LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Lease"), made and entered into this 21st day of May, 2018, by and between CLARK COUNTY, hereinafter referred to as LESSOR, and the STATE OF NEVADA, DEPARTMENT OF ADMINISTRATION, PUBLIC WORKS DIVISION, hereinafter referred to as LESSEE, for and on behalf of the DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIVISION OF WELFARE AND SUPPORTIVE SERVICES, hereinafter referred to as TENANT (hereinafter collectively known as "the Parties").

W I T N E S S E T H:

For and in consideration of the rents herein reserved and the covenants, terms and conditions herein contained, the LESSOR does by these presents lease unto LESSEE the following described property:

5,565 rentable square feet of office space, (the "Demised Premises" and "Shared Space") located at 3900 Cambridge, Suites 206, 207, 208, 209, and 210, Las Vegas, Nevada 89119. Refer to "EXHIBIT A", attached hereto and incorporated herein.

ONE. TERM OF LEASE.

1.1 Term of Lease. Subject to Section Nineteen below, LESSOR hereby leases unto LESSEE and LESSEE agrees to lease from LESSOR approximately 5,565 rentable square feet of office space, located at 3900 Cambridge, Suites 206, 207, 208, 209, and 210, Las Vegas, Nevada 89119, effective upon approval of the Nevada Board of
Examiners, expected to be on November 13, 2018, and the Clark County Board of Commissioners, commencing December 1, 2018 and terminating on November 30, 2023.

1.2 Lack of Funding. Not Applicable, ZERO-DOLLAR lease. See Section Eleven below.

TWO. RENT. TENANT agrees to pay to the LESSOR as and for rental for said Demised Premises the sum of:

2.1 A monthly total of ZERO DOLLARS AND 00/100 ($0.00).

THREE. UTILITIES AND SERVICES.

3.1 Utilities and Services Provided by LESSOR. LESSOR, at LESSOR'S sole cost and expense, shall provide the Demised Premises with water, sewer, gas, power, pest control, fire extinguisher, fire alarm and normal trash removal necessary to sustain a comfortable professional office environment.

3.2 Utilities and Services Provided and Paid by TENANT.

a) TELEPHONE/DATA. TENANT shall provide state-owned telephone and computer/data equipment, and pay Industrial Standard user fees for telephone/data services.

b) JANITORIAL SERVICES. TENANT shall provide janitorial services (including paper products) for the Demised Premises in accordance with EXHIBIT "C" JANITORIAL REQUIREMENTS AND SPECIFICATIONS, attached hereto and incorporated herein.

c) Security. TENANT shall provide on-site security if necessary for the safety of TENANT'S employees and property.
3.3 Hours of Operation. TENANT shall have access to the Demised Premise and the Shared Space only during normal building hours which are Monday through Friday 6:00 a.m. to 9:00 p.m. and Saturday 9:00 a.m. to 1:00 p.m. to carry out its operations.

3.4 Building Access. LESSOR shall provide TENANT with access control cards, alarm codes, and building keys for TENANT employees' access to the Demised Premises and Shared Space. TENANT shall be responsible for safeguarding all LESSOR access control cards, alarm codes, and building keys and ensuring that only authorized employees have building access.

TENANT shall receive LESSOR’S written approval prior to installing and/or maintaining services or equipment or other personal property to assure LESSOR that any TENANT installation or maintenance will be performed with minimal disturbance.

The Premises shall be restored, at the end of TENANT’S operation, to a condition equal to the condition at the time of occupancy, less ordinary wear and tear.

Upon termination or end of operations, TENANT will remove its equipment in a time frame that is reasonably determined by LESSOR, and acceptable to both parties.

3.5 Co-location. TENANT and LESSOR shall ensure that their respective employees are sufficiently certified to view, modify, or otherwise use data which may be housed within the building. It is the responsibility of TENANT and LESSOR to safeguard the privacy of its own data.
Neither LESSOR'S nor TENANT'S personnel shall act in any manner that unreasonably causes disruption to the other party's right to quiet enjoyment of the Premises.

FOUR. REPAIR AND MAINTENANCE. LESSOR, at LESSOR'S sole cost and expense, agrees to provide maintenance and make any all repairs necessary to keep the Demised Premises in a first-class condition during the Lease Term. TENANT shall reimburse LESSOR for repairs and replacements to the Demised Premises which are necessary due to TENANT'S misuse or negligence. LESSOR shall provide TENANT with use of its existing metal detector, TENANT shall be responsible for all repair and maintenance during its use. The metal detector shall remain the property of the LESSOR.

FIVE. ALTERATIONS, ADDITIONS AND IMPROVEMENTS. TENANT shall not negotiate or cause to be made any alterations, additions or improvements in or to the Demised Premises. TENANT may, at any time during the Lease Term, requisition LESSEE in writing to negotiate and arrange alterations, additions, or improvements in and to the Demised Premises by the LESSOR.

SIX. PAYMENT OF TAXES AND INSURANCE. LESSOR is self-insured. LESSOR is a government entity and is not subject to real property taxes or any other assessments on the Demised Premises.

TENANT shall maintain in force at its sole cost and expense, all risk property insurance coverage, including sprinkler leakage (if the building is equipped with sprinklers), in an amount equal
to the replacement cost of TENANT'S trade fixtures, furnishings, equipment, and contents upon the Demised Premises.

The State of Nevada is self-insured for both liability and property insurance. All liability claims are handled in accordance with Nevada Revised Statutes, Chapter 41. Regarding property insurance, the State self-insures the first Five Hundred Thousand Dollars ($500,000.00) of each loss. Claims above that amount are commercially insured under an all risks property insurance policy.

SEVEN. INDEMNIFICATION. To the extent of the liability limitation set forth in NRS Chapter 41, the LESSEE/TENANT hereby agrees to indemnify and hold harmless LESSOR, its successor, assigns, agents and employees from all claims, damages, losses and expenses due to TENANT negligence arising out of or resulting from the use and occupancy of the Demised Premises and Shared Space or any accident in connection therewith, but only to the extent caused in whole or in part by negligent acts or omissions of TENANT, its subtenants, employees or agents. The State shall not be required to indemnify the LESSOR, its successors, assigns, agents and employees for any liability, claims, damages, losses or expenses relating to or arising out of this Lease to the extent caused in whole or in part by the acts, negligence or omission of LESSOR, its successors, assigns, agents, and employees, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation.
of indemnity which would otherwise exist as to any party or person described in this paragraph.

**EIGHT. BREACH OR DEFAULT.** In the event of any failure by LESSOR, LESSEE, or TENANT to keep and comply with any of the terms, covenants or provisions of this Lease or remedy any breach thereof, the defaulting party shall have thirty (30) days from the receipt of written notice of such default or breach within which to remove or cure said default or breach, or in the event the defaulting party is diligently pursuing the removal or cure of such breach, a reasonable time shall be allowed beyond the thirty (30) days.

**NINE. TERMINATION.** This Lease may be terminated by either party prior to the lease expiration date set forth in Section One, provided that a termination shall not be effective until ninety (90) days after a party has serviced written notice upon the other party. This Lease may be terminated by mutual consent of both parties or unilaterally by either party without cause.

**TEN. HOLDOVER TENANCY.** If TENANT holds possession of the Demised Premises after the expiration of this Lease or if written notice of intent to renew for any option period herein is not provided as specified, this Lease shall become a month-to-month lease on the terms herein specified. The monthly rent for each month shall be in an amount equal to the monthly rental immediately preceding the Expiration Date.

**ELEVEN. OPTION TO RENEW.** LESSEE shall have five (5) - one (1) year options to renew this Lease by giving written notice of
intention to renew at least ninety (90) days prior to expiration of the Lease Term or any renewal period hereunder. Receipt of which shall be acknowledged by LESSOR in writing. The exercise of the option shall, however, not be effective nor binding on the Parties herein unless and until the same has been approved by the Nevada Board of Examiners, which may occur after the required prior written notice.

TWELVE. REMEDIES. The remedies given to LESSOR, LESSEE and/or TENANT shall be cumulative, and the exercise of any one remedy shall not be to the exclusion of any other remedy.

THIRTEEN. NOTICES. All notices under this Lease shall be in writing and delivered in person or sent by certified mail, return receipt requested, to LESSOR and in all cases jointly to both LESSEE and TENANT at their respective addresses set forth below or to such other address as may hereafter be designated by either party in writing:

LESSOR

Clark County Real Property Management
500 South Grand Central Parkway, 4th Floor
Las Vegas, Nevada 89155-1825
Telephone: (702) 455-0110
FOURTEEN. SEVERABILITY. If any term or provision of this Lease or the application of it to any person or circumstance shall to any extent determined in a legal proceedings to be invalid and unenforceable, the remainder of this Lease (or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable) shall not be affected thereby, and each term and provision of this Lease shall be valid and shall be enforced to the extent permitted by law.

FIFTEEN. AMENDMENT OR MODIFICATION. This Lease constitutes the entire agreement between the Parties and may only be amended or modified with the mutual consent of the Parties hereto, which amendment or modification must be in writing, executed and dated by the Parties hereto and approved by the Nevada Board of Examiners.
SIXTEEN. TENANT IMPROVEMENTS. TENANT at TENANT’S sole cost and expense shall provide the tenant improvements detailed below and shown on EXHIBIT “A”, floorplan, and EXHIBIT “B”, consisting of three (3) pages, Clark County “Space Improvement Request Form”, attached hereto and incorporated herein. Said tenant improvement exhibits shall be initialed on all pages to show approval by LESSOR and TENANT. All tenant improvements shall be deemed acceptable upon receipt of all pertinent governmental approvals and inspection and receipt of written approval from LESSEE with copy to TENANT.

16.1 Replace existing carpet as needed, throughout.

16.2 Said tenant improvements shall be completed by TENANT’S selected vendor without undo delay by LESSOR. TENANT is not in any way obligated to perform tenant improvements. Failure to perform tenant improvements shall not advance the Expiration Date of this Lease.

SEVENTEEN. PARKING. LESSOR shall provide TENANT, twenty-eight (28) open parking spaces for State vehicles and privately-owned employee vehicles as necessary for use by employees assigned to work at the Premises.

EIGHTEEN. PRIOR TERMINATION. This Lease may be terminated prior to the terms set forth herein above if for any reason, the purpose of this Lease is substantially impaired or obstructed by any event, occurrence or circumstance outside the control of LESSOR, LESSEE, or TENANT, including any governmental
condemnation, without prejudice or penalty to any party hereto and without such event, occurrence or circumstance being defined, and interpreted or construed as breach or default on the part of any party.

**NINETEEN. PRIOR APPROVAL OF THE NEVADA BOARD OF EXAMINERS.** This Lease is contingent upon prior approval by the Nevada Board of Examiners and the Clark County Board of Commissioners and is not binding upon the Parties hereto or effective until such approvals.

**TWENTY. COUNTERPARTS.** This Lease may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

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IN WITNESS WHEREOF, the Parties hereto have executed this Lease as of the day and year first above written.

**LESSOR**

CLARK COUNTY

By

Lisa Kremer, Director
Clark County Real Property Management

Date

Reviewed as to form and compliance with law only:

PAUL ADAM LAXALT
ATTORNEY GENERAL

By

Susan K. Stewart
Deputy Attorney General

Date

Approved by:

BOARD OF EXAMINERS

By

James R. Wells, CPA
Clerk of the Board

Date

**LESSEE**

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

By

Ward D. Patrick, PE
Administrator

Date

**TENANT**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

By

Richard Whitley
Director

Date

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES

By

Steve Fisher
Administrator

Date
EXHIBIT “B”
Page 1 of 3

SPACE IMPROVEMENT REQUEST (SIR) FOR

DATE: 05/22/2018

USER AGENCY

| DEPARTMENT: | State of Nevada Division of Welfare and Supportive Services |
| CONTACT PERSON: | Karen Killian |
| OFFICE PHONE: | 702-486-1423 |
| OFFICE EMAIL: | kkillian@dwss.nv.gov |

DIVISION(S) AFFECTED: DWSS

QUANTITIES AND TYPES OF STAFF POSITIONS AFFECTED:
(Use the categories in the attached County Space Standards)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TYPE OF PERSONNEL</th>
<th>TYPE OF WORKSTATION</th>
<th>SIZE/RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROPERTY ACTION TYPE (Please check the applicable box)

<table>
<thead>
<tr>
<th>REGULATORY</th>
<th>EXISTING ASSET (BUILDING, FACILITY, PARK, ETC.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>✓ RENOVATION / REMODEL / EXPANSION</td>
</tr>
<tr>
<td>CODE UPDATES</td>
<td>RELOCATION</td>
</tr>
<tr>
<td>USAGE OR OCCUPANT CHANGE</td>
<td>WARRANTY COORDINATION / COMPLIANCE</td>
</tr>
<tr>
<td>DEMOLITION</td>
<td>RECONFIGURATION</td>
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</tbody>
</table>

LEGISLATIVE

<table>
<thead>
<tr>
<th>STATUTE</th>
<th>LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITATION</td>
<td>OTHER</td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
</tbody>
</table>

PROJECT DESCRIPTION

Describe the proposed project (attach a drawing, red-lined plan, photo, or preliminary design to show your intent):

DWSS - Is requesting permission to replace carpet in there occupied space at 3900 Cambridge LV NV.
**PROJECT LOCATION**

Identify proposed location

3900 Cambridge Suite 209 Las Vegas Nevada 89119

Are land transactions necessary?

No

**PROJECT TIME**

<table>
<thead>
<tr>
<th>Specify proposed start and stop times</th>
<th>Start:</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stop:</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Identify critical dates associated with the project

**PROJECT BUDGET**

Enter total budget necessary for a 100% complete project: Project paid by the State

Check features included in the budget:

<table>
<thead>
<tr>
<th>Land</th>
<th>Special Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parking</td>
</tr>
<tr>
<td></td>
<td>Remodeling</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter funds currently available:</th>
<th>$</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Numbers:</td>
<td>$</td>
<td>NA</td>
</tr>
<tr>
<td>Department No.:</td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>

**PROJECT JUSTIFICATION**

Why is this project necessary?

Carpet has reached end of its usable life.

What costs will it save?

no cost

What is the expected life in years (or, when will it be replaced or obsolete)?

5-10 Years
# CLARK COUNTY

## SUMMARY OF SPACE ASSIGNMENT GUIDELINES

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TYPE OF PERSONNEL</th>
<th>TYPE OF WORK</th>
<th>SIZE / RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Commissioners</td>
<td>Private / Ceremonial Offices</td>
<td>280 – 400 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>Elected Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>County Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Assistant County Manager</td>
<td>Private Office</td>
<td>260 – 300 sq. ft.</td>
</tr>
<tr>
<td>C</td>
<td>Department Heads</td>
<td>Private Office</td>
<td>200 – 240 sq. ft.</td>
</tr>
<tr>
<td>D</td>
<td>Assistant Department Heads</td>
<td>Private Office</td>
<td>140 – 200 sq. ft.</td>
</tr>
<tr>
<td></td>
<td>Deputy Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Division Heads</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Airport Admin Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Airport Operations Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Court Intake Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>General Staff Requiring Confidentiality</td>
<td>Private Office</td>
<td>100 – 120 sq. ft</td>
</tr>
<tr>
<td>F</td>
<td>Manager / Supervisor</td>
<td>Open / Systems Furniture (some senior level offices)</td>
<td>80 – 120 sq. ft</td>
</tr>
<tr>
<td>G</td>
<td>Professional / Supervisor</td>
<td>Open / Systems Furniture</td>
<td>64 – 80 sq. ft</td>
</tr>
<tr>
<td>H</td>
<td>Office / Clerical</td>
<td>Open / Systems Furniture</td>
<td>36 – 70 sq. ft</td>
</tr>
<tr>
<td>I</td>
<td>Field / Interns / Volunteers</td>
<td>Open / Systems Furniture</td>
<td>16 – 50 sq. ft</td>
</tr>
</tbody>
</table>
EXHIBIT “C”

JANITORIAL REQUIREMENTS AND SPECIFICATIONS - Five-day Cleaning

3.1 DAILY CLEANING SPECIFICATIONS

3.1.1 General Office and Public Areas

3.1.1.1 Computer keyboards and monitors, typewriters and calculators will not be cleaned in any manner by the vendor’s employees; equipment users will be responsible for their cleaning.

3.1.1.2 Awarded vendor will dust desks and work surfaces when they have been cleared off. More extensive cleaning will be available upon request.

3.1.2 Trash from Wastebaskets/Trash Receptacles and Other Labeled Waste Material

3.1.2.1 All trash will be placed into large plastic trash bags, sealed, and disposed of in the large green dumpsters provided outside the building.

3.1.2.2 Recycle paper located in “recycling” boxes/bins throughout the building must be placed in large trash bags, sealed, and put into the recycle dumpsters, where available.

3.1.2.3 Other than outside dumpsters, all trash receptacles inside and outside any building, must include plastic liners at all times.

A. Receptacles must be cleaned after any liquid is spilled, or if the liner has slipped and food, etc., is visible in the waste basket.

B. Plastic liners must be replaced at least once a week, or daily when organic matter/odors are present.

3.1.3 Exposed Carpeted Areas

Vacuuming of the entire building as described may not be accomplished in a single day; therefore, the awarded vendor will schedule daily vacuuming to encompass vacuuming of the entire building on a weekly basis.

3.1.3.1 All exposed carpeted areas must be vacuumed, including all offices, public areas, corridors, and pathways within office areas, to ensure complete vacuuming of entire building on a weekly basis.

3.1.3.2 All vacuums must be of commercial grade.

A. All backpack vacuums must be equipped with a HEPA filtration system that meets all State and Federal legal requirements.

B. All equipment may be subject to inspection and approval by the Division at any time.
3.1.3.3 All carpet areas must be spot-cleaned daily.

A. Awarded vendor will make every effort to remove stains from carpets, throw rugs, and other flooring material during normal service hours.

B. When cleaning any stain, the following process will be followed:

1. Vendor will vacuum the affected area, applying spot cleaner to remove the stain; and

2. If the stain remains, the awarded vendor will notify the Division the next business day, Monday through Friday between 7:00 a.m. and 5:00 p.m.

3.1.4 Staple/Paper Clip/Substance Removal

3.1.4.1 Staples and paper clips must be removed from all carpet areas on a daily basis.

3.1.4.2 All gum or other foreign substances found on any floor must be removed upon discovery.

3.1.4.3 If a substance cannot be removed, the Division must be notified the next business day, Monday through Friday between 7:00 a.m. and 5:00 p.m.

3.1.5 Daily

Dusting of the entire building as described may not be accomplished in a single day; therefore, the awarded vendor will schedule daily dusting to encompass dusting of the entire building on a weekly basis.

3.1.5.1 Awarded vendor will dust and remove fingerprints from all exposed furniture tops and sides, including but not limited to: desks, chairs, tables, lamps, doors, filing cabinets, shelving, window sills, pictures, door frames, ledges, modular furniture, soda machines, candy machines, appliances, paper shredders, and partial partitions.

A. Dusting will be accomplished without disturbing any materials on the surface, unless a furniture item is noted requesting that the surface not be cleaned.

B. A thorough cleaning and polishing of these surfaces will be done as needed when the surface is clear of unnecessary objects, or upon request.

3.1.5.2 Walls and doors must be kept clean and free from spots or hand prints, and kick plates at the bottom of all doors also will remain clean.
3.1.5.3 All doorways and/or entrances to buildings will be manually swept thoroughly every day.

NOTE: Doors may not be wedged open in the jamb/hinge area.

3.1.6 Hard Floor Care

3.1.6.1 Upon completion of daily routine work, all floors will be free of dust, dirt, film streaks, debris, and standing water.

3.1.6.2 Awarded vendor will be required to dust mop and spot mop with cool, clean water on all tile, ceramic, stone, resilient, linoleum, or other compound tile floor daily. Vinyl Composition Tile (VCT) and linoleum will present a uniform wet-look appearance when dry.

A. Brick floors will be swept and spot mopped.

B. Hardwood floors will be dust mopped with an untreated mop head only.

3.1.7 Care of Drinking Fountains

3.1.7.1 Awarded vendor will clean, polish, and sanitize drinking fountains to present a finish with no streaks, smudges and watermarks.

3.1.7.2 Drinking fountains will be polished with a stainless steel polish.

3.1.8 Customer Service Counters

Awarded vendor will disinfect all customer service counters daily.

3.1.9 Glass Entryway Doors and Corridors

Entry corridors include all doors and windows (no more than 12 feet high) located at the entrance of a building.

3.1.9.1 Awarded vendor must clean glass in entryways daily, inside and outside, utilizing a chemical cleaner to minimize fingerprints.

3.1.9.2 Vendor will furnish the Division with all written information on the product and must receive approval in writing for use of this product. The Division may request samples of all products prior to approval.

3.1.10 Ashtrays and Sand Urns in Smoking Areas

3.1.10.1 Awarded vendor will remove all cigarette butts, matches, bits of paper, etc., from ashtrays, adding sand to urns as needed to maintain a full level.

3.1.10.2 On the last day of each month, vendor will dispose of all old sand and refill the container with new sand.

3.1.10.3 Sand will be provided by the awarded vendor, subject to Division approval.
3.1.11 Rubberized Mat/Carpet Care

Awarded vendor will vacuum daily all rubberized/carpet mats with a HEPA vacuum.

3.1.12 Interior Stairwells

3.1.12.1 Any spills encountered in a stairwell will be removed upon discovery.

3.1.12.2 Awarded vendor will remove all trash and debris daily, cleaning handrails with a neutral cleaner.

3.1.12.3 Vendor will notify the Division of any problems in the stairwells by 8:30 a.m. the next business day.

3.1.13 Elevators

3.1.13.1 Awarded vendor will clean elevators daily, wiping walls, doors, buttons, and handrails with a general cleaner/disinfectant to remove all marks, fingerprints, etc.

3.1.13.2 Elevator surfaces should never show streaks or smudges after cleaning and elevator door tracks shall be kept clean and free of debris.

3.1.13.3 Elevator floors should be cleaned daily.

3.1.14 Food Areas

3.1.14.1 Awarded vendor must clean all lunchrooms (excluding appliances, dishes and utensils) and break rooms with cleaners and disinfectants that will not harm finishes, subject to Division approval.

3.1.14.2 All floors, tables, and counters must be cleaned with an approved cleaner/disinfectant that will not harm finishes and will dry completely streak-free and stain-free daily.

3.2 DAILY CLEANING – RESTROOMS, LOCKER ROOMS, AND SHOWER ROOMS

Daily cleaning and servicing of all restrooms, locker rooms, and shower rooms is a high priority. In general, stockpiling of refill supplies in these areas is not permitted. See Section 2, Acronyms/Definitions, for the definition of "clean."

3.2.1 All fixtures, floors, walls, and stall dividers must be cleaned with an approved cleaner/disinfectant that will not harm finishes and will dry completely streak-free and stain-free daily.

3.2.2 Soap Dispenser Care

3.2.2.1 Vendor will refill soap dispensers to maximum capacity daily.
3.2.2.2 The chrome must be polished and will be streak free.

3.2.2.3 Broken soap dispensers must be reported to the Division by the next business day.

3.2.3 Trash Receptacle/Waste Can Care

3.2.3.1 Vendor will empty trash containers, polish stainless steel, wipe out the inside as needed, and replace the liner daily.

3.2.3.2 Trash containers may never remain streaky or smudged after cleaning.

3.2.4 Mirror and Glass Care

3.2.4.1 Awarded vendor will dust and polish, where applicable, the stainless steel around the mirror.

3.2.4.2 Awarded vendor will clean and polish all mirror surfaces with glass cleaner. After cleaning, mirrors must be free of all smudges and streaks.

3.2.5 Ceramic Tile Walls and Partition Care

Awarded vendor must daily wipe down walls with a disinfectant all partitions and ceramic tile, leaving a streak-free appearance.

3.2.6 Care of Toilets

3.2.6.1 Awarded vendor will thoroughly clean with a disinfectant the inside, outside, top, and bottom all porcelain toilets and toilet seats, leaving all surfaces streak free.

3.2.6.2 Vendor will polish all stainless steel where applicable.

3.2.7 Care of Urinals

3.2.7.1 Awarded vendor will thoroughly clean and sanitize all urinals with a disinfectant, leaving them streak-free inside and outside, top and bottom.

3.2.7.2 All stainless steel urinals must be polished.

3.2.7.3 All urinals are equipped with a rubberized drain pad without a disinfectant block. Awarded vendor will remove these pads each day, clean underneath, and then replace the pads.

3.2.7.4 Awarded vendor must replace drain pads on or about the first day of every month. Newly installed pads must be dated on the “down” side with a permanent ink marker indicated the day they are placed.
3.2.8 Toilet Paper Dispensers

3.2.8.1 Awarded vendor will check and refill toilet paper dispensers each day.

3.2.8.2 Awarded vendor will replace the roll when toilet paper rolls contain one-third (1/3) of a roll or less at the end of the day.

3.2.8.3 Awarded vendor must clean all toilet paper dispensers with a disinfectant, leaving them streak-free.

3.2.8.4 Awarded vendor will polish all stainless steel items each day.

3.2.8.5 Toilet paper must be "quality" white, 2-ply toilet paper, subject to Division approval.

3.2.9 Paper Towel Dispensers

3.2.9.1 Awarded vendor will daily check and refill to maximum all paper towel dispensers.

3.2.9.2 Vendor will clean dispensers with a disinfectant, leaving each dispenser streak-free.

3.2.9.3 Vendor will polish all stainless steel, where applicable.

A. Paper towels must be either a single, bi-fold, or multi-fold paper towel that is compatible with the dispenser.

B. All paper towels must dye-free.

3.2.10 Care of Sanitary Napkin Depositories

3.2.10.1 Awarded vendor must check and empty all sanitary napkin depositories daily.

3.2.10.2 Vendor will clean each unit inside and outside with a disinfectant cleaning solution, leaving each unit streak-free.

3.2.10.3 Vendor will replace any used bags each day.

NOTE: Bags should be wax-coated, "quality" bags, subject to Division approval.

3.2.11 Graffiti Removal

3.2.11.1 Awarded vendor is required to remove all graffiti from all surfaces, and may consult with the Division when attempting the removal of graffiti.

3.2.11.2 Awarded vendor must notify the Division within 24 hours of discovery in writing, of any unsightly mark or graffiti that cannot be removed from walls, partitions, or mirrors.
3.3 WEEKLY CLEANING SPECIFICATIONS

3.3.1 General Office and Public Areas

3.3.1.1 Weekly dusting (see Section 3.1.5)

3.3.1.2 Weekly Vacuuming

Every week, the awarded vendor will thoroughly vacuum all carpet edges, accessible carpet beneath furniture, and carpet beneath light, movable furniture.

A. Weekly vacuuming may be accomplished using a vacuum with a hose attachment or a backpack vacuum.

B. The use of a backpack vacuum may be used when vacuuming the following:

1. Buildings with very tight corners;
2. Edges of any carpeted area;
3. Modular furniture;
4. Window blinds; and
5. Large equipment, i.e. shredders, copiers, and vending machines (where possible).

3.3.2 Weekly Cleaning

3.3.2.1 Spot-clean walls, around light switches, door knobs, and door jams to remove all spots and marks from.

3.3.2.2 Clean all HVAC supply and return air vents, ensuring that all kept clean and free of dust, webs, and visible buildup, removing and washing registers as needed.

3.3.2.3 Ensure that all areas surrounding wall and ceiling vents are free of all dust and residual discoloration.

3.3.2.4 Clean janitorial sinks with a disinfectant solution inside and outside.

3.3.2.5 Flush out all floor drains out with a disinfectant solution.

3.3.3 Weekly Hard Floor Care

3.3.3.1 Dust mop, then damp mop, all hard floors using cool, clean water with a neutral cleaner.
3.3.3.2 VCT and Linoleum

VCT and linoleum will present a uniform wet-look appearance when dry, with no wax buildup, dirt, or discoloration visible where the floor edges meet the cove molding, nor in any corners or door jambs.

A. Vendor will maintain floors in such a manner as to promote longevity and safety, leaving all floors in a clean, orderly, and safe condition after cleaning.

B. Spray buff using a high-speed floor machine to achieve a wet-look finish.

C. If an area does not exhibit a wet-look finish after buffing, vendor will apply a coat of approved floor finish and will re-buff the area.

D. Floor finish product must be applied every week to all VCT and linoleum tile surfaces. Floor finish product will provide a protective coating with a safe, non-slip surface.

3.3.3.3 Sealed Concrete: Dust mop and wet mop until no streaks are visible.

3.3.3.4 Hardwood floors: Vacuum using a hard floor attachment to remove dirt and debris from cracks, and then damp mop (Swiffer-style) using a Division-approved cleaner.

3.3.3.5 Polished marble or granite: Mop with a neutral-ph cleaner made specifically for stone, and then buff with a white pad.

3.3.3.6 Terrazzo: Mop using a water-based terrazzo cleaner.

3.3.3.7 Brick and tile: Auto scrub using a nylo-grit brush.

3.3.4 Stairwell Interior and Exterior

3.3.4.1 Vendor must dust mop, then wet mop all stairwells using an appropriate cleaning solution OR vacuum all carpeted stairwells.

3.3.4.2 Vendor will notify the Division by 8:30 a.m. the next business day when any problems are found in the stairwells.

3.4 MONTHLY CLEANING SPECIFICATIONS

3.4.1 Monthly Hard Floor Care

3.4.1.1 VCT and Linoleum

VCT and linoleum present a uniform wet-look appearance when dry.
A. Vendor will dust mop all floors.

B. Damp mop using cool, clean water with a neutral cleaner.

C. Deep scrub floor using a floor machine and blue pad to remove soil, scuffs, and black marks.

1. Recoil VCT and linoleum floors with two coats of non-slip wax.

2. Burnish/buff all floors using a high-speed floor machines to achieve a wet-look finish.

   a. If an area does not buff up to a wet-look finish, vendor must add an additional coat of the approved product, and then rebuff the area.

   b. This process will be repeated until the required wet-look finish is present.

3.4.1.2 Tile Floors (ceramic, terra cotta, slate, etc.)

A. If already treated, awarded vendor will recoat with appropriate finish acceptable to the Division.

B. If not treated, awarded vendor will clean, fill, and wax using an appropriate finish acceptable to the Division.

3.4.2 Elevator Door Tracks

3.4.2.1 Ensure that elevator door tracks are cleaned and free of debris. Dirty tracks may lead to damaged elevator doors.

3.4.2.2 Awarded vendor may be charged for repairs made to elevators as a result of dirty tracks.

3.4.3 Doors (Wood, Metal, Glass, and/or Plastic)

3.4.3.1 Vendor will clean all interior and exterior doors.

3.4.3.2 Doors may not show any residual streaks or marks.

3.4.3.3 Vendor will clean all thresholds and door trim, allowing no buildup of wax or dirt.

3.4.4 Janitorial closets

Awarded vendor must maintain closets in an orderly and safe manner.
3.5 QUARTERLY CLEANING SPECIFICATIONS

3.5.1 Upholstered Surface Care

Vacuum with a HEPA vacuum all upholstered surfaces including, but not limited to, modular furniture with cloth walls, chairs, couches, benches, ottoman, etc.

3.5.2 Shelving and Books - All items on shelves should be dust-free after cleaning.

3.6 SEMI-ANNUAL CLEANING SPECIFICATIONS

3.6.1 VCT and Linoleum

3.6.1.1 Strip floors of old wax and floor finish by going over the floor completely several times using a floor machine equipped with a stripping pad.

3.6.1.2 Apply two (2) coats of sealer to all VCT and linoleum floors, allowing each coat to dry before applying the next coat of sealer.

A. Reccoat with appropriate floor finish acceptable to the Division.

B. Reccoat VCT and linoleum floors with three (3) coats of non-slip wax.

C. Burnish using a high-speed floor machine to achieve a wet-look finish. If an area does not buff up to a wet-look finish, it will be necessary to add a coat of the appropriate approved finish and then rebuff the area. This will be repeated until the required wet-look finish is present.

D. Upon completion, all floors will be free of dust, dirt, film streaks, debris, and standing water, with no hair, drips or "holidays" (swirls in the finished look). VCT and linoleum present a uniform wet-look appearance when dry. There should not be a visible buildup of wax, dirt or discoloration around the edge of the hard floor where it meets the cove molding, nor at any corners or door jambs.

E. Floors will be maintained in such a manner as to promote longevity and safety. Upon completion of work, VCT and linoleum floors will be left in a clean, orderly, and safe condition. Floor finish is understood to be a protective coating, as well as a safety (non-slip) factor, and will be applied to VCT and linoleum tile surfaces without fail.

3.6.2 Base Cove and Wainscot Care

3.6.2.1 Wipe down/clean all base-cove wainscots throughout the building.

3.6.2.2 Awarded vendor will consult with the Division on the proper cleaner to use.
3.6.3 Light Fixtures and Diffusers

Clean all light fixtures and diffusers inside and outside, throughout the building.

3.7 ANNUAL CLEANING SPECIFICATIONS

Proposing vendors shall provide detailed descriptions of how any/all equipment and/or services will be used to meet these requirements.

3.7.1 Windows

Clean windows are defined as no streaks, smudges, water spots, fingerprints, dirt/mud or other foreign matter on the surface of any glass upon completion of this service. Vendor may clean all windows, interior and exterior, once a year upon Division request and approval.

3.7.1.1 The cleaning shall be scheduled upon notice from the Division.

3.7.1.2 Ground-level windows or glass over 12 feet above ground level will require a licensed window cleaner.

A. Proposing vendors possessing a license for window cleaning should submit a copy of the license with the proposal.

B. Proposing vendors without a window cleaning license should provide subcontractor information for this service.

C. Division must pre-approve window cleaning subcontractor in writing.

3.7.1.3 Awarded vendor will be responsible for arranging the window cleaning.

NOTE: Window cleaning may be priced and invoiced separately by floor.

3.7.2 Carpets

3.7.2.1 The cleaning shall be scheduled upon notice from the Division.

3.7.2.2 Vendor will shampoo all carpeting throughout the building, including corridors, lobby area entrances, meeting rooms, and offices.

3.7.2.3 A minimum requirement for a carpet cleaning company is five (5) years in service cleaning commercial carpets.

A. Proposing vendors must show in their proposal a minimum of five (5) years of commercial carpet cleaning experience.
B. Proposing vendors without a minimum of five (5) years of commercial carpet cleaning experience should provide qualified subcontractor information for this service.

C. The Division must pre-approve carpet cleaning subcontractor in writing.

D. Awarded vendor will be responsible for arranging the carpet cleaning.

**NOTE:** Carpet cleaning may be priced and invoiced separately by floor.

### 3.7.3 Window Blinds

All window blinds will be cleaned using a licensed, bonded, and insured blind cleaning company specializing in the cleaning of blinds.

3.7.3.1 The cleaning shall be scheduled upon notice from the Division.

3.7.3.2 Windows or blinds over 12 feet above the floor will require a licensed blind cleaner.

   A. Proposing vendors possessing a license for blind cleaning should submit a copy of the license with the proposal.

   B. Proposing vendors without a blind-cleaning license should provide subcontractor information for this service.

   C. Division must pre-approve blind cleaning subcontractor in writing.

3.7.3.3 Blind cleaning must performed on weekends or after hours.

3.7.3.4 Awarded vendor will be responsible for arranging the carpet cleaning.

**NOTE:** Blind cleaning may be priced and invoiced separately by floor.

### 3.8 REQUIREMENTS FOR MANDATORY SITE VISITS

Prior to the site visits, every company attending must pre-register by submitting a completed *Attachment L - Site Visit Registration Form*. See form for specific instructions.