



\$ 1,171,634.04	under the Agreement
\$5,760.00	under the First Amendment
\$47,268	under the Second Amendment
\$322,244.00	under this Amendment
<b>TOTAL</b>	\$1,546,906.04

In no event shall the amount paid by County under this Agreement exceed the Maximum Compensation without a County approved change order. McLemore clearly understands and agrees, such understanding and agreement being the absolute essence of this Agreement, that County shall have available the total maximum sum of One Million Five Hundred Forty-Six Thousand Nine Hundred Six and 04/100 dollars (\$1,546,906.04) specifically allocated to fully discharge any and all liabilities County may incur under the Agreement.

McLemore does further understand and agree, said understanding and agreement also being of the absolute essence of the Agreement, that the total Maximum Compensation that McLemore may become entitled to and the total maximum sum that County may become liable to pay to McLemore under the Agreement shall not under any conditions, circumstances, or interpretations thereof exceed One Million Five Hundred Forty-Six Thousand Nine Hundred Six and 04/100 dollars (\$1,546,906.04).

4. **Certain State Law Requirements for Contracts.** The contents of this Section are required by Texas Law and are included by County regardless of content. For purposes of Sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, McLemore hereby verifies that McLemore and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:
  - a. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.
  - b. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, McLemore does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in § 808.001 of the Texas Government Code.
  - c. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, McLemore does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in § 809.001 of the Texas Government Code.

- d. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, McLemore does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in § 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in § 2274.001(6) and (7) of the Texas Government Code.
5. **Modifications.** Except as modified herein, the Agreement remains in full force and effect and has not been modified or amended.
6. **Conflict.** If there is a conflict among documents, the most recently executed document will prevail with regard to the conflict.
7. **Understanding, Fair Construction.** By execution of this Amendment, the parties acknowledge that they have read and understood each provision, term and obligation contained in this Amendment. This Amendment, although drawn by one party, shall be construed fairly and reasonably and not more strictly against the drafting party than the nondrafting party.
8. **Severability.** If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

**(Execution Page Follows)**

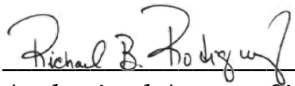
**(Remainder of Page Intentionally Left Blank)**

IN WITNESS WHEREOF, this Amendment is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Amendment and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

**FORT BEND COUNTY**

**MCLEMORE BUILDING MAINTENANCE,  
INC.**

\_\_\_\_\_  
KP George, County Judge

  
\_\_\_\_\_  
Authorized Agent – Signature

\_\_\_\_\_  
Date

Richard Rodriguez  
\_\_\_\_\_  
Authorized Agent- Printed Name

ATTEST:  
  
\_\_\_\_\_  
Laura Richard, County Clerk

President  
\_\_\_\_\_  
Title  
  
1-29-26  
\_\_\_\_\_  
Date

**AUDITOR’S CERTIFICATE**

I hereby certify that funds are available in the amount of \$\_\_\_\_\_ to accomplish and pay the obligation of Fort Bend County under this Agreement.

\_\_\_\_\_  
Robert Ed Sturdivant, County Auditor

- Exhibit A-1: McLemore’s Quotes
- Exhibit B-1: Scope of Services Janitorial Services for Fort Bend County Justice Center
- Exhibit C-1: Scope of Work
- Exhibit D-1: Updated Location List

# EXHIBIT A-1



# Quote

**McLemore Building Maintenance, Inc.**  
 110 Fargo Street, Houston, TX 77006

TO:

Lizzy Rodriguez  
 210-993-1735  
 lrodriguez@mbminc.com

Fort Bend County  
 301 Jackson St Ste 301  
 Isabel Roberts  
 Facilities Operations Manager  
 TIPS Contract # 230103

1-26-26

COMPANY REPRESENTATIVE	JOB	PAYMENT TERMS	DUE DATE
Lizzy Rodriguez		Invoice	Within 30 days
QTY	DESCRIPTION	ITEM PRICE	ITEM TOTAL
7	Janitorial Service at Training Center 2710 Stella Rd Rosenberg Tx 77471  Service Dates: March – September Training – BLDG 1 98,669 sq ft – 32 hours a day SWAT – BLDG 2 10,063 sq ft – 3 hours a day Range – BLDG 3 81,740 sq ft - 10 hours a day	\$ 20,522.00 / month	\$ 143,654.00
SUBTOTAL			\$ 143,654.00
SALES TAX			
TOTAL			\$ 143,654.00

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

**MBM Managers: Ensure a work ticket is created for ALL out of scope work.**



# Quote

**McLemore Building Maintenance, Inc.**  
 110 Fargo Street, Houston, TX 77006

Lizzy Rodriguez  
 210-993-1735  
 lrodriguez@mbminc.com

1-20-26

TO:

Fort Bend County  
 301 Jackson St Ste 301  
 Isabel Roberts  
 Facilities Operations Manager  
 TIPS Contract # 230103

COMPANY REPRESENTATIVE	JOB	PAYMENT TERMS	DUE DATE
Lizzy Rodriguez		Invoice	Within 30 days
QTY	DESCRIPTION	ITEM PRICE	ITEM TOTAL
6	Janitorial Service at Fort Bend Justice Center & Garage Service Dates: April – September 1422 Eugene Heimann Circle, Richmond 2 FT Day Porters – 8 hours per day each 9 PT Night Staff – 6 hours per day each 1 – Night Crew Lead	\$ 29,765.00 / month	178,590.00
SUBTOTAL			\$ 178,590.00
SALES TAX			
TOTAL			\$ 178,590.00

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

**MBM Managers: Ensure a work ticket is created for ALL out of scope work.**

# **EXHIBIT B-1**

## **SCOPE OF SERVICES**

### **Janitorial Services for Fort Bend County Justice Center**

1. The contractor shall supply all cleaning equipment and personnel necessary for cleaning, disinfecting and upkeep of floors, carpets, walls, trim, fixtures, glass and dusting of furniture. Equipment must be in good working condition. Facilities Operations Manager must approve equipment and supplies prior to use. Fort Bend County will supply trash can liners, soap refills, and paper products. i.e., paper towels, toilet tissue, and tissue seat covers. Only the contractor's trained personnel will be allowed to clean in this facility.
2. Cleaning services are five (5) days a week Monday - Friday. The cleaning crew is to work each evening when the Justice Center is closed. All members of the cleaning crew must be able to speak English fluently. All members of the cleaning crew must have a background check performed and approved by the Facilities Operations Manager prior to working in this facility. The cleaning crew will not be allowed to start cleaning prior to 6:00 p.m. each business day. All crew members must be present the entire shift. Normal hours of operation for the Justice Center are 8 a.m.- 5 p.m. Monday through Friday. The Justice Center may require minor adjustments to the cleaning schedule for special programming. If the Justice Center is closed for an extended holiday or on Saturdays and Sundays, the contractor is expected to provide specialized services on those days. No scheduling adjustments will be made due to holidays unless specifically requested by the Facilities Operations Manager.
3. The vendor is required to train all members of the cleaning crew to know and understand all requirements set forth in this contract.
4. The contractor will be responsible for losses or damages and any unauthorized toll type telephone calls, which are traceable to the cleaning staff. Should polygraph tests be required to determine liability, the contractor will be responsible for the costs of such tests. Any damages by the cleaning crew are to be reported to the Facilities Operations Manager the following workday. Each employee of the contractor must agree to being photographed and fingerprinted by the County.
5. No food or drink is allowed in the building by the cleaning staff. No smoking is allowed in the building at any time. No cleaning staff is allowed to have children on the premises during their assigned working hours. Each member of the cleaning crew is required to wear a photo ID badge identifying them and the cleaning company, a uniform shirt that identifies the cleaning company, and a copy of product training completion certificate at all times they are on the County premises.

6. The cleaning staff will not use any county equipment, such as telephones, computers, typewriters, copy machines, etc. Cleaning staff must never open cabinets, drawers, files, etc.
7. The contractor is responsible for the security of the building during cleaning hours. All entrances must be secure after entering and upon leaving the building. If keys are lost, the contractor is responsible for all costs necessary to re-establish security, i.e., new locks, keys, labor, etc. The contractor's access shall be limited to 2 sets of keys, furnished by the County. At the end of the contract, all outside door locks with specified duplicate keys may be required to be re-keyed at the contractor's expense by a County approved vendor.
8. The contractor is required to keep a nightly roster of cleaning personnel in the building and their work assignments. Each crew member must sign in and out individually. Starting and ending time for each crew member will be required. The schedule of all periodic tasks and their sign off must be left at the County's designated area in the building for review by the County.
9. The cleaning crew is required to be supervised at all times. All services must be inspected by a Contractor's representative at least weekly and any corrective action taken immediately. The Contractor's representative will date and sign the nightly roster on each visit. Each inspection will require a completed inspection form (County will provide) by the Contractor's representative. The completed inspection form will be signed by the Contractor's representative and put in the County's designated area in the building for review by the County.
10. Additional services not specified may be contracted for at a rate agreeable to both parties (Example: special sealants, more carpet cleaning, additional occupied space, etc.).

11. DAILY SERVICE:

11.1 Restrooms:

11.1.1 Sweep and mop ceramic tile floor with Maxim Facility Plus, removing all stains.

11.1.2 Wash and disinfect all surfaces of urinals, bowls and tanks with Envirox.

11.1.3 Clean all mirrors and vanity shelves with Envirox.

11.1.4 Clean and dry polish faucets, soap dispensers, sanitary disposal units, towel and tissue dispensers, and waste receptacles.

- 11.1.5 Damp wipe ledges, sills and stall partitions.
- 11.1.6 Empty, clean, and disinfect all waste containers, replace liners and remove waste to designated area.
- 11.1.7 Clean and disinfect all sanitary napkin containers both inside and out.
- 11.1.8 Spot clean all walls and doors.
- 11.1.9 Restock all restroom supplies, i.e., toilet tissue, paper towels, soap refills, etc.

## 11.2 Elevators

- 11.2.1 Clean, polish and remove finger marks, smudges, etc. from elevator doors, walls, control panels, and thresholds
- 11.2.2 Sweep, vacuum or mop depending on floor covering in elevator. Also, remove any stains on floor covering.
- 11.2.3 Clean and remove all debris from door tracks.

## 11.3 Escalators

- 11.3.1 Turn off escalators. Sweep the steps to loosen debris.
- 11.3.2 Use shop vacuum to clean up all debris from steps on escalators.
- 11.3.3 Clean, polish and remove finger marks, smudges, etc. from escalator walls handrails, etc.

## 11.4 Floor Covering:

- 11.4.1 Carpet: Vacuum from corner to corner and spot clean any stains.
- 11.4.2 Ceramic Tile and Terrazzo: Sweep and machine scrub.
- 11.4.3 VCT Tile: Sweep and mop removing all stains.
- 11.4.4 Spots and gum on all floor coverings will be removed upon discovery.
- 11.4.5 Floor molding will be maintained in a dust free condition.
- 11.4.6 Clean inside and outside door mats of dirt and debris.
- 11.4.7 Sweep entrance thresholds removing all debris, trash, etc.

11.5 Glass and Windows:

11.5.1 Spot clean all glass - windows, doors (inside and out), walls, entries and partitions (including entry doors to building) and glass desktops.

11.6 Wall/Wall Coverings:

11.6.1 Dust and remove all smudges and fingerprints on walls, wall coverings and wall hangings.

11.6.2 Wall coverings must be dust free.

11.6.3 Any tape on walls will be removed daily.

11.6.4 Graffiti will be removed from walls upon discovery.

11.6.5 Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be written and left in 'comment section' of nightly roster.

11.7 Dusting and Furniture Care:

11.7.1 Dust all exposed areas on desks, other work surfaces, cabinets, shelves and lamps.

11.7.2 Clean and disinfect all tabletops, counter tops and appliance exteriors in all kitchen areas of building.

11.7.3 DRY dust all electronics.

11.8 Miscellaneous Cleaning Services:

11.8.1 Empty all wastebaskets in building.

11.8.2 Install new waste basket liners, replace as necessary.

11.8.3 Empty all trash cans at entrances and replace with new liners.

11.8.4 Clean and sanitize wastebaskets, trash cans as needed.

11.8.5 Remove all trash to the designated area.

11.8.6 Clean, disinfect, and polish all drinking fountains.

11.8.7 Clean and disinfect all walls, wall switches and thermostats of finger marks and smudges.

11.8.8 Clean and disinfect all doorknobs and door fixtures.

11.8.9 Dust and remove all smudges and fingerprints on doors.

11.8.10 Clean and disinfect all telephones weekly.

11.8.11 Maintain Janitor's closets in a clean and orderly condition.

11.8.12 Remove all cobwebs daily throughout the building.

11.8.13 Turn all lights off when leaving each work area.

12 WEEKLY SERVICE: All above, plus.

12.1 Restrooms:

12.1.1 Dust hard to reach areas including all A/C and return air vents.

12.1.2 Wash and disinfect stall partitions, doors and walls completely with Envirox.

12.1.3 Flush all floor drains.

12.2 Floor Covering:

12.2.1 VCT Tile: Sweep, mop and spray buff.

12.3 Dusting and Furniture Care:

12.3.1 Vacuum upholstered furniture weekly.

12.4 Stairwells: Clean all emergency stairwells in building:

12.4.1 Sweep stairs and landings.

12.4.2 Wet mop stairs and landings.

12.4.3 Dust handrails and ledges.

12.4.4 Spot clean walls and doors.

- 14.1 VCT Tile floor covering: Strip and wax.
- 14.2 Carpets: shampoo all carpeting.
- 14.3 Interior Glass: clean and shine all interior windows and blinds in building.
- 14.4 Skylights: clean and shine interior and exterior of four (4) skylights.

12.5 Interior Windows:

12.5.1 Windowsills will be free of dust and debris.

12.5.2 Cobwebs will be removed.

12.5.3 Spot clean all interior glass.

12.5.4 Blinds will be free of dust and debris.

13 MONTHLY: All above, plus.

13.1 Restrooms:

13.1.1 Machine scrub all restroom tile floors.

13.1.2 Clean and dust all light fixtures, grilles and hard to reach areas.

13.2 Elevators:

13.2.1 Dust and clean all ceiling panels and high ledges.

13.3 Stairwells: Clean all emergency stairwells in building

13.3.1 Dust frames and lights.

13.3.2 Remove all spider webs.

13.4 Dusting and furniture care:

13.4.1 Dusting ceiling lights. Remove all spider webs and bugs as needed.

13.4.2 Vacuum upholstered furniture and dust edges.

13.4.3 Vacuum under and behind upholstered furniture.

13.4.4 Vacuum under any removable cushions.

13.4.5 Dust or vacuum window shades.

14 SEMI-ANNUAL: Set schedule will be agreed on with vendor and Facilities Operations Manager (First time between January 1<sup>st</sup> and March 1<sup>st</sup> and the second time between July 1<sup>st</sup> and September 1<sup>st</sup>).

# EXHIBIT C-1

## SCOPE OF WORK

### 1.0 GENERAL INFORMATION FOR ALL ZONES:

- 1.1 The contractor shall supply all cleaning supplies, equipment and personnel necessary for cleaning, disinfecting and upkeep of floors, carpets, walls, trim, fixtures, glass and dusting of furniture. Facilities Operations Manager must approve all cleaning supplies and equipment prior to use. Fort Bend County will supply trash can liners, soap refills, and paper products, i.e., paper towels, toilet tissue, and tissue seat covers.
- 1.2 Contractor shall provide the following materials, supplies and equipment for the performance of the specified services in this RFP:
- Vacuum cleaners (commercial grade) and replacement bags (back pack where applicable)
  - Brooms and dustpans
  - Dusting, cleaning items and cloths (microfiber and lint free)
  - Rubber gloves
  - Ladders (various types)
  - Dusters with handles to reach high places
  - Commercial grade mops (wet and dust type)
  - Buckets with wringers
  - Toilet bowl brushes
  - Squeegees for both windows and floors
  - Scrub brushes with and without handles
  - Floor machines for cleaning and polishing, such as rotary scrubbers, extractors, burnishers, wet/dry vacuums, auto-scrubbers (walk-behind), etc.
  - Window cleaning equipment
  - Body Fluid Clean-up Kits
  - Furniture polish
  - Stainless steel – cleaner, polish
  - Floor finish
  - Stripper
  - Deodorizer
  - Graffiti remover
  - Carpet spot remover
  - Wheeled trash barrels for use during service hours
  - Other cleaning and maintenance supplies as needed by request
- 1.3 All equipment required in the performance of the contractor's duties as set forth herein shall be furnished by contractor at its expense. Five (5) days prior to the starting date of the contract, the contractor shall submit, for approval of Fort Bend County, a list indicating the manufacturer, the brand name, and intended use of each of the supplies and materials proposed for use in the performance of the work. Contractor must maintain at each location a list of the Material Safety Data Sheets (MSDS) for each product used by the contractor at that facility. Fort Bend County reserves the right to require contractor to replace, substitute or modify their equipment if such equipment is harmful to Fort Bend County or its operation, or is not sufficient in terms of providing adequate cleaning under this contract. By signing this RFP, the contractor certifies that all material, equipment, etc. supplied by the contractor meets all Occupational Safety and Health Administration (OSHA)

requirements. Contractor further certifies that, if he/she is a contractor, and the material, equipment, etc. is subsequently found to be deficient in any OSHA requirement, all costs necessary to bring the material, equipment, and etc. in compliance with the aforementioned requirements shall be borne by the contractor. The title of all equipment, materials, machines of any kind or nature furnished and used by contractor, shall remain in contractor's name and such equipment, materials of any kind or nature shall be removed promptly from the areas specified in this bid upon the termination of this contract.

- 1.4 Storage Provisions: Fort Bend County will provide reasonable storage space(s) for contractor to use that will be necessary for the performance of the services required herein. Fort Bend County will have access to the rooms for the purpose of inspection for compliance to fire, health, and any other applicable regulations. The use of such rooms shall be the responsibility of contractor and any damage to property, theft of property, or injury to persons resulting from the use of such rooms shall be the liability of the contractor. Fort Bend County will not be responsible in any way for the contractor's supplies, equipment, materials, or personal belongings that may be damaged by fire, theft, accident, or any other incident.
- 1.5 All members of the cleaning crew must be able to speak English fluently. The English language is essential to permit discussion of Fort Bend County's concerns and requirements, to understand the proper use of cleaning chemicals, and to understand vital instructions in emergency and non-emergency situations. All members of the cleaning crew must have a background check performed and approved by the Facilities Operations Manager prior to working in this facility.
- 1.6 The contractor is required to train all members of the cleaning crew to know and understand all requirements set forth in this contract.
- 1.7 The contractor will be responsible for losses or damages and any unauthorized toll type telephone calls, which are traceable to the cleaning staff. Should polygraph tests be required to determine liability, the contractor will be responsible for the costs of such tests. Any damages by the cleaning crew should be reported to the Facilities Operations Manager the following workday. Each employee of the contractor must agree to being photographed and fingerprinted by the County.
- 1.8 The cleaning staff is prohibited from disturbing papers on desks, moving personal items of staff, opening desk drawers, or cabinets, or using any equipment provided for official county use. Office chairs are to be placed behind desks and tables and left not harming the chair arms after cleaning. Instructions pertaining to conduct and other regulations, as required by Fort Bend County, must be followed. The contractor is responsible for any loss or damage to property including, but not limited to, money, securities, merchandise, fixtures, and equipment belonging to Fort Bend County, or to any other person or organization to which Fort Bend County is legally liable for such loss or damage, if any such loss or damage was caused by the contractor or any employee thereof, while such employee is on the premises of Fort Bend County as an employee of the contractor.
- 1.9 No food or drink is allowed in the building by the cleaning staff. No smoking is allowed in the building at any time. No cleaning staff is allowed to have children on the premises during their assigned working hours. Each member of the cleaning crew is required to wear a photo ID badge identifying them and the cleaning

company, a uniform shirt that identifies the cleaning company at all times they are on County premises.

- 1.10 The cleaning staff will not use any county equipment, such as telephones, computers, typewriters, copy machines, etc. Cleaning staff must never open cabinets, drawers, files, etc.
- 1.11 The contractor is responsible for the security of the building during cleaning hours. All entrances must be secure after entering and upon leaving the building. The contractor shall be liable for all costs associated with re-keying, re-issuance, or programming of keys, access card keys, and security codes, which result from the loss or compromising of keys, access card keys, or security codes by contract personnel. The contractor's access shall be limited to 2 set of keys and/or access card keys, furnished by the County. Only Fort Bend County will duplicate keys. At the end of the contract, all outside door locks with specified duplicate keys may be changed at the contractor's expense by a County approved contractor.
- 1.12 Any personal property (glasses, wallets, phones, etc.) discovered by contractor in common areas shall be delivered immediately to the contractor's Regional Supervisor. The Regional Supervisor shall notify the Facilities Operations Manager for handling instructions.
- 1.13 Contractor must keep an attendance record that will be kept of all workers by date, name, time in, and time out at each location (form attached). Additionally, all contract personnel are required to sign in/out upon arrival and departure of work site. The log is to be located inside of each custodial closet(s) at each facility and should be kept on site and available to the Fort Bend County representative, when requested. Contractor shall also provide Fort Bend County with the weekly attendance and/or sign-in sheet for each building location assigned. Attendance and hours shall be recorded daily, or in accordance with the work schedule of services. A legible copy of this report shall be provided weekly to Facilities representative. This report shall verify all hours worked and serve as a documented personnel attendance log. In addition, contractor shall provide Fort Bend County with a weekly inspection report for each location. The inspection report will verify contractor has performed all required services. Contractor must keep, for each worker, a list of his or her work. The list will be a list of the regular duties as specified by the contract with estimates for time needed to complete the task. The object of the list shall be to give an accurate account of the time required to complete each task. The final form of the list to be used must meet the approval of Fort Bend County.
- 1.14 Personnel: All employees of the contractor must be eighteen (18) years of age or older. No minors will be allowed to work under this contract. No children of the contractor's employees are allowed on Fort Bend County properties during work time.
- 1.15 Project Manager (PM): The PM is responsible for the scheduling and management of work to be performed as detailed in this specification. Therefore, the PM must have, prior to employment as PM on this job(s), at least three (3) of the last five (5) years' work experience in the management of custodial type operations for buildings of the approximate size and similar characteristics of the building(s) described in this specification. Each contractor shall include, as part of the

submitted RFP, a detailed resume of the intended PM. In addition, before another PM can be assigned, a similar detailed resume must be submitted. The resume(s) will be used in determining the qualifications of the contractor. Resume(s) should include, at a minimum, the full name of the proposed PM and a detailed description of the past five (5) years employment history of the proposed PM, including the names, addresses, and telephone numbers of employers and immediate supervisors.

- 1.16 Supervisory Employees: All supervisory personnel engaged in fulfilling the requirements of this specification shall have, prior to assuming a supervisory capacity for the job described herein, experience in custodial type work. Supervisory personnel shall be available during the hours of service; and must be provided with cell phones by the contractor. Names, telephone, and cell phone numbers must be provided to Fort Bend County's designated representative. All supervisory personnel must be fluent in both verbal and written communication in the English language. At least one supervisory employee is required for each zone. The supervisor shall be responsible for addressing any and all needs associated with the performance of the contract. This shall include emergency supply deliveries, impromptu site inspections, receiving and relaying reports of broken items, and any other duties deemed necessary by the designated Fort Bend County Representative.
- 1.17 On-site Custodian: This is an employee of the contractor in charge of all custodial employees including subordinate supervisors working on a shift assigned to an individual site. Supervisor must perform inspections or follow-ups necessary to properly control the cleaning operations. Proper procedures and reporting of cleaning inspections will find the problem areas in the building so they can be given special attention in order to: 1) ensure that the cleaning level in the building is meeting the required standards as indicated in this proposal, 2) identify the employee who is not doing his or her job properly and 3) to determine the people who need additional instruction and training. In small facilities, the custodian may also perform any lower functions, including "Production employee" functions. One (1) custodian is required for each location (an employee is able to provide custodial services over multiple facilities). The supervisor shall supply each employee with specific job duties listing the frequency, when and how to perform their job. A copy of these job duties must be posted by contractor in all janitor's closets and/or storage rooms.
- 1.18 Assistant Supervisor or Crew Leader: This is a productive employee of the contractor in charge of a small group of custodial employees who act as a pace setter and coordinator in working along with subordinates a majority of the time. The number of assistant supervisors or crew leaders assigned to the location will be determined by contractor.
- 1.19 Production Employees: The contractor shall employ only qualified personnel who are skilled in the performance of custodial work and shall screen all employees, requiring satisfactory references. Contractor's personnel shall present a professional appearance and must properly display the contractor furnished identification indicating the name of the employee and contractor. The minimum uniform will consist of an outer garment with the company name located on the chest and company identification badge with the employee photo, name, and company name. Contractor employees shall be, neat, clean, well groomed, courteous, and conduct themselves in a respectable manner, in the performance of their duties while on Fort Bend County property. Fort Bend County shall be

furnished with a list of personnel assigned to this contract. Contractor shall be responsible for keeping this personnel list up-to-date.

- 1.20 It is the intent of Fort Bend County that all premises be maintained at a custodial standard of cleanliness. This includes areas utilized by the vendor such as for storing equipment (custodial closets) and removal of daily trash (loading docks, etc.). Services should be rendered as though each facility is under a cleaner's personal custody; cleaned and maintained to the standards outlined below. Custodial services should be carried out in a routine, predictable manner that is standardized throughout the zone. These specifications are intended to indicate an acceptable level of service, cleaning and professionalism to be provided by the contractor. Specifications set forth are meant to be general guidelines. They are not to be construed as complete. All items not specifically included, but found to be necessary to properly clean the buildings, shall be included as though written into these specifications.
- 1.21 Clean: The term "clean" shall mean the removal of trash, dirt, dust, lint, marks, stains, spots, odors, film, grease, etc. off of the entire surface through the use of a cleaning agent and tools.
- 1.22 Disinfect and/or sanitize: To cleanse of harmful microorganisms by application of an approved chemical agent
- 1.23 Spot Clean/Mop: The term "spot clean/mop" shall mean not to clean entire surface; clean areas where needed.
- 1.24 Mops, mop buckets, and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use.
- 1.25 Safety: Contractor shall be responsible for instructing their employees in all safety measures. Custodial employees will not place or use mops, brooms, or any equipment in traffic areas or other locations in such a manner as to create safety hazards. All workers shall provide, place and remove appropriate warning signs for wet or slippery floor areas caused by floor cleaning operations. General safety requirements shall be complied with in all activities under this contract.
- 1.26 Broken Items: The contractor shall report damage to any item immediately and be financially responsible for replacing said item.
- 1.27 Routine Service: Is defined as cleaning that will be performed any combination of business days per week depending on the specific days requested. These services are to be performed after facility's normal operating hours, except as specified or authorized by the Fort Bend County designated representative. Mechanical, electrical and telephone rooms are NOT considered office space and will not be serviced under this bid. Weekly Service is defined as one (1) day per business week, specific day to be determined by a Fort Bend County (FBC) designated representative. Monthly Service is defined as one business day a month, specific business day to be determined by a FBC designated representative. Annual Service is defined as once a year. Quarterly Service is defined as one (1) business day every three (3) months, specific business day to be determined by a FBC designated representative. Twice yearly, three (3) times a year, every six (6) months and other

special cleaning requirements will be scheduled by a FBC designated representative as per specifications. Periodic Care (as required) is defined as a specific, routine or scheduled task to be performed as needed.

- 1.28 Common Space: Common space is defined as hallways, interior and exterior entrances, lobby areas, stairwells, elevators, restrooms, courtrooms, jury rooms, conference rooms, public areas in libraries, break rooms, and the corridors adjacent to office or clinic spaces and special frequency areas. Common spaces will be cleaned every day that the facility is open to the public.
- 1.29 Office Space: Office Space is defined as enclosed offices, cubicles, copy rooms, file rooms, private libraries, and hold over cells. Office spaces will be cleaned every day that the facility is open to the public.

## **2.0 QUALITY OF WORK:**

Services performed as required by this specification shall be subject to inspection and approval by Fort Bend County. Production employees shall be proactive in support of the FBC mission statement of “Great Service for Great People”. Production employees shall take initiative of identifying, reporting, and correcting all readily recognizable custodial and maintenance conditions especially spot cleaning of flooring, walls, and glass surfaces. FBC shall utilize Building Owners and Managers Association International (BOMA) Production Standards to evaluate the quality of work. All cleaning must be done in conformance with OSHA safety standards and other local laws and regulations. The minimum acceptable standards are:

### **2.1 Floor maintenance**

- 2.1.1 General floor maintenance includes all carpeted and non-carpeted areas, stairs, stairwells, and foyers to entrances. Floors shall be maintained in such a manner as to promote longevity and safety upon completion of work. All floors shall be left in a clean, orderly and safe condition. No chairs, wastepaper baskets, or other similar items shall be stacked on desks, tables or window sills during cleaning operations. Base boards, walls, stair risers, furniture and equipment shall in no way be splashed, disfigured or damaged during cleaning operations. All furniture and equipment must be returned to original position.
- 2.1.2 Proper precautions must be taken to advise building occupants of wet and/or slippery floor conditions. This applies during inclement weather as well as during cleaning operations. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions. All tools and equipment shall be maintained in clean condition at all times and neatly stored each night in the assigned storage areas.
- 2.1.3 Sweeping and Damp Mopping – After sweeping and damp mopping, all floors shall be clean and free of dirt streaks. No dirt, trash, or foreign matter shall remain in corners, behind doors or radiators, under furniture, or on stair landings and treads. Sidewalks, entrances, and other assigned areas shall be swept clean of all dirt and trash, and no dirt shall remain where sweepings were picked up.
- 2.1.4 Wet Mopping and Scrubbing – The floors shall be properly prepared and

thoroughly swept to remove visible dirt and debris. Removal of gum, tar, and similar substances from the floor surface is required. On completion of mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, string, etc., and properly rinsed and dry mopped to present an overall appearance of cleanliness. After wet mopping or scrubbing, all surfaces, including corners and cracks, shall be dry. When scrubbing is designated, it shall be performed by machine or by hand with a brush.

- 2.1.5 Spot cleaning – Remove smudges, marks, or spots without causing unsightly discoloration. Spot cleaning of carpet stains shall be performed so that no spot shall remain untreated in excess of one working day.

Floor Finishing – The job of floor finishing includes the cleaning and applying of finish to hard floor surfaces per industry standards.

- 2.1.6 Sweeping - Sweep floors thoroughly; remove all gum and adhesive materials.
- 2.2 Stripping – Remove all old finish or wax from floors using a concentrated solution of liquid cleaner. Cleaner is to be applied with a mop and scrubbed with an electric polishing machine with scrub brush or a medium grade-scrubbing pad. Extremely stubborn spots, for example, gum, rust, burns, etc., shall be removed by hand with a scouring pad dipped in a cleaning solution. Corners and other areas that the polishing machine cannot reach shall be scrubbed and thoroughly cleaned by hand. Care shall be exercised so that baseboards and furniture shall not be splashed or marred. Cleaning solution shall be taken up with a mop or wet/dry vacuum and the floor rinsed at least twice with clean water to remove all traces of cleaning solution. Do not flood the floor with water; use only enough water as required for good rinsing. Floor shall be allowed to dry thoroughly after rinsing.
- 2.3 Finishing – Apply a minimum of five coats of floor finish allowing sufficient drying time between each coat. Should there be more than eight (8) hours between cleaning or applying a finish coat to the floor, the area must again be cleaned to remove surface dirt and scuff marks before applying the next finish coat. The first four (4) coats should be applied to within 4” of the baseboard, with the last coat ONLY applied up to, but not touching, the baseboard.
- 2.4 Bi-monthly Spray-buffing – Sweep floor thoroughly. Wet mop to remove any spillage. Spray-buff floor with an approved gloss restorer solution and using a floor polishing machine, floor polishing pad, and spray equipment. Spray only soiled or worn areas, using a fine mist applied 2 to 3 feet ahead of the floor machine, and buff immediately to blend in.
- 2.5 Carpet and Rugs – After each thorough vacuuming, all rugs shall be clean, free from dust balls, dirt and other debris. No dirt and trash shall be left in corners, under furniture or behind doors. Vacuuming equipment shall be the type which “agitates” the carpet in some manner to aid in the extraction of dust/dirt from the carpet. Spot shampooing shall be done for isolated areas on an as needed basis.
- 2.6 Toilets – Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a

uniformly clean appearance throughout.

- 2.7 Dusting – Dust shall not be moved from spot to spot but removed directly from the areas in which it lays by the most effective means, for example, treated dusting cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas onto furniture and equipment below. The following conditions shall exist after the completion of each dusting task:
  - 2.7.1 No dust streaks,
  - 2.7.2 Corners, crevices, molding and ledges free of all dust,
  - 2.7.3 No oils, spots, or smudges caused by dusting tools on dusted surfaces,
  - 2.7.4 When inspected with a flashlight, there shall be few traces of dust on any surface.
- 2.8 Damp wiping – This task consists of using a clean, damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, baseboards, and other specified surfaces, and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose, disinfectant/deodorizer cleaner shall be used.
- 2.9 Bright metal polishing – Bright metal polishing may be accomplished by damp wiping and drying with a suitable cloth until a polished appearance is attained. Use an approved metal polishing agent if a polished appearance cannot be attained by damp wiping and drying with a suitable cloth.
- 2.10 Policing – This job includes:
  - 2.10.1 Picking up and removing all paper, trash, empty bottles, gum and other discarded materials inside and outside of the building (excluding desk tops, tables, and other work surfaces),
  - 2.10.2 Maintaining wall hung and floor type trash receptacles in a neat and presentable condition; replace sand as needed in receptacles,
  - 2.10.3 Removing gum, spots of tar, and other foreign substances from inside the building,
  - 2.10.4 Cleaning drinking fountains and glass surfaces and
  - 2.10.5 Mopping up wet areas caused by spillage, accidents, or inclement weather.
- 2.11 Fixture cleaning – Porcelain fixtures, for example, drinking fountains, wash basins, urinals, toilets, etc., shall be clean and bright, and without dust, spots, stains, rust, green mold, encrustation or excess moisture. Walls and floors adjacent to fixtures shall be free of spots, drippings, and watermarks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc. and nozzles free from encrustation (calcium, lime, rust, etc.).

### **3.0 SCOPE OF WORK FOR ALL ZONES:**

#### **3.1 DAILY SERVICE:**

##### **3.1.1 Restrooms (including private):**

- 3.1.1.1 Sweep and mop ceramic tile floor with disinfectant detergent, removing all stains.
- 3.1.1.2 Wash and disinfect all surfaces of urinals, bowls and tanks.
- 3.1.1.3 Clean all mirrors and vanity shelves.
- 3.1.1.4 Clean and dry polish faucets, soap dispensers, sanitary napkin machines and disposal units, towel and tissue dispensers, water closets, and waste receptacles to a high gloss shine.
- 3.1.1.5 Damp wipe full service area of all ledges, sills, stall partitions, switches, door handles, and doors.
- 3.1.1.6 Remove graffiti from walls and partitions.
- 3.1.1.7 Empty waste receptacles, wash or damp wipe the inside and outside of wastebaskets as needed and replace liners.
- 3.1.1.8 Clean and disinfect all sanitary napkin containers both inside and out.
- 3.1.1.9 Spot clean all walls and doors.
- 3.1.1.10 Restock paper towels, soap, toilet paper and seat cover dispensers until at least 2/3 full. Supplies should never be left below 2/3 stock over night.

##### **3.1.2 Elevators (including freight) (where applicable)**

- 3.1.2.1 Clean, polish and remove finger marks, smudges, etc from interior and exterior of elevator doors, walls, control panels, and thresholds on all floors. Polish to a high gloss shine.
- 3.1.2.2 Vacuum, sweep and mop, spray buff resilient floor depending on floor covering in elevator, not allowing dirt and debris to fall down the elevator shaft. Remove any stains on floor covering.
- 3.1.2.3 Clean all door tracks on each floor to remove all debris, and polish with non-abrasive products.

##### **3.1.3 Center Public Stairway (where applicable)**

- 3.1.3.1 Sweep stairs and landings.
- 3.1.3.2 Dust handrails and ledges.
- 3.1.3.3 Completely clean all glass and polish handrails to a high gloss shine.

#### 3.1.4 Floor Covering:

- 3.1.4.1 Carpet: Vacuum from corner to corner, pick up staples, paper clips, etc. and spot treatment of carpet stains shall be performed so that no spot shall remain untreated in excess of one working day.
- 3.1.4.2 Ceramic: Tile Dust mop entire floor. Auto scrub (centrifugal brush machine) entire floor – chemical used must be approved by Facilities Operations Manager before use. Handwork stubborn stains and scuff marks as needed.
- 3.1.4.3 Terrazzo: Dust mop entire floor. Auto scrub (pad driven machine) entire floor – chemical used must be approved by Facilities Operations Manager before use. Handwork stubborn stains and scuff marks as needed.
- 3.1.4.4 Unpolished Granite: Dry mop or vacuum and spot clean.
- 3.1.4.5 VCT Tile: Sweep and mop removing all stains with disinfectant detergent.
- 3.1.4.6 Spots and gum on all floor coverings shall be performed so that no spot shall remain untreated in excess of one working day.
- 3.1.4.7 Floor molding will be maintained in a dust free condition.
- 3.1.4.8 Clean inside and outside door mats of dirt and debris.
- 3.1.4.9 Sweep and clean entrance thresholds removing all debris and trash.

#### 3.1.5 Glass and Windows:

- 3.1.5.1 Spot clean all glass – windows, doors (inside and out), walls, entries and partitions (includes entry doors and sidelights to building) and glass desktops. Note: Zone 5 only is limited to a height of 10 feet where applicable.

#### 3.1.6 Wall/Wall Coverings:

- 3.1.6.1 Dust and remove all smudges and fingerprints on walls, wall coverings and wall hangings.
- 3.1.6.2 Wall coverings must be dust free.
- 3.1.6.3 Any tape on walls will be removed daily.
- 3.1.6.4 Graffiti will be removed from walls upon discovery.
- 3.1.6.5 Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be written and left in 'comment section' of nightly roster.

#### 3.1.7 Dusting and Furniture Care:

- 3.1.7.1 Dust all exposed areas on desks, other work surfaces, cabinets, shelves and lamps. Do not clean computers or computer monitors.
- 3.1.7.2 Clean and disinfect all tabletops, counter tops and appliance exteriors in all kitchen areas of building.
- 3.1.7.3 Dry dust all electronics.

### 3.1.8 Miscellaneous Cleaning Services:

- 3.1.8.1 Empty all wastebaskets in building.
- 3.1.8.2 Install new waste basket liners, replace as necessary.
- 3.1.8.3 Clean and sanitize wastebaskets, trash cans as needed.
- 3.1.8.4 Remove all trash to designated area.
- 3.1.8.5 Clean, disinfect, and polish all drinking fountains to a high gloss shine.
- 3.1.8.6 Clean and disinfect all walls, wall switches and thermostats of finger marks and smudges.
- 3.1.8.7 Clean, disinfect, and polish all metal doorknobs, pulls, push plates, handles, etc.
- 3.1.8.8 Dust and remove all smudges and fingerprints on doors.
- 3.1.8.9 Clean and disinfect all telephones weekly.
- 3.1.8.10 Clean table tops, chairs, counter tops, sinks, and appliance exteriors in all lounges, kitchens, meeting rooms, etc.
- 3.1.8.11 Maintain custodial closets in a clean and orderly condition.
- 3.1.8.12 Remove all cobwebs daily throughout the building.
- 3.1.8.13 Turn all lights off when leaving each work area.

### 3.1.9 Stairways:

- 3.1.9.1 Sweep, mop or vacuum stair landings and steps; dust railings, ledges, grills, fire apparatus, doors and radiators.

### 3.1.10 Exterior:

- 3.1.10.1 Within twenty-five (25) feet of the facility – pick up trash and sweep entrances, landings, steps, and sidewalks emptying all receptacles and replacing with new liners

## 3.2 WEEKLY SERVICE: All above, plus.

### 3.2.1 Restrooms (including private):

- 3.2.1.1 Dust hard to reach areas including all a/c and return air vents.
- 3.2.1.2 Wash and disinfect stall partitions, doors and walls completely with disinfectant solution.

### 3.2.2 Elevators (where applicable)

- 3.2.2.1 Sweep/vacuum and mop granite floors.

### 3.2.3 Center Public Stairway (where applicable)

- 3.2.3.1 Wet mop stairs and landings (include all exposed areas).

### 3.2.4 Floor Covering:

- 3.2.4.1 Unpolished granite – Sweep and/or vacuum and wet mop with disinfectant detergent.
- 3.2.4.2 VCT Tile: Sweep, mop with disinfectant detergent and spray buff.

- 3.2.4.3 Terrazzo: Dust mop entire floor. Auto scrub (pad driven machine) entire floor. Chemical used must be approved by Facilities Operations Manager before use. Once approved chemical has been applied to floor allow it to rest on floor for several minutes but do NOT allow it to dry on any of the floor surface. After several minutes auto scrub (pad driven machine) entire floor. Buff entire floor with slow speed floor machine using Snap Back. Do NOT use a propane burnisher on any floors in our buildings.
- 3.2.4.4 Ceramic Tile: Dust mop entire floor. Auto strip (centrifugal brush machine) entire floor. Chemical used must be approved by Facilities Operations Manager before use.
- 3.2.4.5 Vacuum carpeted steps in Puppet Theater (where applicable)
- 3.2.4.6 Remove gum from all carpeted areas, rugs, and floor mats. Remove gum from the facility entrances.

3.2.5 Dusting and Furniture Care:

- 3.2.5.1 Vacuum upholstered furniture weekly.
- 3.2.5.2 Thoroughly dust bookshelves, horizontal furniture surfaces, as well as vertical surfaces and under surfaces such as knee wells, chair rungs, table legs, etc.
- 3.2.5.3 Damp wipe all glass in doors, partitions, pictures, and bookcases.
- 3.2.5.4 Damp wipe and polish marble wall surfaces and wainscoting.
- 3.2.5.5 Damp wipe all granite tables and tops.
- 3.2.5.6 Dust all venetian blinds.
- 3.2.5.7 Clean and polish metal door thresholds.

3.2.6 Stairwells: Clean all emergency stairwells in building:

- 3.2.6.1 Sweep stairs and landings.
- 3.2.6.2 Wet mop stairs and landings.
- 3.2.6.3 Dust handrails and ledges.
- 3.2.6.4 Spot clean walls and doors.

3.2.7 Interior Windows:

- 3.2.7.1 Windowsills will be free of dust and debris.
- 3.2.7.2 Cobwebs will be removed.
- 3.2.7.3 Spot clean all interior glass.

3.3 MONTHLY: All above, plus.

3.3.1 Restrooms (including private):

- 3.3.1.1 Machine scrub all restroom tile floors.
- 3.3.1.2 Clean and dust all light fixtures, grilles and hard to reach areas.

3.3.2 Elevators:

- 3.3.2.1 Dust and clean all ceiling panels and high ledges.
- 3.3.2.2 Dust frames and lights.
- 3.3.2.3 Remove all spider webs.
- 3.3.2.4 Wash walls and doors.

3.3.3 Dusting and furniture care:

- 3.3.3.1 Dusting ceiling lights. Remove all spider webs and bugs as needed.
- 3.3.3.2 Vacuum upholstered furniture and dust edges.
- 3.3.3.3 Vacuum under and behind upholstered furniture.
- 3.3.3.4 Vacuum under any removable cushions.
- 3.3.3.5 Dust or vacuum window shades.
- 3.3.3.6 Dust shelf canopies (top) and empty shelves.
- 3.3.3.7 Wash venetian blinds as needed or requested by the Fort Bend County designated representative.

3.3.4 Floor Coverings

- 3.3.4.1 Unpolished granite – . Auto scrub (pad driven machine) entire floor – chemical used must be approved by Facilities Operations Manager before use. Handwork stubborn stains and scuff marks as needed.

3.4 BI-MONTHLY: All above, plus:

3.4.1 Floor Drains

- 3.4.1.1 Ensure all floor drains are filled with at least 2 gallons of water twice per month to prevent p-traps from drying out. The date maintenance was performed should be marked on calendar in the custodial closet at each building location.

3.5 SEMI-ANNUAL:

Set schedule will be agreed on with contractor and Facilities Operations Manager and Library Assistant Director where applicable (First time between January 1<sup>st</sup> and March 1<sup>st</sup> and the second time between July 1<sup>st</sup> and September 1<sup>st</sup>).

3.5.1 VCT Tile floor covering:

- 3.5.1.1 Strip and apply five (5) coats of Diversey Vectra floor finish.

3.5.2 Carpets:

- 3.5.2.1 Shampoo all carpeting in Zones 1-4. Zone 5 – Libraries-Carpet: Complete shampooing by a method approved by the Library at least once a year, only upon request of the Library. Some areas will be shampooed semi-annual, while others will be excluded entirely. Schedule is to be agreed upon with

the Library Assistant Director.

3.5.3 Terrazzo:

3.5.3.1 Top scrub off old finish (do not remove sealer).

3.5.3.2 Re-coat with Diversey Vectra floor finish – applying 4 coats of the Vectra.

3.5.4 Interior Glass:

3.5.4.1 Clean and shine all interior windows and blinds in building.  
Note: Zone 5 only is limited to a height of 10 feet where applicable.

3.5.5 Skylights

3.5.5.1 Clean and shine interior and exterior of skylights if applicable.

# EXHIBIT D-1

**Janitorial Services for County Buildings per TIPS 230103  
McLemore Building Maintenance, Inc. (23717)**

Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 1</b>				
7541	MO	CHILD SUPPORT (4,105 sq. ft.) (3:00PM - 4:00PM) 1317 Eugene Heimann Circle, 2nd floor, Richmond, 1PT/staff 1.5/hours per day	\$ 518.19	\$ 6,218.28
7547	MO	TAX OFFICE (15,786 sq. ft.) (5:00PM - 10:00PM) 1317 Eugene Heimann Circle, Richmond 1PT/staff 4/hours per day	\$ 1,311.02	\$ 15,732.24
14293	MO	PCT 4 BUILDING (15,786 sq. ft.) (5:00PM - 10:00PM) 1517 Eugene Heimann Circle, Richmond 1PT/staff 7/hours per day	\$ 2,194.17	\$ 26,330.04
14573	MO	GUS GEORGE ACADEMY (38,000 sq. ft.) (8:00AM - 5:00PM) 1521 Eugene Heimann Circle, Richmond 1PT/staff 6/hours per day	\$ 2,734.62	\$ 32,815.44
7543	MO	JUVENILE DETENTION (45,000 sq. ft.) (8:00AM - 12:00noon) 122 Golfview, Richmond 1FT/1PT/staff 10.5/hours per day	\$ 3,381.30	\$ 40,575.60
7544	MO	JUVENILE PROBATION OFFICE (6,000 sq. ft.) (8:00AM - 12:00noon) 118 Legion Drive, Richmond 1PT/staff 2/hours per day	\$ 556.92	\$ 6,683.04
7542	MO	LEGION COURT ANNEX (5,000 sq. ft.) ( 8:00AM - 12:00noon) 117 Legion Drive, Richmond 1PT/staff 2/hours per day	\$ 631.18	\$ 7,574.16
16254	MO	JUVENILE DETENTION SCHOOL BLDG (4,104 sq. ft.) (8:00AM - 5:00PM) 122 Golfview, Richmond 1PT/staff 2/hours per day	\$ 640.00	\$ 7,680.00
7545	MO	EMERGENCY OPERATIONS CENTER (23,032 sq. ft.) (8:00AM - 5:00PM) 307 Fort Street, Richmond 1PT/staff 5/hours per day	\$ 2,394.62	\$ 28,735.44
11387	MO	CAD BUILDING (39,391 sq. ft. both buildings) (5:00AM - 10:00PM) (special arrangements may be needed during protests and hearing days) 2801 BF Terry Blvd, Rosenberg 1FT/staff 7.5/hours per day	\$ 3,243.67	\$ 38,924.04

Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 1 (cont'd)</b>				
13678	MO	911 CALL CENTER (4,570 sq. ft.) (5:00PM - 10:00PM) 1410 Williams Way Blvd, Richmond 1PT/staff 1.5/hours per day	\$ 433.50	\$ 5,202.00
13701	MO	SO ADMINISTRATION (46,212 sq. ft.) (8:00AM - 5:00PM) 1840 Williams Way Blvd, Richmond, 2PT/staff 6/hours per day	\$ 5,022.48	\$ 60,269.76
16255	MO	SO AUTO THEFT (2,424 sq. ft.) (8:00AM - 03:00PM) TUES ONLY 231 Legion Drive, Richmond 1PT/staff 2/hours per day	\$ 125.00	\$ 1,500.00
16256	MO	ROAD & BRIDGE - CRABB (7,950 sq. ft.) (7:00AM - 03:00PM) TUES. & FRIDAY 201 Payne Lane, Richmond 1 PT/staff 3/hours per day	\$ 480.00	\$ 5,760.00
NEW	MO	Justice Center & Garage Justice Center (301,700 sq. ft.) JC Parking Garage (273,984 sq. ft.) 1422 Eugene Heimann Circle, Richmond 2 FT Day Porters – 8 hours per day each 9 PT Night Staff – 6 hours per day each 1 – Night Crew Lead	\$ 29,765.00	\$ 357,180.00
Monthly Total of Zone 1:			\$ 53,431.67	
Annual Total of Zone 1:			\$ 641,180.04	

Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 2</b>				
7551	MO	NEEDVILLE ANNEX (5,600 sq. ft.) (5:00pm-10:00pm) 3114 Rosenberg St. Needville 1PT/staff 2/hours per day	\$ 631.18	\$ 7,574.16
16257	MO	NEEDVILLE SERVICE CENTER (7,950 sq. ft.) (7:00AM-03:00PM) 3743 School Street Needville 1PT/staff 3/hours per day	\$ 480.00	\$ 5,760.00
7548	MO	DRAINAGE SHOP - 1022 BLUME (1,400 sq. ft.) (5:00pm-10:00pm) 1022 Blume Rd. Rosenberg 1PT /staff .75 /hours per day	\$ 236.69	\$ 2,840.28
7550	MO	DRAINAGE (6,000 sq. ft.) (5:00pm-10:00pm) 1124 Blume Rd., Rosenberg 1PT /staff 2 /hours per day	\$ 631.80	\$ 7,581.60
11803	MO	ANIMAL SERVICES & EXPANSIONS (M, W, F, after 6:00PM) 1210 Blume Rd (1363 sq. ft.) 1210 Blume Rd #A (592 sq. ft.) 1210 Blume Rd #B (570 sq. ft.) Rosenberg 1PT /staff 1 /hours per day	\$ 351.03	\$ 4,212.36
12389	MO	BUD O'SHIELES BUILDING	\$ 2,576.28	\$ 30,915.36

	(11,850 sq. ft; New Kitchen 1,600 sq. ft; New Admin 3,000 sq. ft) (After hours and seven (7) days a week, actual hours determined by events held) 1330 Band Rd. Rosenberg 1PT /staff 4 /hours per day	
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Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 2 (cont'd)</b>				
12556	MO	JUVENILE SPECIAL PROGRAMS BLDG (2,280 sq. ft.) 3409 Avenue F Rosenberg 1PT /staff 2 /hours per day	\$ 326.40	\$ 3,916.80
12557	MO	JUVENILE SUBSTANCE ABUSE BLDG (2,280 sq. ft.) 3417 Avenue F Rosenberg 1PT /staff 2 /hours per day	\$ 326.40	\$ 3,916.80
13957	MO	MEDICAL EXAMINER & A&B (5,505 sq. ft.) Morgues A&B (1361sq. ft.) 3840 Bamore Road Rosenberg 1PT /staff 3 /hours per day	\$ 1,621.80	\$ 19,461.60
16258	MO	MEDICAL EXAMINER EXPANSION (4,697 sq. ft.) 3840 Bamore Road Rosenberg 1PT /staff 2 /hours per day	\$ 670.00	\$ 8,040.00
13958	MO	TRANSIT FACILITY (23,210 sq. ft.) 3737 Bamore Road, Rosenberg Rosenberg 1FT /staff 8 /hours per day 2PT /staff 4 /hours per day + 1 Saturday/Mo	\$ 6,624.90	\$ 79,498.80
16259	MO	Ag Center Office & Annex (22,571 sq. ft.) 1402 Band Rd. Rosenberg 1FT /staff 8 /hours per day	\$ 3,950.00	\$ 47,400.00
16260	MO	Extension Education Center Lobby (1,200 sq. ft.) 1440 Band Rd. Rosenberg 1FT /staff 1 /hours per day	\$ 250.00	\$ 3,000.00
16822	MO	Elections Admin Building (13,705 sq. ft. office/34,800 warehouse) 3730 Bamore Rd. Rosenberg 1PT /staff 7 /hours per day	\$ 3,503.00	\$ 42,036.00
NEW	MO	Sheriff's Office Training Center 2710 Stella Rd., Rosenberg Training - Bldg 1 - 98,669 sq. ft. (32 hours per day) SWAT Bldg 2 - 10,063 sq. ft (3 hours per day) Gun Range Bldg 3 - 81,740 sq. ft. (10 hours per day)	\$ 20,522.00	\$ 246,264.00
Monthly Total of Zone 2:			\$ 42,701.48	
Annual Total of Zone 2:			\$ 512,417.76	

Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 3</b>				
7552	MO	EAST END ANNEX (18,500 sq. ft.) (Constable Office cleaned (3:00 pm-5:00pm) (Rest of building (5:00pm-10:00pm) 303 Texas Parkway, Missouri City 1PT/staff 5 /hours per day	\$ 1,536.43	\$ 18,437.16
7553	MO	SUGAR LAND ANNEX EMILY COURT (18,325 sq. ft.) (5:00pm-10:00pm) 12550 Emily Court Sugar Land 1PT/staff 5 /hours per day	\$ 1,521.88	\$ 18,262.56
11334	MO	MISSOURI CITY ANNEX FBC Portion (20,487 sq. ft.) (5:00pm-10:00pm) 307 Texas Parkway Missouri City 1PT/staff 5.5 /hours per day	\$ 1,701.44	\$ 20,417.28
7556	MO	MISS CITY ANNEX-ACCESS HEALTH	\$ 622.05	\$ 7,464.60

	(7,490 sq.ft) (5:00pm-10:00pm) 307 Texas Parkway Missouri City 1PT/staff 2/hours per day		
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Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 3 (cont'd)</b>				
9870	MO	FACILITIES IDC (2,730 sq. ft.) (8:00am-3:00pm) 1809 Eldridge Sugar Land 1PT/staff 1/hours per day	\$ 344.62	\$ 4,135.44
13083	MO	SIENNA ANNEX (31,231 sq. ft., 1st & 2nd floors) (Between 5:00pm-10:00pm) Missouri City 2PT/staff 5.5/hours per day	\$ 3,233.40	\$ 38,800.80
8871	MO	PRECINCT 3 FACILITY (12,639 sq. ft.) (1:30pm-4:30pm) 12919 Dairy Ashford Sugar Land 1PT /staff 2.5/hours per day	\$ 1,632.00	\$ 19,584.00
16261	MO	ROAD & BRIDGE - DAIRY ASHFORD (3,000 sq. ft.) (7:00am-3:00pm) Tues & Fri 12919 1/2 Dairy Ashford Sugar Land 1PT /staff 2/hours per day	\$ 575.00	\$ 6,900.00
16571	MO	PRECINCT 3 ANNEX (25,145 sq. ft.) (5:00pm-10:00pm) 151 Stadium Drive Sugar Land 2 PT/staff 7/hours per day	\$ 3,663.00	\$ 43,956.00
16594	MO	Juvenile Jake Dove (3,545 sq. ft.) (7:00am-3:00pm) 400 Coen Rd Arcola 1 PT/staff 2/hours per day Mon.Wed.Fri	\$ 480.00	\$ 5,760.00
Monthly Total of Zone 3:			\$ 15,309.82	
Annual Total of Zone 3:			\$ 183,717.84	

Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 4</b>				
11329	MO	PCT 1 BUILDING/NORTH ANNEX (22,049 sq. ft.) (6:00pm – 10:00 pm) 22333 Grand Corner Drive Katy 1PT/staff 6/hours per day	\$ 1,988.12	\$ 23,857.44
14574	MO	PUBLIC SAFETY ANNEX (15,898 sq. ft.) (Between 8:00am-5:00pm) 6561 Flewellen Drive Fulshear 1PT/staff 4/hours per day	\$ 2,052.24	\$ 24,626.88
7536	MO	FULSHEAR ANNEX (15,400 sq. ft.) M-F 5PM-10PM 8100 FM 359, Fulshear 1PT /staff 4 /hours per day	\$ 1,570.39	\$ 18,844.68
16823	MO	WESTPARK PARK AND RIDE (456 sq. ft.) 3 days a week 19820 FM 1093, Richmond	\$ 436.00	\$ 5,232.00
Monthly Total of Zone 4:			\$ 6,046.75	
Annual Total of Zone 4:			\$ 72,561.00	

Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 5</b>				
7531	MO	GEORGE MEMORIAL BRANCH (77,000 sq. ft.) 7 days a week (after closing: M-Th 9PM, Fri/Sat/Sun 5PM) 1001 Golfview, Richmond Minimum 4 persons; work 4 hours each 2FT/1PT/staff 18/hours per day	\$ 7,104.16	\$ 85,249.92
7532	MO	MISSOURI CITY BRANCH (24,820 sq. ft., 1st & 2nd floors) 6 days a week (after closing: M/T/W 9PM Th 6PM, Fri/Sat 5PM) 1530 Texas Parkway, Missouri City Minimum 2 persons; work 3 hours each 1PT/staff 5/hours per day (3260 sq. ft., 3rd floor & balcony upon request)	\$ 2,115.95	\$ 25,391.40
13633	MO	3RD FLOOR BALCONY \$25.00 if needed	\$ 25.00	\$ 300.00
7533	MO	FIRST COLONY BRANCH (19,400 sq. ft.) 6 days a week (after closing: M/T/W 9PM, Th 6PM, Fri/Sat 5PM) 2121 Austin Parkway, Sugar Land Minimum 2 persons; work 3 hours each 1PT/staff 5/hours per day	\$ 1,978.29	\$ 23,739.48
7534	MO	ALBERT GEORGE BRANCH (5,900 sq. ft.) 3 days a week (after closing: Tu 8PM, Th 6PM, Sat 2PM or Sunday) 9230 Gene St., Needville Work 2 hour minimum 1PT/staff 1.75 /hours per day	\$ 678.13	\$ 8,137.56
7535	MO	MAMIE GEORGE BRANCH (4,600 sq. ft.) 3 days a week (after closing: Tu 6PM, Th 6PM, Sat 2PM or Sunday) 320 Dulles Ave., Stafford Work 2 hour minimum 1PT/staff 2 /hours per day	\$ 792.22	\$ 9,506.64
7537	MO	SUGAR LAND BRANCH (21,300 sq. ft.) 6 days a week (after closing: M/T/Th 9PM, W 6PM, Fri/Sat 5PM) 550 Eldridge, Sugar Land Minimum 2 persons; work 3 hours each 1PT /staff 5.5 /hours per day	\$ 2,172.04	\$ 26,064.48
7538	MO	CINCO RANCH BRANCH (33,500 sq. ft.) 6 days a week (after closing: M/T/Th 9PM, W 6PM, Fri/Sat 5PM) 2620 Commercial Center Blvd., Katy Minimum 2 persons; work 3 hours each 1FT /staff 8 /hours per day	\$ 3,090.77	\$ 37,089.24

Lawson	UOM	Description	Monthly Cost	Annual Total
<b>Zone 5 (cont'd)</b>				
8428	MO	SIENNA BRANCH LIBRARY (44,427 sq. ft) 7 days a week (after closing: M/T/Th 9PM, W 6PM, Fri/Sat/Sun 5 PM) 8411 Sienna Springs Blvd, Missouri City Minimum 3 persons; work 3 hours each 1FT/1PT /staff 10.5 /hours per day	\$ 4,892.16	\$ 58,705.92
9710	MO	UNIVERSITY BRANCH (40,185 sq. ft.) 6 days a week (after closing: M/T/Th 9PM, W 6PM, Fri/Sat 5PM) 14010 University Blvd, Sugar Land Minimum 3 persons; work 3 hours each 2PT/staff 9.5 /hours per day	\$ 3,707.55	\$ 44,490.60
11333	MO	GML ADMIN BUILDING (16,910 sq.ft.) 5 days a week (after closing: M-F 5PM) 1003 Golfview, Richmond Minimum 2 persons; work 3 hours each 1PT/staff 4.5 /hours per day	\$ 1,724.38	\$ 20,692.56
13677	MO	MISSION BEND BRANCH (23,779 sq. ft.) 6 days a week (after closing: M/T/W 9PM, Th 6PM, Fri./Sat. 5PM) 8421 Addicks Clodine Rd, Houston 1 PT/staff 5 /hours per day	\$ 2,386.80	\$ 28,641.60
16262	MO	FULSHEAR BRANCH LIBRARY (36,853 sq. ft.) 6 days a week (after closing: M/TH 9PM, T/W 6PM, Fri./Sat. 5PM) 6350 GM Library Rd, Fulshear 2 PT/staff 9.5 /hours per day	\$ 4,185.00	\$ 50,220.00
Monthly Total of Zone 5:			\$ 34,852.45	
Annual Total of Zone 5:			\$ 418,229.40	
Annual Total Expense of All Zones:				\$ 1,828,106.04

updated 8/22/25