

STATE OF TEXAS §
 §
 COUNTY OF FORT BEND §

**FIRST AMENDMENT TO AGREEMENT FOR JANITORIAL SERVICES
 AT FBC BUILDINGS AND FACILITIES
 TIPS 200106**

THIS AGREEMENT is made and entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and McLemore Building Maintenance, Inc., (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas, (hereinafter referred to collectively as "Parties.")

WITNESSETH

WHEREAS, the Parties previously executed and accepted that certain *Agreement for Janitorial Services at FBC Buildings and Facilities TIPS 200106* on September 28, 2021, (hereinafter "Agreement") which is incorporated by reference as if set forth herein verbatim; and

WHEREAS, the parties desire to amend the Agreement to increase the total Maximum Compensation under the Agreement for the completion of such additional services to be provided thereunder.

NOW, THEREFORE, the parties do mutually agree as follows:

1. County shall pay Contractor an additional Nine Hundred Ninety-five Thousand Seven Hundred Fourteen dollars and 76/100 (\$995,714.76) to continue providing Services, as outlined in the attached Exhibit C and Exhibit D, under the terms and conditions of the Agreement.
2. The Maximum Compensation payable to Contractor Services rendered is hereby increased to an amount not to exceed One Million Nine Hundred Fifty Thousand Three Hundred Eighty-three dollars and 40/100 (\$1,950,383.40), authorized as follows:

\$954,668.64 under the Agreement; and
 \$995,714.76 under this Amendment.
3. In no case shall the amount paid by County for all Services under the Agreement and this Amendment exceed the Maximum Compensation without written agreement executed by both parties.
4. The parties agree the terms and conditions of the Agreement have remained in effect to date and are hereby extended to end no later than September 30, 2023.

5. **Termination**

- A. County may terminate this Agreement in whole or, from time to time, at any time upon thirty (30) days written notice issued by the County Purchasing Agent for County's convenience or because of the failure of the Contractor to fulfill the contract obligations. County shall terminate by delivering to Contractor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, Contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to County all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this Agreement whether completed or in process.
- B. If the Agreement is terminated, County shall only be liable for payment for services performed and accepted before the effected date of termination and in accordance with the requirements of Section 3(D).
- C. If termination is failure of Contractor to fulfill the obligations under this Agreement, County may complete the work by contract or otherwise, and Contractor shall be liable for any additional cost incurred by County.
- D. If, after termination for failure to fulfill contact obligations, it is determined that the Contractor had not failed, the rights and obligations of the parties shall be the same as if the termination has been issued for the convenience of the County.
- E. The rights and remedies of the County provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

6. **Insurance**

- A. Prior to commencement of the Services, Contractor shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Contractor shall provide certified copies of insurance endorsements and/or policies if requested by County. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

1. Workers' Compensation insurance. Substitutes to genuine Workers' Compensation Insurance will not be allowed. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.
 2. Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
 3. Business Automobile Liability insurance with a combined Bodily Injury/Property Damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.
- B. County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation. All Liability policies including Workers' Compensation written on behalf of Contractor shall contain a waiver of subrogation in favor of County and members of Commissioners Court. For Commercial General Liability, the County shall be named as an Additional Insured on a Primary & Non-Contributory basis.
- C. If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the Agreement is completed.
- D. Contractor shall not commence any portion of the work under this Agreement until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by Fort Bend County.
- E. No cancellation of or changes to the certificates, or the policies, may be made without thirty (30) days prior, written notification to Fort Bend County.
- F. Approval of the insurance by Fort Bend County shall not relieve or decrease the liability of the Contractor.

Except as provided herein, all terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the 6th day of September, 2022.

FORT BEND COUNTY



County Judge KP George

KP George, County Judge

MCLEMORE BUILDING MAINTENANCE, INC.



Authorized Agent- Signature

September 6, 2022

Date

ATTEST:



Laura Richard, County Clerk



Richard Rodriguez

Authorized Agent- Printed Name

President

Title

8-29-2022

Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$ 995,714.76 to accomplish and pay the obligation of Fort Bend County under this contract.



Robert Edward Sturdivant, County Auditor

Exhibit C: Scope of Services
Exhibit D: Pricing and Locations

EXHIBIT C
Scope of Services

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 1st and March 1st and the second time between July 1st and September 1st).

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
Pricing and Locations

**Janitorial Services for County Buildings per TIPS 200106
McLemore Building Maintenance, Inc. 23717**

Lawson	UOM	Description	Monthly Cost	Monthly by Zone
Zone 1				
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	
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	
11329	MO	PCT 1 BUILDING (15,786 sq. ft.) (5:00PM - 10:00PM) 1517 Eugene Heimann Circle Richmond, 1PT/staff 7/hours per day	\$ 2,194.17	
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	
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	
7544	MO	JUVENILE SCHOOL FACILITY (6,000 sq. ft.) (8:00AM - 12:00noon) 118 Legion Drive Richmond, 1PT/staff 2/hours per day	\$ 556.92	
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	
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	
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	

Zone 1 (cont'd)				
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
13701	MO	SO ADMINISTRATION (46,212 sq. ft.) (4:00PM - 10:00PM) 1840 Williams Way Blvd Richmond, 2PT/staff 6/hours per day	\$	5,022.48
Total of Zone 1:			\$	22,421.67

Zone 2				
7551	MO	NEEDVILLE ANNEX (5,600 sq. ft.) (5:00pm-10:00pm)3114 Rosenberg St. Needville 1PT/staff 2/hours per day	\$	631.18
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
7550	MO	DRAINAGE (6,000 sq. ft.) (5:00pm-10:00pm) 1124 Blume Rd. Rosenberg 1PT /staff 2 /hours per day	\$	631.80
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
12389	MO	BUD O'SHIELES BUILDING (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	\$	2,576.28
12556	MO	JUVENILE SPECIAL PROGRAMS BLDG (2,280 sq. ft.) 3409 Avenue F Rosenberg 1PT /staff 2 /hours per day	\$	326.40
12557	MO	JUVENILE SUBSTANCE ABUSE BLDG (2,280 sq. ft.) 3417 Avenue F Rosenberg 1PT /staff 2 /hours per day	\$	326.40
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
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
Total of Zone 2:			\$	13,326.48

Zone 3				
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
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
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
7556	MO	MISS CITY ANNEX-ACCESS HEALTH (7,490 sq.ft) (5:00pm-10:00pm) 307 Texas Parkway Missouri City 1PT/staff 2/hours per day	\$	622.05
9870	MO	FACILITIES IDC (2,730 sq. ft.) (6:00pm-10:00pm) 1809 Eldridge Sugar Land 1PT/staff 1/hours per day	\$	344.62
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
14293	MO	PRECINCT 4 FACILITY (12,639 sq. ft.) (1:30pm-4:30pm) 12919 Dairy Ashford Sugar Land 1PT /staff 2.5/hours per day	\$	1,632.00
Total of Zone 3:			\$	10,591.82

Zone 4				
8871	MO	PCT 3 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	
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	
15861	MO	JP PRECINCT 1-2 (8am-12pm) (8:00am-12:00pm) 6610 FM 359 South, Suite 600 Fulshear, TX 77441 1PT/staff 4/hours per day	\$ 383.06	
Total of Zone 4:			\$	4,423.42

Zone 5				
7531	MO	<p>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</p>	\$	7,104.16
7532	MO	<p>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)</p>	\$	2,115.95
7533	MO	<p>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</p>	\$	1,978.29
7534	MO	<p>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</p>	\$	678.13
7535	MO	<p>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</p>	\$	792.22
7536	MO	<p>BOB LUTTS FULSHEAR BRANCH (15,400 sq. ft.) 6 days a week (after closing: M/Th 8PM, T/W 6PM, Fri 5PM, Sat 2PM) 8100 FM 359, Fulshear Work 2 hour minimum 1PT /staff 4 /hours per day</p>	\$	1,570.39
7537	MO	<p>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</p>	\$	2,172.04
7538	MO	<p>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</p>	\$	3,090.77

Zone 5 (cont'd)				
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
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
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
13633	MO	3RD FLOOR BALCONY \$25.00 if needed		
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
Total of Zone 5:			\$	32,212.84
Monthly total of all locations:			\$	82,976.23
Annual Total Expense:			\$	995,714.76

updated 8/12/22

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:
2022-926784

Date Filed:
08/26/2022

Date Acknowledged:
09/06/2022

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

McLemore Building Maintenance
Houston, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Fort Bend County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

TIPS 200106
Janitorial Service for FBC Buildings

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)