provisions of this contract shall be governed by the laws of the State of Utah.

(h) The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later.

(i) The Contractor agrees to allow Division and Federal auditors, and Division staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.

(j) Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.

(k) The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated June 30, 1989, which prohibits sexual harassment in the work place.

(l) A declaration by any court, or by any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.

(m) This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the parties hereto, and attached to the original signed copy of the contract.

(n) The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the Division.

(o) Building keys shall be issued to the Contractor. Contractor shall not make duplicates of these keys. If additional keys are required, Contractor will contact DFCM Facility Coordinator. All key replacements, for broken, lost or stolen keys, shall be charged to the Contractor. Cost to rekey building(s), including new bitting codes, due to lost, misplaced or stolen keys by the Contractor, will be the responsibility of said Contractor. Contractor will be responsible for property which is stolen during the time period it takes to rekey the building(s).

ARTICLE 3. PERMITS AND LICENSE

(a) The Contractor shall secure and pay for all governmental permits and licenses required by law with relation to any work covered by this contract, and shall give all notices, pay all fees and comply with all laws, ordinances, rules and regulations relating to the work specified.

ARTICLE 4. SURETY AND GUARANTEE

(a) The Contractor shall provide an irrevocable letter of credit in the amount of $5,820.60; twenty-five percent (25%) of the current year contract amount. This irrevocable letter of credit shall be delivered to DFCM within fourteen (14) days of the contract award and prior to the commencement of work. The irrevocable letter of credit shall be required for each contract renewal year at 25% of the current renewal year contract amount.

February 1, 2003-January 31, 2004	$5,820.60
February 1, 2004-January 31, 2005	$5,820.60
February 1, 2005-January 31, 2006	$5,820.60
February 1, 2006-January 31, 2007	$5,995.21
February 1, 2007-January 31, 2008	$5,995.21

The irrevocable letter of credit shall provide:

1. Irrevocable Letter of Credit No.
2. Expiration Date
3. Contractor's Name
4. Owners Name: Division of Facilities Construction and Management,
   Department of Administrative Services,
   State of Utah
5. Contract Name and Location
6. Partial drawing(s) shall be permitted. Each draft must be marked Draw under Irrevocable Letter of Credit #_____, dated _____. Drafts must be drawn and presented at the closing parties counter.
7. Issuing party must honor drafts drawn on the irrevocable letter of credit.
8. All request for draws shall be accompanied by a signed statement from an authorized agent of the company, on owner's letterhead, and will include amount of draw, description of draw and contract name and location, letter of credit number.

ARTICLE 5. INSURANCE

(a) The Contractor shall take out, pay for, and at all times during the performance of work hereunder, maintain, through companies or agencies approved by the Division, and containing provisions satisfactory to the Division, insurance including public contingent and employees liability compensation insurance, employee benefit acts; insurance from any and all claims for damage, for all personal injury and including dealth, and from claims for property damage or loss thereof, which may arise in or result from the performance of the work covered by the contract, or by failure or omission of the Contractor to comply with any of the contract. Such insurance shall include comprehensive general liability and property damage, including automobile, products-completed, operations and blanket broad form contractual, with coverage adequate in the amounts to be determined by the contractor to be reasonably necessary to afford protection from such claims, but with minimum limits as to both bodily injury and property damage of not less than $1,000,000 each, which coverage shall be written on an occurrence basis.

(b) Certificates, indicating such insurance to be in force and effect and providing that they will not be canceled during the performance of the work under the contract without thirty (30) days prior written notice to the Division, shall be filed with the Division prior to commencement of work hereunder; provided, however, that the Contractor shall at any time upon request, file duplicate copies of the policies of such insurance with the Division.

(c) The Contractor shall be liable for any and all personal injury and damage to the facilities, equipment and furnishings caused by his employees, whether such damage was accidental or intentional.

(d) The Contractor agrees that it/he/she shall at all times protect and indemnify and save harmless the State of Utah and all institutions, agencies, departments, authorities and instrumentalities of the State of Utah, any of their governing bodies or of their boards or commissions, or any of their elected or appointed officers, or any of their employees from any and all claims, damages of every kind and nature, made, rendered, or incurred by or in behalf of any person or corporation whatsoever, including the parties hereto and their employees that may arise, occur or grow out of any acts, actions, work or other activity done by the said contractor in the performance and execution of this contract.

ARTICLE 6. LABOR, EQUIPMENT AND SUPPLIES

(a) The Contractor shall furnish all labor, tools, equipment, cleaning supplies, compounds, chemicals and materials necessary to perform the work under the contract unless otherwise specified in the Specification – Work Schedule, or otherwise directed on the Individual Building Specification – Work Schedule.

(b) The Contractor may store tools and equipment in an orderly manner on the Division's premises wholly at his/her own risk when designated space is available, except that gasoline-using equipment shall not be stored inside a building.

(c) The Contractor agrees to furnish all labor, materials and equipment to complete the work as required in the Specifications which are hereby made a part of this contract by reference. It is understood and agreed by the parties hereto that all work shall be performed as required in the Specifications and shall be subject to inspection and approval of the Division or its authorized representative. The relationship of the Contractor to the Division hereunder is that of an independent contractor.

ARTICLE 7. CANCELLATION, RENEWAL, CANCELLATION FOR CAUSE

(a) The contract shall remain in effect on the same terms and conditions. It may be terminated by either party without cause by giving written notice.

(b) In the event the Contractor, through the result of workmanship or his organization, fails to perform the services agreed to under this contract, the Division may serve written notice upon the contractor of its intentions to terminate said contract; and unless within ten (10) days after serving of such notice, such violations do not cease, the Division may terminate this contract for cause.

If grounds for a second ten-day notice exist within six months of the issuance of a prior appropriate ten-day notice, the Division may issue a termination notice under Article 6 (a) with the sixty day time frame being reduced to ten days.

(c) Contractor and Division both acknowledge that the Division cannot contract for payment of funds not yet appropriated by the Utah State Legislature. The Division, therefore, reserves the right for the above reason to terminate this contract by giving sixty (60) days notice in the manner heretofore stated in this contract.

ARTICLE 8. INSPECTION OF WORK

Inspection of the whole, or any part of the work, and of the supplies and materials furnished by the Contractor may be made by the Division's representative or other authorized individual, at anytime.

The Contractor shall provide weekly written inspection reports of the facilities. Contractor shall accompany Division Facilities Coordinator or his designated representative on a monthly (more often, if necessary) inspection of facilities included in the contract.

ARTICLE 9. NON-ASSIGNMENT

The Contractor shall not assign or sell this contract or his rights or any monies due, or to become due hereunder, nor shall the Contractor subcontract any of its duties hereunder.

SUBCONTRACTOR - No part of the contract shall be sublet by the Contractor without the prior written approval of the Division.

The Contractor and the Division, for themselves, their heirs, successors, executors and administrators, hereby agree to full performance of the covenants herein contained.

ARTICLE 10. COST AND ATTORNEY'S FEES

In case of default in carrying out the terms and conditions of this contract, the party in default agrees to pay a reasonable attorney's fee and all costs of the other party in enforcing this contract.

ARTICLE 11. CONTRACT SUM PAYMENT

For the period beginning February 1, 2003 through January 31, 2004, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Three Thousand Two Hundred Eighty-Two Dollars and 40/100 ($23,282.40) paid in monthly installments of One Thousand Nine Hundred Forty Dollars and 20/100 ($1,940.20) each, as payment for full services performed during that period.

For the period beginning February 1, 2003 through January 31, 2004, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Three Thousand Two Hundred Eighty-Two Dollars and 40/100 ($23,282.40) paid in monthly installments of One Thousand Nine Hundred Forty Dollars and 20/100 ($1,940.20) each, as payment for full services performed during that period.

For the period beginning February 1, 2004 through January 31, 2005, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Three Thousand Two Hundred Eighty-Two Dollars and 40/100 ($23,282.40) paid in monthly installments of One Thousand Nine Hundred Forty Dollars and 20/100 ($1,940.20) each, as payment for full services performed during that period.

For the period beginning February 1, 2005 through January 31, 2006, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Three Thousand Two Hundred Eighty-Two Dollars and 40/100

($23,282.40) paid in monthly installments of One Thousand Nine Hundred Forty Dollars and 20/100 ($1,940.20) each, as payment for full services performed during that period.

For the period beginning February 1, 2006 through January 31, 2007, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Three Thousand Nine Hundred Eighty Dollars and 87/100 ($23,980.87) paid in monthly installments of One Thousand Nine Hundred Ninety-Eight Dollars and 87/100 ($1,998.87) each, as payment for full services performed during that period.

For the period beginning February 1, 2007 through January 31, 2008, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Three Thousand Nine Hundred Eighty Dollars and 87/100 ($23,980.87) paid in monthly installments of One Thousand Nine Hundred Ninety-Eight Dollars and 87/100 ($1,998.87) each, as payment for full services performed during that period.

A not to exceed amount of $1,000 Dollars per year will be allowed for Article 1, Paragraph C, of this Contract.

Original Contract	$117,808.94	
Tag Items	$ 5,000.00	One Thousand a Year for Five Years
Total Contracted Amount	$122,808.94	not to exceed, not guaranteed

IN WITNESS WHEREOF, the parties have executed this Contract Agreement on the day and year first above written.

CONTRACTOR:
RB DAVIS & COMPANY

2-17-03
Shaun Davis — Date
Regional Manager

ATTEST

02-17-03
Secretary/Officer/Witness — Date

STATE OF UTAH/DIV. OF FACILITIES CONSTRUCTION AND MANAGEMENT

2-20-03
Bruce Whittington — Date
Program Director

APPROVED/FUNDS AVAILABILITY

2/4/03
David D. Williams, Jr. — Date
Financial Manager

MAR 10 2003
Division of Purchasing — Date

CONTRACT RECEIVED AND PROCESSED BY DIVISION OF FINANCE MAR 17 2003
Division of Finance — Date

XXX

ATTACHMENT A: STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the STATE to purchase certain specified services, and other approved purchases for the STATE.

2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

3. **LAWS AND REGULATIONS:** Any and all supplies, services and equipment furnished will comply fully with all applicable Federal and State laws and regulations.

4. **RECORDS ADMINISTRATION:** The CONTRACTOR shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the CONTRACTOR for costs authorized by this contract. These records shall be retained by the CONTRACTOR for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The CONTRACTOR agrees to allow STATE and Federal auditors, and STATE Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.

5. **CONFLICT OF INTEREST:** CONTRACTOR represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.

6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The CONTRACTOR shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the STATE to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the STATE, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the CONTRACTOR by the STATE. The CONTRACTOR shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the STATE for these contract services. Persons employed by the STATE and acting under the direction of the STATE shall not be deemed to be employees or agents of the CONTRACTOR.

7. **INDEMNITY CLAUSE:** The CONTRACTOR agrees to indemnify, save harmless, and release the STATE OF UTAH, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the CONTRACTOR'S officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.

8. **EQUAL OPPORTUNITY CLAUSE:** The CONTRACTOR agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the CONTRACTOR agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.

9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.

10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the parties hereto, and attached to the original signed copy of the contract.

11. **DEBARMENT:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.

13. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.

14. **WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

MANAGEMENT PLAN FOR LAYTON COURTS

R. B. Davis & Company currently cleans other facilities for the State of Utah of similar size and scope such as Cannon Health Center, Department of Human Services and Provo Regional and has been providing the janitorial service at the Ogden Regional Center for the past five years. R. B. Davis proposes the following plan to provide the janitorial cleaning at the Layton Courts:

There will be one full-time employee working six hours a day. A supervisor will work one hour a day or five hours a week and will be responsible for buffing the VCT tile weekly, ensuring all items listed on the specifications are completed on a daily, weekly, monthly, semi-annual and annual basis. The supervisor will inspect the building on daily basis and do a walk through inspection with a member of the DFCM Facilities Management team once a month. Any discrepancies or problems will be noted and corrected and the supervisor will submit a performance log sheet for each individual area at the end of each month. Cynthia Esquierdo will be the new Supervisor and handle the aforementioned duties described above. She will have carry a company provided pager so she can be reached for any reason at all.

The building will cleaned by one janitor. This cleaner will start daily at 8:00am and work until 3:00pm Monday through Friday with one hour off for lunch. All restrooms will be thoroughly cleaned once a day before 12:00 noon and all restrooms will be checked in the afternoon hours to ensure all toilet paper, paper towels and soap are sufficiently stocked. All break rooms will be thoroughly cleaned during the morning hours and spot cleaned in the afternoon. The holding cells will be cleaned upon request. The janitor will complete and Activity Schedule/Checklist daily to ensure all items are completed

The total number of daily hours to be spent cleaning this building will be **Seven** (one full-time cleaner at six hours per day and one supervisor at one hour per day. R. B. Davis & Company will provide additional man-hours and supervisors to set up the account for daytime cleaning. These hours will not be charged to DFCM. R. B. Davis & Company will cover any additional costs involved in the change over phase. All janitors will receive the appropriate background clearances before entering the building. Each employee will have a vest, smock, or shirt with the R. B. Davis logo on it to identify him/her to all employees in the building.

The Supervisor will have a list of employees to contact in case of emergency of if someone does not show up for work (the list will be of employees who have received the background clearances). All cleaning will be performed during the hours of 6:00 am to 5:00 pm unless specific arrangements are made through DFCM to do specialty work such as stripping and waxing of floors or cleaning the interior windows.

R. B. Davis & Company anticipates concerns regarding the janitorial cleaning during the daytime hours and the noise made from the commercial Sanitaire vacuums. R. B. Davis will purchase one dual motor vacuum that creates a low decibel sound and will help immensely in performing the vacuuming during the daytime hours.

Although Cynthia will be the Supervisor who will perform the daily inspections, Shaun D. Davis will be the Management Person directly responsible for the contract. He will do spot inspections on a weekly basis and work closely with the Supervisor to ensure all item are completed according to the contract. Shaun has a cell phone and can be reached directly through this mode of communication. Any complaints or concerns will be logged into the computer and resolved within a one hour time frame if possible and definitely within the day time working hours if needed.

A current list of all MSDS (Material Safety Data Sheets) will be kept in the main janitor closet in the basement.. R. B. Davis will provide a high-speed burnisher to polish all the VCT floors and a maid cart for the restroom cleaner. A complete list of supplies can be found in another section of this bid. Shaun will coordinate the interior window cleaning and the stripping and waxing for the VCT floors semi-annually with Cynthia and DFCM.

SPECIFICATIONS
JANITORIAL SERVICE CONTRACT
LAYTON 2ND DISTRICT COURT
SOLICITATION NUMBER RM3060

This specification details the requirements to be followed in providing janitorial services as itemized below. Failure to fully comply with all of the following specifications may be basis for the automatic rejection and disqualification of the entire proposal. The building for which service will be provided is:

Layton 2nd District Court — 20,000 square feet
437 North Wasatch Drive
Layton, Utah

These specifications are minimum requirements and must be met in every respect unless otherwise specifically stipulated to in writing by the State of Utah, Department of Administrative Services, Division of Facilities Construction and Management, hereinafter referred to as Division.

SPECIFIC STIPULATIONS

I. Special Areas

Not included in the listed square footage figures, but to be cleaned under DFCM supervision. These specific areas are:

ALL LOCKED VAULTS
Mechanical and Equipment Areas
Designated Supply and Storage Rooms
Telephone Equipment Rooms

II. Security

1. Each work person **shall be uniformed in a common uniform representing and identifying the Contractor.** Work persons and supervisors shall at all times wear this identifying uniform on the premises.

2. The Division shall require that all work persons receive security clearance through building security. It is the responsibility of the Contractor to provide employees who will pass such a security clearance.

3. There will be **no visitors (friends, children, etc.)** of work persons allowed on the premises during working hours.

4. Each employee is responsible for their keys and access card and shall not share or pass to other employees. The contractor shall return each card and set of keys as employees are terminated or monthly fees shall be held until such time as keys and cards are returned.

II. Safety

1. The Contractor shall make every effort to protect and keep safe anyone in the facility while janitorial services are being performed.

2. The Contractor shall provide and use safety barriers, signs, etc., when doing floor or overhead work to properly block off unsafe areas and warn and protect from hazard all passersby.

3. The Contractor shall provide all safety apparatus necessary to protect employees so they may operate equipment safely. The Contractor is further obligated to ascertain that all equipment is operated safely and according to current OSHA standards

4. The Contractor shall be responsible for the safe operation of all equipment and shall properly train all employees in the safe operation of all equipment before allowing them to use said equipment.

5. The Contractor shall be responsible for insuring that they and their employees are in compliance with the requirements of the Federal Regulations 29 CFR 1910.1030 Bloodborne Pathogens Standard.

IV. Supplies

1. All chemicals used will be properly labeled by the Contractor and shall be approved in writing by the Division. A list of all chemicals to be used shall be submitted in writing for approval by the Division at least fifteen (15) days before beginning the work. All chemicals used must have Materials Safety Data Sheets (MSDS) attached. **These sheets are to be in a log in each area that chemicals are stored.**

2. All washroom and toilet supplies such as paper and cloth towels, hand soap, toilet paper, shall be supplied by the Division and installed by the Contractor. Contractor will supply all trash can liners.

3. The Contractor shall maintain an accurate perpetual inventory of all materials turned over to him and shall keep records of the rate of usage of these supplies.

V. Employee Performance

Certain conduct cannot be tolerated on the premises. The Contractor shall enforce these conduct requirements strictly such as, but not limited to:

1. Theft, abuse or misuse of supplies or equipment at any location in the facility;

2. Verbal or physical abuse of any person, either employee, visitor or otherwise;

3. Use of, or displaying the effect of, alcohol or drugs during work hours;

4. Failure to follow specific security instructions;

5. Deliberate or habitual failure to follow safety instructions;

6. Consistent failure to wear the proper and designated work uniform in a clean, well-maintained condition;

7. All N*o Smoking* ordinances, rules and policies shall be strictly observed in the facility included as a part of this janitorial contract.

8. No personal use of phones or office equipment.

VI. Equipment

1. All high-grade equipment used shall be supplied by the Contractor. Only commercial vacuums, cleaners and buffers which thoroughly clean, polish and buff shall be used.

2. Equipment shall be kept in good repair. Equipment which is in such a state of repair as to potentially damage either the structure or anything therein shall not be used or allowed on the premises, i.e.: defective or missing bumper cords, housing covers, etc.

VII. Extra

1. Other services may be requested as necessary. The cost of all extra services shall be negotiated between parties, unless stipulated in the bid. The cost of labor shall be based on the per hour cost established for the contract, unless otherwise agreed to. The base rate for this contract shall be in accordance with the Federal Minimum Wage Regulations.

VIII. Special Work Required

1. The Contractor shall coordinate with the Division's representative so as to perform all work under this contact without disrupting any special function scheduled in offices or committee rooms.

IX. Work Required

CLEANING SCHEDULE: Schedules or calendars of all periodic work shall be turned in to the Facilities Manager weekly (or updated weekly).

X. HOURLY SET UP OF FACILITY

1. The Contractor shall provide sufficient workmen and **Supervisor**, on a five (5) day week basis, Monday through Friday, to adequately perform the work. Work shall be accomplished between the hours of 6:00 a.m. and 6:00 p.m, or as requested by Facility Coordinator. It will be necessary to sit down with each building representative and DFCM Facility Coordinator to set the time and availability of specific areas in the buildings. Authorized state holidays shall be excluded. The Contractor shall provide time cards to verify hours worked. CONTRACTOR SHALL PROVIDE A TIME CLOCK AT EACH LOCATION FOR THE PURPOSE OF RECORDING AND VERIFYING HOURS WORKED. **All original time cards and sign-in sheets shall be submitted to DFCM ISF Accounting by Contractor with payment invoices.** The minimum hourly rate for this contract shall be in compliance with the Federal Minimum Wage Regulations.

2. The Contractor shall provide the following minimum man-hours per day:
   7 per day

There shall be one (1) supervisor for every ten (10) employees on a five (5) day a week basis, Monday through Friday, to adequately perform the work. If the Contractor fails to provide the labor man-hours agreed to, the number of hours shorted shall be deducted from contract payment.

3. Tenant requests shall be made through the Division representative, except for minor cleaning requests, which may be made directly to the workman using a communication system jointly agreed upon by the Division and the Contractor.

XII. Schedule of Performance

This schedule itemizes, by frequency category, the tasks expected in the regular cleaning of the facility, and shall be the minimum acceptable performance. Tasks have been defined to allow more efficient inspection of task performance. The Contractor shall provide a detailed schedule of the task or area to be serviced on a given date.

Changes in the frequencies, or days of performance of any duty, shall be made by mutual agreement with the Division and shall be specified in writing.

XXX

SPECIFICATIONS ON JANITORIAL DUTIES
LAYTON COURTS

DAILY SERVICES

1. CHECK WITH SECURITY AND MAINTENANCE FOR ANY COMPLAINTS, CONCERNS, ETC.
2. EMPTY ALL WASTE BASKETS AND REPLACE TORN OR DIRY LINERS. EMPTY TRASH CANS IN LOBBY AREAS.
3. VACUUM ALL CARPETED SURFACES. ALL CONFERENCE ROOMS HALLWAYS, AND OFFICES. VACUUM ALL WALK OFF MATS.
4. SPOT CLEAN CARPETS.
5. DUST PARTITION TOPS, PICTURE FRAMES, FILING CABINETS, ETC
6. SPOT CLEAN DOOR GLASS IN ENTRYWAYS
7. CLEAN AND POLISH DRINKING FOUNTAINS.
8. WIPE DOWN TABLES, COUNTER TOPS, WIPE OUT MICROWAVES AND STRAIGHTEN CHAIRS IN ALL BREAKROOMS AND CAFETERIA.
9. SWEEP FRONT AND BACK ENTRANCES AND REMOVE GARBAGE.
10. CLEAN OUT CIGARETTE ASHTRAYS.
11. CHECK ALL FLOORS FOR TRASH AND EMPTY BOXES THAT HAVE BEEN MARKED TRASH. TAKE TRASH OUT TO COMPACTOR.
12. PICK UP ANY DEBRIS AROUND THE MAIN ENTRYWAY AND STAIRS.
13. VACUUM ELEVATORS AND WIPE DOWN PARTITION SIDES.
14. SWEEP AND MOP LOBBY AREAS. BE SURE TO PUT YELLOW CAUTION SIGNS AND ORANGE CONES WHEN MOPPING THIS FLOOR.
15. SPOT CLEAN WALLS, WINDOWS, ETC.
16. **CARRY PAGER WITH YOU AT ALL TIMES.**
17. PUT ALL CHAIRS IN ORDER AROUND CONFERENCE ROOM TABLES.

RESTROOM SERVICES DAILY

A. CLEAN AND POLISH MIRRORS AND METAL AROUND MIRRORS.
B. CLEAN AND DISENFECT SINKS.
C. CHECK SOAP, PAPER TOWELS, SEAT COVERS, FEMININE NAPKIN, AND TOILET PAPER DISPENSERS AND REFILL IF NECESSARY.
D. CLEAN TOILETS WITH RIPTIDE.
E. CHECK THE WALLS AND FLOORS FOR DRIP MARKS AND SPOT CLEAN.
F. SWEEP ALL FLOORS AND MOP FLOORS. BE SURE TO PUT A RESTROOM CLOSED YELLOW SIGN IN FRONT OF DOOR WHEN CLEANING.
G. WIPE DUST FROM PARTITION TOPS, DISPENSERS, ETC.
H. SPOT CLEAN PARTITIONS WITH DISENFECTANT.
I. POLISH ALL BRITE WORK.

WEEKLY SERVICES

1. SWEEP AND MOP BOTH STAIRWELLS. SPOT CHECK EVERY OTHER DAY FOR DEBRIS.
2. WIPE DOWN HANDRAILS WITH DISENFECTANT.
3. VACUUM ALL EDGES AND CORNERS.
4. EMPTY LARGE TRASH CONTAINER IN FRONT OF THE BUILDING AND BACK BY THE PARKING LOT.
5. DUST TOPS OF CUBICLE PARTITIONS.
6. DUST ALL WINDOW LEDGES.
7. POUR WATER IN ALL FLOOR DRAINS IN THE RESTROOMS.
8. EMPTY VACUUM BAGS ON MONDAY
9. CLEAN OUT JANITORS CLOSET ON FRIDAY. WIPE CLEAN SLOP SINK AND SWEEP/MOP THE FLOOR. KEEP AREA CLEAN.
10. SPOT CLEAN DOORS, DOOR FRAMES, PARTITION FRAMES AND WALL SWITCHES.
11. BUFF VCT ON WED NIGHTS.
12. DUST DOWN AND WIPE WITH DISENFECTANT LOBBY CHAIRS AND CONFERENCE CHAIRS. VACUUM IF CHAIRS ARE CLOTH AND SPOT CLEAN.

MONTHLY SERVICES

1. PERFORM ALL HIGH DUSTING OF VENTS, MOLDING, ETC.
2. CLEAN AND POLISH WOOD FURNITURE, WIPE DOWN PLASTIC AND LEATHER FURNITURE.
3. CLEAN THE ELEVATOR TRACKS OF EACH ELEVATOR.
4. CLEAN THRESHOLD RUNNERS IN THE BOTTOMS OF THE DOORS.
5. DUST ALL VENETIAN BLINDS.
6. SPOT CLEAN DISPLAY CASES IN THE LOBBY INSIDE AND OUT.

SEMI-ANNUAL

1. STRIP AND WAX ALL VCT TILE
2. CLEAN ALL INTERIOR WINDOWS IN APRIL AND OCTOBER.

ANNUAL

1. MACHINE SCRUB LOBBY FLOOR.
2. SERVICE ALL VACUUMS.
3. WASH OUT ANY GARBAGE CANS THAT ARE DIRTY, STICKY, OR THAT STINK. WASH OUT ALL LOBBY GARBAGE CANS AND ALL GARBAGE CANS IN BREAK ROOMS AND CAFETERIA.

CLEANERS EQUIPMENT

1. ALL EMPLOYEES MUST WEAR A VEST, APRON OR SHIRT WITH

THE R.B. DAVIS LOGO EACH DAY.

2. JANITOR CLOSET MUST BE KEPT CLEAN AND ORDERLY.
3. ALL BOTTLES MUST HAVE A READABLE LABEL AND ALL MSDS SHEETS WILL BE KEPT IN THE MAIN JANITOR CLOSET IN THE BASEMENT.
4. CONTROL BOOK SIGNE AND CHECKED EACH DAY.
5. ALL NOTES RESPONDED TO IN WRITING.
6. THE JANITOR MUST BE RESPONSIBLE TO CLOCK IN AND OUT AT THE DESIGNATED TIMECLOCK. ANY CORRECTIONS TO THE TIMECARD WILL NOT BE ACCEPTED WITHOUT SUPERVISOR'S APPROVAL. ANY LOST ACCESS CARDS WILL COST $20.00 TO REPLACE.
7. REPORT ANY MAINTENANCE ITEMS TO DFCM.

Layton Courts Monthly Planner

January 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		Feb 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	*1* Buff VCT Floors	*2*	*3* Perform all high dusting	*4*
5	*6*	*7*	*8* Buff VCT Floors	*9*	*10* Fill all feminine napkin and tampon dispensers	*11*
12	*13*	*14* Clean and polish wood furniture	*15* Buff VCT Floors	*16*	*17*	*18*
19	*20* Clean all mop boards and kick plates	*21* Disenfect all telephones	*22* Buff VCT Floors	*23* Dust all venetian blinds	*24*	*25*
26	*27* Spot clean display cases inside and out	*28*	*29* Buff VCT Floors	*30*	*31*	

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Layton Courts Monthly Planner

February 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	*3*	*4*	*5* Buff VCT Floors	*6*	*7* Perform all high dusting	*8*
9	*10*	*11* Clean and polish wood furniture	*12* Buff VCT Floors	*13*	*14* Fill all feminine napkin and tampon dispensers	*15*
16	*17* Clean all mop boards and kick plates	*18* Disenfect all telephones	*19* Buff VCT Floors	*20*	*21* Clean all elevator tracks	*22*
23	*24* Spot clean display cases inside and out	*25*	*26* Buff VCT Floors	*27* Dust all venetian blinds Strip and wax all VCT Tile	*28*	

Jan 2003

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar 2003

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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Layton Courts Monthly Planner

March 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Feb 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Apr 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			*1*
2	*3*	*4*	*5* Buff VCT Floors	*6*	*7* Perform all high dusting	*8*
9	*10*	*11* Clean and polish wood furniture	*12* Buff VCT Floors	*13*	*14* Fill all feminine napkin and tampon dispensers	*15*
16	*17* Clean all mop boards and kick plates	*18* Disenfect all telephones	*19* Buff VCT Floors	*20*	*21* Clean all elevator tracks	*22*
23	*24* Spot clean display cases inside and out	*25*	*26* Buff VCT Floors	*27* Dust all venetian blinds	*28*	*29*
30	*31*					

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Layton Courts Monthly Planner

April 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Buff VCT Floors	3 Clean all interior windows	4 Perform all high dusting	5
6	7	8 Clean and polish wood furniture	9 Buff VCT Floors	10	11 Fill all feminine napkin and tampon dispensers	12
13	14	15 Disenfect all telephones	16 Buff VCT Floors	17	18 Clean all elevator tracks	19
20	21 Clean all mop boards and kick plates	22	23 Buff VCT Floors	24 Dust all venetian blinds	25	26
27	28 Spot clean display cases inside and out	29	30 Buff VCT Floors			

Mar 2003

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2003

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Layton Courts Monthly Planner

May 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Jun 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				1	2 Perform all high dusting	3
4	5	6	7 Buff VCT Floors	8	9 Fill all feminine napkin and tampon dispensers	10
11	12	13 Clean and polish wood furniture	14 Buff VCT Floors	15	16 Clean all elevator tracks	17
18	19 Clean all mop boards and kick plates	20 Disenfect all telephones	21 Buff VCT Floors	22 Dust all venetian blinds	23	24
25	26 Spot clean display cases inside and out	27	28 Buff VCT Floors	29	30	31

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Layton Courts Monthly Planner

June 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Buff VCT Floors	5	6 Perform all high dusting	7
8	9	10 Clean and polish wood furniture	11 Buff VCT Floors	12	13 Fill all feminine napkin and tampon dispensers	14
15	16 Clean all mop boards and kick plates	17 Disenfect all telephones	18 Buff VCT Floors	19	20 Clean all elevator tracks	21
22	23 Spot clean display cases inside and out	24	25 Buff VCT Floors	26 Dust all venetian blinds	27	28
29	30					

May 2003

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jul 2003

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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Layton Courts Monthly Planner

July 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1	2 Buff VCT Floors	3	4 Perform all high dusting	5
6	7	8 Clean and polish wood furniture	9 Buff VCT Floors	10	11 Fill all feminine napkin and tampon dispensers	12
13	14	15 Disenfect all telephones	16 Buff VCT Floors	17	18 Clean all elevator tracks	19
20	21 Clean all mop boards and kick plates	22	23 Buff VCT Floors	24 Dust all venetian blinds	25	26
27	28 Spot clean display cases inside and out	29	30 Buff VCT Floors	31	Aug 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

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Layton Courts Monthly Planner

August 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Perform all high dusting	2
3	4	5	6 Buff VCT Floors	7	8 Fill all feminine napkin and tampon ~~dispensers~~	9
10	11	12 Clean and polish wood furniture	13 Buff VCT Floors	14	15 ~~Clean all~~ elevator tracks	16
17	18 Clean all mop boards and kick ~~plates~~	19 Disenfect all telephones	20 Buff VCT Floors	21	22	23
24	25 Spot clean display cases inside and out	26	27 Buff VCT Floors	28 Dust all venetian blinds Strip and wax all VCT Tile	29	30
31						

Jul 2003

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep 2003

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Layton Courts Monthly Planner

September 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Buff VCT Floors	4	5 Perform all high dusting	6
7	8	9 Clean and polish wood furniture	10 Buff VCT Floors	11	12 Fill all feminine napkin and tampon dispensers	13
14	15 Clean all mop boards and kick plates	16 Disenfect all telephones	17 Buff VCT Floors	18	19 Clean all elevator tracks	20
21	22 Spot clean display cases inside and out	23	24 Buff VCT Floors	25 Dust all venetian blinds	26	27
28	29	30				

Aug 2003

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

Oct 2003

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19	20	21	22	23	24	25
26	27	28	29	30	31	

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Layton Courts Monthly Planner

October 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Nov 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			1 Buff VCT Floors	2 Clean all interior windows	3 Perform all high dusting	4
5	6	7	8 Buff VCT Floors	9	10 Fill all feminine napkin and tampon dispensers	11
12	13	14 Clean and polish wood furniture	15 Buff VCT Floors	16	17 Clean all elevator tracks	18
19	20 Clean all mop boards and kick plates	21 Disenfect all telephones	22 Buff VCT Floors	23 Dust all venetian blinds	24	25
26	27 Spot clean display cases inside and out	28	29 Buff VCT Floors	30	31	

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Layton Courts Monthly Planner

November 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Buff VCT Floors	6	7 Perform all high dusting	8
9	10	11 Clean and polish wood furniture	12 Buff VCT Floors	13	14 Fill all feminine napkin and tampon dispensers	15
16	17 Clean all mop boards and kick plates	18 Disenfect all telephones	19 Buff VCT Floors	20	21 Clean all elevator tracks	22
23	24 Spot clean display cases inside and out	25	26 Buff VCT Floors	27 Dust all venetian blinds	28	29
30						

Oct 2003

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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Dec 2003

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Layton Courts Monthly Planner

December 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Buff VCT Floors	4	5 Perform all high dusting	6
7	8 Wash out garbage ~~cans that stink, are~~ dirty or ~~sticky.~~ Wash out lobby, ~~break room, &~~ cafeteria garbage ~~cans~~	9 Clean and ~~polish wood~~ furniture	10 Buff VCT Floors	11	12 Fill all feminine napkin and tampon dispensers	13
14	15 Clean all mop boards and kick plates	16 Disenfect all telephones	17 Buff VCT Floors	18	19 Clean all ~~elevator tracks~~	20
21	22 Spot clean ~~display cases~~ inside and out	23	24 Buff VCT Floors	25 Dust all ~~venetian blinds~~	26	27
28	29	30	31 Buff VCT Floors			

Nov 2003

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jan 2004

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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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PROPOSED MINIMUM DAILY MAN-HOURS:

LAYTON COURTS **7 HOURS.**
SEE MANAGEMENT PLAN IN SECTION 3 FOR A COMPLETE BREAKDOWN.

R. B. Davis Co. | Bid for Layton Courts | Jan 2003

MONTHLY JOB COST

Direct Labor - 1 janitor @ 7 Hrs day @ $8.25 hr	$ 1,250.28
	$ -
7 Hours per day	$ -
	$ -
Total Labor & Supervision	$ 1,250.28

Wage Related Costs:

FICA .0765 x Total Labor & Supervision	$ 95.65
State Unemployment .04 x Total Labor & Supervision	$ 50.01
Federal unemployment .03 x Total Labor & Supervision	$ 37.51
Workman's Compensation .014 x Total labor & Supervision	$ 17.50
General Liability Insurance .014 x Total Labor & Supervision	$ 17.50
Total Loaded Labor & Supervision	$ 218.17

Uniforms	$ 5.00
Vacation	$ -
Cleaning Supplies	$ 32.00
Plastic Liners For Trash Receptacles	$ 72.00
Equipment (amortized over twelve months)	$ 56.00
Pagers/Phone	$ 55.00
Carpet Cleaning	$ -
Strip/Wax Floors 2X Year (per month)	$ -
Letter of Credit from financial institution	$ 20.00
Interior window 2X Year $225.00 (per month)	$ 18.75

Miscellaneous	$ -
Total Direct Expenses	$ 258.75
Overhead	$ 65.00
Profit	$ 148.00
Cost of Living Increase 2%	$ -
Total Monthly Bid	$ 1,940.20
Extra Work Rates:	
Regular Time	$ 15.00
Overtime	$ 24.00
Saturday	$ -

Annual Costs	
Year 1	**$ 23,282.40**
Year 2	**$ 23,282.40**
Year 3	**$ 23,282.40**
Year 4 (Cost of living increase .03%=$698.47)	**$ 23,980.87**
Year 5 (Cost of living increase .03%=$698.47)	**$ 23,980.87**
Total Cost Five Years	**$ 117,808.94**