

ADDENDUM TO ABM BUILDING SOLUTIONS, LLC'S AGREEMENT
Pursuant to Omnia Partners Contract #159074

THIS ADDENDUM ("Addendum") is entered into by and between Fort Bend County, ("County"), a body corporate and politic under the laws of the State of Texas, and ABM Building Solutions, LLC, ("ABM"), a company authorized to conduct business in the State of Texas (hereinafter each referred to as a "party" or collectively as the "parties").

WHEREAS, subject to the changes herein, the parties have executed and accepted ABM's Proposal (the "Agreement"), attached hereto as Exhibit "A" and incorporated fully by reference, for the purchase of specified janitorial services at the Fort Bend County Justice Center (the "Services"); and

WHEREAS, County desires that ABM provide Services as will be more specifically described in this Agreement; and

WHEREAS, ABM represents that it is qualified and desires to perform such Services; and

WHEREAS, the parties wish to utilize Omnia Partners Contract #159074, which is incorporated fully by reference for all purposes, concerning the purchase of the Services; and

WHEREAS, the following changes are incorporated as if a part of the Agreement; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

1. **Recitals.** The recitals set forth above are incorporated herein by reference and made a part of this Agreement.
2. **Term.** The term of the Agreement is effective as of April 1, 2025, and shall expire no later than March 31, 2026, unless terminated sooner pursuant to the Agreement. This Agreement shall not automatically renew, but may be subsequently renewed in writing upon agreement of the parties. The parties acknowledge and agree that Services were and will be supported by good and valuable consideration during the Term of this Agreement, the sufficiency of which is acknowledged by the parties.
3. **Scope of Services.** Subject to this Addendum, ABM will render Services to County as described in ABM's Proposal (Exhibit A); and in accordance with the requirements and specifications of Omnia Partners Contract #159074. All performance of the Scope of Services by ABM including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County.

4. **Payment; Non-appropriation; Taxes.** Payment shall be made by County within thirty (30) days of receipt of monthly invoice. Except as provided by Section 25, each monthly invoice will be in the amount of \$25,975.41. ABM may submit invoices electronically in a form acceptable to County via: apauditor@fortbendcountytexas.gov. If County disputes charges related to any invoice submitted by ABM, County shall notify ABM no later than twenty-one (21) days after the date County receives the invoice. If County does not dispute the invoice, then County shall pay each such approved invoice within thirty (30) calendar days. It is specifically understood and agreed that in the event no funds or insufficient funds are appropriated by Fort Bend County under this Agreement, Fort Bend County shall notify all necessary parties that this Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to Fort Bend County. County is a body corporate and politic under the laws of the State of Texas and claims exemption from sales and use taxes. A copy of a tax-exempt certificate will be furnished upon request. Interest resulting from late payments by County shall be governed by Chapter 2251, TEXAS GOVERNMENT CODE. County reserves the right to withhold payment pending verification of satisfactory work performed.
5. **Limit of Appropriation.** ABM clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of Three Hundred Eleven Thousand, Seven Hundred Four dollars and 92/100 (\$311,704.92), specifically allocated to fully discharge any and all liabilities County may incur. ABM does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that ABM may become entitled to and the total maximum sum that County may become liable to pay to ABM shall not under any conditions, circumstances, or interpretations thereof exceed Three Hundred Eleven Thousand, Seven Hundred Four dollars and 92/100 (\$311,704.92). In no event will the amount paid by the County for all Services under this Agreement exceed this Limit of Appropriation without an amendment executed by the parties. In no event shall said termination of this Agreement or County's failure to appropriate said funds be deemed a breach or default of this Agreement or create a debt by County in any amount(s) in excess of those previously funded.
6. **Public Information Act and Open Meetings Act.** ABM expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by ABM shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

ABM expressly acknowledges that County is subject to the Texas Open Meetings Act, TEX. GOV'T CODE ANN. §§ 551.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will comply with the provisions of the Texas Open Meetings Act in relation to the Agreement.

7. **Indemnity.** The parties agree that under the Constitution and laws of the State of Texas, County cannot enter into an agreement whereby County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding or saving harmless ABM for any reason are hereby deleted. ABM shall indemnify and defend County against all losses, liabilities, claims, causes of action, and other expenses, including reasonable attorney's fees, arising from activities of ABM, its agents, servants or employees, performed under this agreement that result from the negligent act, error, or omission of ABM or any of ABM's agents, servants or employees.
8. **Applicable Law; Arbitration; Attorney Fees; Record Retention.** The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity. County does not agree to submit disputes arising out of the Agreement to binding arbitration. Therefore, any references to binding arbitration or the waiver of a right to litigate a dispute are hereby deleted. County does not agree to pay any and/or all attorney fees incurred by ABM in any way associated with the Agreement. Nothing in this Agreement will be construed to waive the requirements of any record retention laws applicable to County.
9. **No Waiver of Jury Trial.** The County does not agree that all disputes (including any claims or counterclaims) arising from or related to this Agreement shall be resolved without a jury. Therefore, any references to waiver of jury trial are hereby deleted.
10. **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, ABM hereby verifies that ABM 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, ABM 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, ABM 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, ABM 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.

11. **Modifications and Waivers.** The parties may not amend or waive this Agreement, except by a written agreement executed by both parties. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

12. **Human Trafficking.** BY ACCEPTANCE OF CONTRACT, ABM ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.

13. **Use of Customer Name.** ABM may use County's name without County's prior written consent only in any of ABM's customer lists, any other use must be approved in advance by County.

14. **Performance Warranty.** ABM warrants to County that ABM has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and ABM will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.

ABM warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A, and the requirements and specifications of Omnia Partners Contract #159074.

15. **Conflict.** In the event there is a conflict between this Addendum and the Agreement, this Addendum controls. In the event there is a conflict between this Addendum and the terms

and conditions of Omnia Partners Contract #159074, then the terms and conditions of Omnia Partners Contract #159074 controls to the extent of the conflict.

16. **Understanding, Fair Construction.** By execution of this Addendum, the parties acknowledge that they have read and understood each provision, term and obligation contained in this Addendum. This Addendum, although drawn by one party, shall be construed fairly and reasonably and not more strictly against the drafting party than the nondrafting party.
17. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.
18. **Electronic and Digital Signatures.** The parties to this Agreement agree that any electronic and/or digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as the use of manual signatures.
19. **Assignment and Delegation.**
 - 19.1. Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.
 - 19.2. Neither party may delegate any performance under this Agreement.
 - 19.3. Any purported assignment of rights or delegation of performance in violation of this Section is void.
 - 19.4. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County.
20. **Successors and Assigns.** County and ABM bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.
21. **Personnel.** ABM represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Services required under this Agreement and that ABM shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the Services when and as required and without delays.

All employees of ABM shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of ABM or agent of ABM who, in the opinion of County, is incompetent or by his conduct becomes detrimental to providing Services pursuant to this Agreement shall, upon request of County, immediately be removed from association with the Services required under this Agreement.

When performing Services on-site at the County, ABM shall comply with, and ensure that all ABM Personnel comply with, all rules, regulations and policies of County that are communicated to ABM in writing, such as building security procedures, including the restriction of access by County to certain areas of its premises or systems for security reasons, and general health and safety practices and procedures.

22. **Compliance with Laws.** ABM shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, ABM shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.
23. **Confidential Information.** ABM acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by ABM or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by ABM shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by ABM) publicly known or is contained in a publicly available document; (b) is rightfully in ABM's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of ABM who can be shown to have had no access to the Confidential Information.

ABM agrees to hold Confidential Information in strict confidence, using at least the same degree of care that ABM uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. ABM shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, ABM shall advise County immediately in the event ABM learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and ABM will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or ABM against any such person. ABM agrees that, except as directed by County, ABM will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person,

and that upon termination of this Agreement or at County's request, ABM will promptly turn over to County all documents, papers, and other matter in ABM's possession which embody Confidential Information.

ABM acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. ABM acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.

ABM in providing all Services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

24. Termination.

- 24.1. Termination for Convenience. County may terminate this Agreement at any time upon thirty (30) days written notice.
- 24.2. Termination for Default. County may terminate the whole or any part of this Agreement for cause in the following circumstances:
 - (a). If ABM fails to timely perform Services pursuant to this Agreement or any extension thereof granted by the County in writing;
 - (b). If ABM materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.
- 24.3. If, after termination, it is determined for any reason whatsoever that ABM was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with § 24.1 above.
- 24.4. Upon termination of this Agreement, County shall compensate ABM in accordance with § 4, above, for those Services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. ABM's final invoice for said Services will be presented to and paid by County in the same manner set forth in § 4 above.

- 24.5. If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to ABM.
- 24.6. If County terminates this Agreement prior to the termination date, County shall not be subject to any early termination fee or other penalty.
- 24.7. Upon termination of this Agreement for any reason, if ABM has any property in its possession belonging to County, ABM will account for the same, and dispose of it in the manner the County directs.
25. **Independent Contractor.** In the performance of work or services hereunder, ABM shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of ABM or, where permitted, of its subcontractors. ABM and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.
26. **Further Assurances.** Each party further agrees that it shall take any and all necessary steps and sign and execute any and all necessary documents or agreements required to implement the terms of the Agreement of the parties contained in this contract, and each party agrees to refrain from taking any action, either expressly or impliedly, which would have the effect to prohibiting or hindering the performance of the other party to this Agreement.
27. **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.
28. **Dispute Resolution.**
- 28.1. The parties shall attempt in good faith to resolve promptly any dispute arising out of or relating to this Agreement by negotiation between the parties. In the event the dispute cannot be settled through negotiation, the parties agree to submit the dispute to non-binding mediation.
- 28.2. The party requesting mediation shall notify the other party in writing of the dispute desired to be mediated. If the parties are unable to resolve their differences within ten (10) days of the receipt of such notice, such dispute shall be submitted for mediation.
- 28.3. Each party shall be responsible for its own costs associated with the mediation.
- 28.4. The requirement to seek mediation shall be a condition required before filing an action at law or in equity, unless to do so would prevent either party from

seeking relief in a court of law or equity under any applicable statute of limitations.

29. Insurance.

- A. Prior to commencement of the Services, ABM 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. ABM shall provide certified copies of insurance endorsements and/or policies if requested by County. ABM 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. ABM 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 in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.
 2. 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.
 3. 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.
 4. Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
- B. County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation and Professional Liability (if required). All Liability policies written on behalf of ABM 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, ABM 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 the work under this Contract is completed.

- D. ABM shall not commence any portion of the work under this Contract 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 ABM.

30. Notices.

- 30.1. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).
- 30.2. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Fort Bend County Purchasing Department
Attn: Purchasing Agent
301 Jackson Street, Suite 201
Richmond, Texas 77469

With a copy to: Fort Bend County
Attn: County Judge
301 Jackson Street
Richmond, Texas 77469

Contractor: ABM Building Solutions, LLC
Attn: _____
14141 Southwest Freeway, Suite 477
Sugar Land, Texas 77478

- 30.3. A Notice is effective only if the party giving or making the Notice has complied with subsections 30.1 and 30.2 and if the addressee has received the Notice. A Notice is deemed received as follows:

30.3.1. If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.

30.3.2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

(Execution Page Follows)

(Remainder of Page Intentionally Left Blank)

IN WITNESS WHEREOF, this Addendum 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 Addendum and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

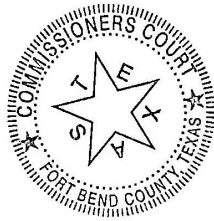
FORT BEND COUNTY

KP George
KP George, County Judge

ABM BUILDING SOLUTIONS, LLC

[Signature]
Authorized Agent – Signature

April 8, 2025
Date



ATTEST:

Laura Richard
Laura Richard, County Clerk

Paul Rowinski
Authorized Agent- Printed Name

Regional Vice President
Title

March 28, 2025
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of \$311,704.92 are available to pay the obligation of Fort Bend County within the foregoing Agreement.

[Signature]
Robert Ed Sturdivant, County Auditor

Exhibit A: ABM's Proposal

I:\AGREEMENTS\2025 Agreements\Purchasing\Purchasing\ABM Industry Groups LLC (25-Purch-100482)\ABM Building Solutions, LLC.docx aw

Exhibit A

A black and white photograph of a man, likely an ABM employee, standing in a hallway. He is wearing a light-colored, long-sleeved button-down shirt with the ABM logo on the left chest, dark trousers, and a belt. He is holding a mop handle vertically in front of him with both hands. The background shows a hallway with large windows on the left and a dark, curved architectural element on the right.

ABM Response to Fort Bend County Justice Center For Janitorial Services

Presented to:

Isabel Roberts
Fort Bend County Facilities - Operations Manager

Presented by:

Truman Plagens
Senior Business Development Manager
ABM | Business & Industry

Proposal is priced and in accordance with Ominia Contract #159074

JAN
16
2024



January 16, 2025

Isabel Roberts
Fort Bend County Facilities Operations Manager
Fort Bend County Justice Center
1422 Eugene Heimann Circle
Richmond, Texas 77469

Dear Isabel,

Thank you for the opportunity to propose our Janitorial Service program to Fort Bend County. In over 50 years of serving clients, we've developed a proven program that includes management structure, training, and best practices.

We will take a proactive approach to managing every detail of your Justice Center. At every level, our qualified personnel will make sure that Visitors will have an enjoyable experience that is both comfortable and safe. Our entire organization stands behind this proposal and all of the commitments made to Fort Bend County.

If there is any additional information I might provide, please don't hesitate to call or write. All of us at ABM are ready to put our solutions to work for you.

Sincerely,

Truman Plagens

Senior Business Development Manager

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Your Service Quote

Please note: This proposal is priced and in accordance with Omnia Contract #159074

We help you create new efficiencies to improve your bottom line.

To reduce your costs and build value for your Justice Center, we focus on new efficient methods and management of labor and technology to eliminate unnecessary costs and maintain quality. Based on the Justice Center walk-throughs and specifications, discussions with you, and our Janitorial expertise, we determined the best practices for you and infused them into a program designed to meet your service needs.

Prepared for: Isabel Roberts – Fort Bend County Facilities Operations Manager

Location(s): Fort Bend County Justice Center
1422 Eugene Heimann Circle
Richmond, Texas 77469

Service(s): Janitorial Services according to scope of work provided in the Appendix

Price \$ 25,975.41 per month

Price includes all labor, benefits, payroll taxes and insurance, supervision, cleaning supplies, and equipment. This does not include plastic liners, and restroom supplies such as paper towels, toilet seat covers, toilet tissue, hand soap, and deodorants, however, these products can be supplied and will be re-billed to the client at ABM's vendor cost, plus a 10% handling fee, plus tax

Prepared by: Truman Plagens
Senior Business Development Manager
832-857-1693
Truman.plagens@abm.com

Janitorial SolutionManagement Approach

Fort Bend County Justice Center will receive personalized service that emphasizes client satisfaction. Through our organizational structure, leadership, and consistent management, we developed an approach to manage the service needs at your building and exceed your expectations. This management approach gives you the feel of a local company with the backing of a global company.

Fort Bend County Justice Center's Regional and Local Support Roles

Regional Director of Operations	• Sets goals and objectives for the region • Supports the on-site Fort Bend County Justice Center manager, as well as branch teams in implementation of operational improvement strategies for Fort Bend County Justice Center • Ensures the region's and district's compliance with company policies and government regulations
District Manager	• Hires and trains employees • Plans, assigns, and directs work performance through use of managers, supervisors and leads • Performs site inspections and monitors compliance • Analyzes reports, identifies trends, and develops a plan to correct problems • Oversees local inspections, quality control measures, and inventory for the assigned buildings • Manages safety programs and conducts monthly safety meetings
Field Operations Manager	• Oversees local inspections, quality control measures, and inventory control of equipment and supplies for the assigned locations • Organizes and controls local area activities
Project Manager	• Carries out day-to-day operations • Conducts on-site training • Serves as immediate, on-site contact
Supervisor	• Directs work activities • Manages service workers

Cleaning Methodologies

Our cleaning approaches combine daily, variable, and extensive periodic services to perform to your expectations. We offer a full spectrum of care and as your business operations evolve provide a progressive collection of additional methods and equipment to meet your needs. You'll find our extensive selection of services to be rare in the facility services industry. We recommend our ABM *GreenCare*® program at your Justice Center.



Green Cleaning Overview

The ABM *GreenCare* program focuses on products, tools, equipment, processes, and policies to promote a healthier environment for your staff and visitors while reducing the harm done to the environment. Since green products are less harsh than traditional products, green cleaning preserves your capital investments such as floors, furniture, etc. We use environmentally preferable products and sustainable procedures following the requirements of the U.S. Green Building Council (USGBC), Green Seal, Environmental Protection Agency, Environmental Choice, and the Carpet and Rug Institute, all who provide nationally recognized standards for green products and procedures.

A Flexible Program to Meet Your Sustainability Goals

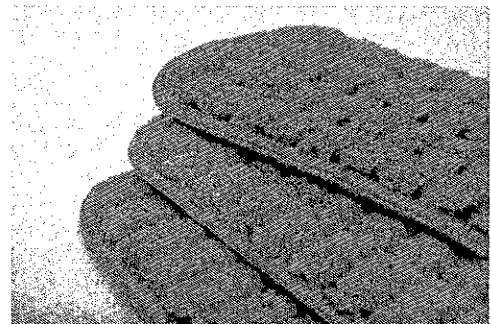
We help you take a more holistic approach to green cleaning, whether it's switching to green cleaning products, implementing sustainable equipment and processes, or assisting with LEED certification.

Microfiber Technology

Microfiber technology is an important feature of the ABM *GreenCare* program. Microfiber cloths, dust sleeves and flat mops improve our efforts both in landfill waste reduction and improved dirt / dust collection.

ABM adopts the following color coding to reduce the likelihood of cross-contamination:

- **Blue Cloths** – For use on restroom counters, fixtures, mirrors, damp dusting etc.
- **Red Cloths** – For use on toilets, urinals, etc. only
- **Red/Red Trimmed Flat Mops** – For restroom floors only
- **Green Cloths** – For general cleaning
- **Green Dust Sleeves / Mitts** – For general dusting
- **Green Flat Mops** – For general sweeping and damp mopping



Additional colors are available when necessary (i.e., food preparation areas). However, care must be taken not to over complicate the process with too many colors.

Consumables

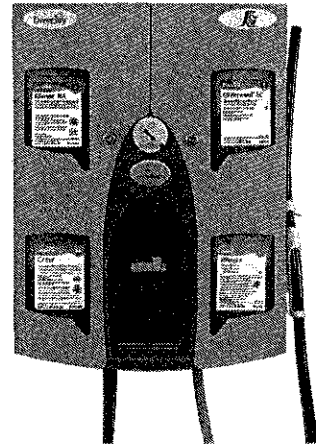
ABM evaluates your paper / plastic consumables for compliance with the EPA Comprehensive Procurement Guidelines, Green Seal, or Environmental Choice standards. We check that consumables are made from rapidly renewable resources or tree-free fibers.

If you have goals for recycled content, we work with you and our suppliers to identify ways to increase the recycled content levels as a percentage of purchases, balancing sustainability goals with your facility maintenance budget.

Chemical Selection and Dilution

We select chemicals from the ABM *GreenCare* list, which identifies Green Seal certified products or environmentally preferable products (as determined by USGBC's requirements). Our goal is to reduce the number of chemicals on-site while simultaneously switching out the most high-volume use chemicals for sustainable ones. If you require a particular chemical that is not available in a Green Seal certified or environmentally preferable products option, we work with you to minimize environmental and health risks.

When applicable, ABM recommends a chemical dilution system that allows service workers to dilute chemical concentrates on-site, thereby reducing the amount of waste that is associated with manually mixed chemicals. Our dilution control systems automate the amount of chemicals for each use, ensuring consistency, accuracy, and safety.



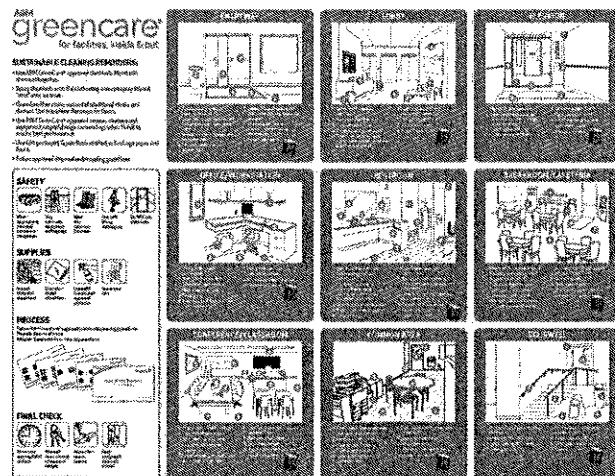
Equipment

Equipment choices are a critical component of *GreenCare*. Choosing the right equipment improves our cleaning effectiveness and contributes to the positive environmental impact of your Justice Center. Selecting from our ABM *GreenCare* standard equipment list helps minimize your costs, improve indoor air quality, maximize the productivity of our team members, and benefits service workers through ergonomic design, reduced sound levels, and increased safety. We maintain detailed logs of the purchase date, maintenance, repairs, and manufacturers' specifications for each piece of equipment used at your Justice Center.

ABM *GreenCare* Training

Procedures Manual

The ABM *GreenCare* procedures manual outlines proper cleaning processes and ensures our employees effectively use the chemicals, equipment and tools provided and establish proper techniques in their daily tasks. ABM collaborates with Fort Bend County to establish proper cleaning intervals throughout the day and ensure our staff is following the procedures outlined in the manual.



Wall Chart

The *GreenCare* wall chart is posted in a visible area and serves as a reminder of the processes and procedures taught during training. It provides quick visual instructions on safety, tools, and processes and step-by-step instructions on how to clean every room.

Partnership Training from Vendors

Our chemical vendors provide training for the products they provide us with, which ensures that they are being used to safely and effectively. We have partnered with them to create training cards which outline the proper usage of chemicals and detailed, step-by-step instructions for each part of the process.

Transition Plan

We customize our transition program for each client to make certain the project's startup goes smoothly and is free from time consuming miscommunications and disruptions. On contract award, our initial activities set up a kickoff meeting to identify Fort Bend County Justice Center's communications and implementation plan and share it with the Fort Bend County Justice Center and ABM transition teams.

Our transition efforts take four to six weeks from the contract award. Having reviewed the number and locations of the sites, scope of work and requirements, we estimate the transition will take approximately 35 days.

Attract and Recruit

Recruiting the Best

Your facility requires personnel who adapt to your culture and present themselves in a friendly, professional manner. We make great efforts to recruit team members who match the job profile, adapt to meet the needs of your Justice Center, and champion ABM's culture of learning, teamwork, and high-quality service. ABM's reputation for providing consistent service while investing in our people's success attracts prospective employees without a great deal of solicitation or marketing. People want to work for ABM, and we attract the best in class.



We recruit from multiple sources to maximize the number of applicants that align with our expectations. We post job listings online, in college employment offices, community bulletin boards, classified ads, and in our local offices. Job seekers complete their applications and employment profile online and then apply through any digitally available device. Since virtually everyone carries a mobile device, this increases our ability to reach more qualified candidates.

Screen and Select

Careful Selection to Ensure Safety and Quality

Through professional interviewing and selection processes, we select quality candidates who meet your needs. Each applicant is interviewed to determine specific job interests, preferred schedule, and possible work location preferences. To ensure the safety of your facility visitors and business assets, we provide a range of employee screening packages and conduct tiered screening based on your requirements.

Retain

Employee Benefits and Incentives Attract and Keep Good People

We staff your facilities with highly qualified professionals attracted to ABM due to our strong reputation for employee development and retention. We offer a wide range of benefits to our team members. With an array of plan offerings, ABM's flexibility allows our clients to choose from a variety of benefit packages to meet your desired objectives. *

Our standard benefits package for employees varies, but can include:

- Health and dental
- Paid vacation
- Life insurance
- Paid holidays
- Accidental death and dismemberment
- Anniversary awards
- 401(k)
- Workers' compensation
- Employee stock purchase plan
- Vision insurance

**Union employees receive benefits based on the requirements of their collective bargaining agreement.*

Grow

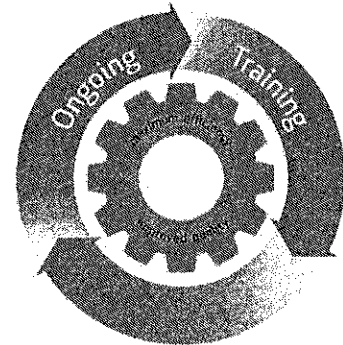
With ABM Cares, we offer additional benefits and personal enrichment opportunities to our staff and management employees, including:

- A matching program for charitable donations
- A paid day off to volunteer
- Donations to the charity of their choice for every 10 hours volunteered

We provide support to employees as they grow in their careers as another component of our retention program. Your facility is serviced by team members who are encouraged to grow, which results in higher productivity and better service quality. Our culture encourages employees to openly communicate with their manager to develop a career path that builds on individual strengths. The quality of each person's service improves due to the ongoing coaching facilitated by regular performance reviews.

Train and Develop

During the start-up phase, ABM project managers and supervisors conduct team member training sessions at your Justice Center in a classroom setting. These sessions include site-specific rules and regulations, ABM policies and procedures, and basic job training. Our supervisors demonstrate each task, detailing the importance of each step along the way, and train them to perform visual inspections before completing work. The supervisors provide continual guidance to the service workers as they work. Once initial training is complete, supervisors perform recurring reviews to make sure that they are maintaining Fort Bend County Justice Center's and ABM's standards. By empowering our team members with comprehensive training, we minimize deficiencies and quickly identify opportunities for improvement.



Safety and Risk Management Programs

Safety is the cornerstone of ABM's operations. As part of the ABM Way, our documented processes are designed to guarantee success for our customers, employees, and company. We commit to fostering a safe working environment for employees at the locations we service. We embrace the responsibility of the ABM *ThinkSafe* culture and proactively prevent, detect, and correct safety or risk concerns that may arise.

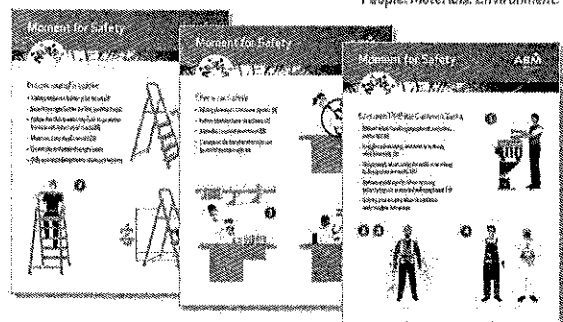
At ABM, risk management consists of safety and claims management, working jointly with operations to ensure the safety and well-being of our employees and our customers. Our safety training program is designed to meet or exceed Occupational Safety and Health Administration (OSHA) requirements and incorporates best practices from organizations such as the National Safety Council (NSC), National Fire Prevention Association (NFPA), and the American Red Cross.

Current Programs

Below are some of the ways ABM is working to create a safety culture for our team members:

- **ThinkSafe:** ABM's safety program reflects that most workplace accidents are preventable if you make safety an integral part of your day. At ABM, we strive to create a world-class culture in all we do. Safety is a large part of that objective.
- **Telematics:** ABM fleet vehicles are equipped with telematics systems that monitor driving habits, including speed of travel, seatbelt use, idle time, and location of vehicle at every stop. Data collects automatically, and audible alerts sound when a driver exhibits unsafe behavior. We regularly review driving habits and patterns. Violations of the policy remain on the driver's record for 12 months.
- **Sedgwick Clinical Consultation:** Sedgwick's 24/7 clinical consultation / nurse triage solution ensures injured employees receive the right care quickly. Services are delivered by Sedgwick's team of registered nurses who are familiar with occupational injuries.

ThinkSafe
People. Materials. Environment.



- **Concentra National Clinic Program:** A specialized national network of clinics focuses on the assessment and treatment of work-related injuries (for all areas outside of California).
- **Stay-at-Work Program:** Once their provider releases an injured team member, we focus on returning them to work with appropriate light-duty assignments.
- **Telephonic Nurse Case Management (TCM):** Qualified nurses assist with the medical management component of the claim with the goal of prompt return to work.
- **Safe Work Observation Process (SWOP):** This process reinforces ABM's safety culture through safety observations, communication, and training. Its objectives are to:
 - Recognize and coach employees
 - Create a safe work environment for everyone
 - Demonstrate how to use equipment and tools properly
 - Reduce risk of injury
- **Moment for Safety:** Every day at ABM, our managers share a Moment for Safety with their teams. This practice promotes safety awareness to the specific topic of the day and sets team members' minds to carry out their tasks safely.

Quality Assurance Program

As part of the ABM Way, we must clearly define what our clients expect from us and develop standards by which our team members will perform and measure the results. Together with our clients, we develop standards of performance by which the quality of services can be measured. ABM's quality assurance program includes:

- Automated communication, resulting in reduced response time
- Complete up-to-date work order status
- Round-the-clock access, communication, and tracking
- Periodic scheduling and tracking
- Customized inspection and work order reports providing data for process improvement
- Improved client satisfaction
- Less time spent managing issues



Tracking Accountability

To provide Fort Bend County Justice Center with transparent accountability, work requests clearly define who is responsible for the work and the time involved for completion. The requests are time stamped, and automatic escalations are triggered by that time to notify management. You can measure, quantify, and analyze service delivery, alongside ABM management. This process makes it easy to identify and disseminate best practices. We inspect your facility on a regular schedule, and the data is entered into the system via a wireless device providing real-time access to inspection results. During inspection, tasks rate on a scale from one to five, producing a percentage of the maximum possible.

SITE Technology

ABM managers collect and log inspection information into the quality management system. Our contract decides on the frequency of inspections. Customized reports are available in hard copy or can be automatically sent to Fort Bend County Justice Center at a set frequency. Results are reviewed by ABM management with Fort Bend County Justice Center regularly in person and at quarterly business review meetings.

Experience in Government

ABM provides services to municipal, county and government buildings across the country. This includes facilities such as, libraries, government offices, town halls, city halls, public health centers, community centers, senior centers, fire stations, police stations, etc.

Similar Clients

The following is a sampling of clients similar to Fort Bend County Justice Center that we service:

- City of Minneapolis, MN
- City of Chicago, IL
- City of Minneapolis, MN
- City of Phoenix, AZ
- City of Charleston, SC
- City of San Diego, CA
- City of Virginia Beach, VA
- City of West Hollywood, CA
- County of Sonoma, CA
- City of Galveston, TX
- City of New York, NY
- Lowndes County Government
- County of Essex
- State of Washington DMV, WA

Associations

ABM is an active, long-term member and participant in the following organizations:

- Building Services Contractors Association International (BSCAI)
- Community Association Institute (CAI)
- ENERGY STAR Partner (ES)
- International Crime Free Association (ICFA)
- International Downtown Association (IDA)
- International Facility Management Association (IFMA)
- International Sanitary Supply Association (ISSA)

ABM at a Glance

A driving force for a cleaner, healthier, and more sustainable world, we provide essential services and forward-looking solutions that improve the spaces and places that matter most. From curbside to rooftop, we provide comprehensive facility services that include janitorial, engineering, parking, electrical & lighting, energy solutions, HVAC & mechanical, landscape & turf, and mission critical solutions. We deliver these custom facility solutions to properties across a wide range of industries – from commercial office buildings to universities, airports, hospitals, data centers, manufacturing plants and distribution centers, entertainment venues, and more.

5+ billion
sq. ft. cleaned
each day

500,000+
heating and
cooling **systems**
maintained

30+ 
million sq. ft.
of **data center space**
serviced

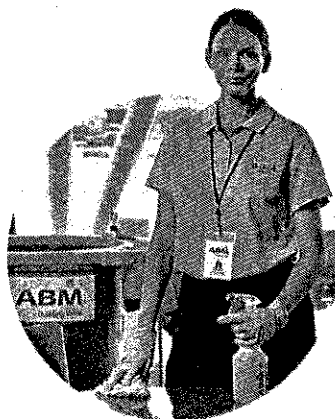
\$704
million in **parking**
revenue



30,000+
EV **charging ports** installed

Over
10,000
certified **engineers**

55,000+
acres of
landscaping and
turf maintained



About Us

- Founded in 1909
- 20,000 clients
- 250+ locations in US, UK, and Canada
- \$8.1 billion in revenue
- 100,000+ team members

Purpose

To care for the people, spaces, and places that are important to you

Vision

To be the clear choice in industries we serve through engaged people

Mission

To make a difference every person, every day

Values

Respect, Integrity,
Collaboration, Innovation,
Excellence, Trust

Additional Services

Janitorial

- Green cleaning and recycling
- Carpet and floor care
- EnhancedClean™ program
- Clean room and GMP cleaning

Energy

- Guaranteed energy savings programs
- Smart building technologies
- Infrastructure solutions
- Renewable energy solutions

Parking

- Revenue enhancement and expense control
- Shuttle and transportation
- Special event and valet parking
- On and off-street parking management

eMobility

- EV charging stations
- Zero-emission fleet transition
- Turnkey and large-scale deployment projects
- Specialized microgrid systems

Facilities Engineering, HVAC & Mechanical

- Preventive maintenance
- On-site and mobile technicians
- Repairs, replacements, and retrofits
- Engineering and recommissioning

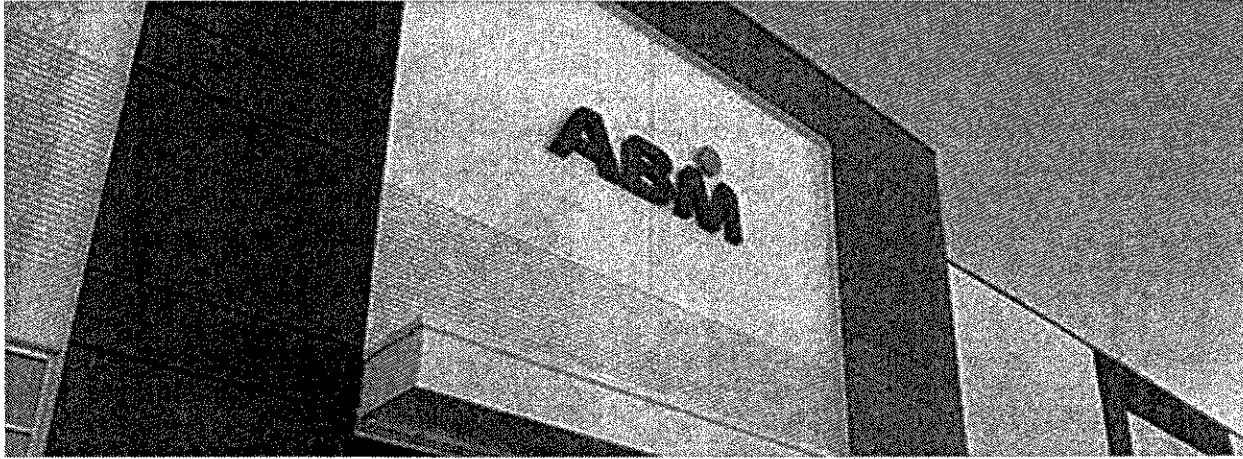
Landscape & Turf

- Golf course / athletic field maintenance
- Exterior pest and fertility management
- Irrigation maintenance and management



As your facility needs expand, we have the capacity to oversee every square foot of your operations.

What to Expect from ABM



We are ready to build value for Fort Bend County Justice Center.

Our solutions lower your operating costs, preserve your assets, and maximize their value.

Service Excellence

With our highly trained in-house workforce, we provide services that increase efficiencies and lower your operating expenses—all while maintaining a uniform standard of service excellence.

Breadth of Services

We provide an unrivaled range of facilities solutions that keep your properties safe, clean, comfortable, and energy efficient.

Deep Industry Expertise

From our national office to our local branches, our workforce understands your industry. In over 115 years of service, we've developed the expertise to make our solutions work best for you.

Technology-enabled Workforce

Innovative technology solutions simplify service delivery, empower on-site team members, and allow for greater transparency.

Guaranteed Sustainability Solutions

We use our expertise to support your sustainability goals, including green cleaning, LEED support, infrastructure solutions, and more.

Appendix

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.

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

- 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.