

General Specifications

1. Contractor shall provide janitorial services for the following areas: Police and Sheriff's Offices, Communications Center, Fitness Center, Conference Rooms and Common Areas. The Detention Center and Firing Range are not included.
2. Contractor will be supplied with access keys. Buildings shall be locked at all times, except for the public access door(s). No admittance shall be allowed of others except contractor, employees or subcontractor.
3. Owner shall supply all janitorial cleaning chemicals. Contractor shall supply janitorial equipment and shall be responsible for damages of county-owned property occurring during use. County will supply all toilet paper, paper towels, hand soap and trash can liners. Contractor will alert the Maintenance Director if stock needs to be replenished.
4. Contractor employee(s) shall abide by all building regulations and safety rules (sites are under video surveillance).
5. Contractor shall carry a minimum \$2,000,000 commercial general liability insurance policy on all buildings. A certificate of insurance shall name the Owner as the certificate holder.
6. Contractor's personnel and/or subcontractors shall carry a current bond in an amount not less than \$10,000. A copy of the bond shall be supplied to the Owner.
7. Contractor's personnel must pass a pre-employment back ground check. Contractor shall provide Owner with verification of pre-employment drug screening. Contractor shall provide necessary documents for all personnel or subcontractors in order for the Owner to perform a criminal background. A NCIC security clearance will be required on all the Contractor's employees or subcontractors.
8. The Justice Center is a smoke-free facility. Any smoking is to be outside the facility in designated smoking areas only. Contractor's personnel may eat and drink only in designated break rooms.
9. Contractor's personnel shall not share with anyone any nonpublic personal or confidential information encountered while performing services. They shall not disturb paper/objects on desks, open drawers or cabinets, or use telephones, computers, monitors or other office equipment. Contractor's personnel and subcontractors shall sign a confidentiality agreement.
10. Contractor's personnel will immediately notify Owner of any maintenance conditions including leaky faucets, clogged toilets and drains, broken fixtures, burnt out lights, etc.
11. Owner will assign sufficient space on premises for storage of cleaning materials and equipment.

12. Contractor shall leave all cleaning materials and equipment storage areas in a neat and orderly condition. All hazardous materials are to be used and stored according to OSHA requirements as outlined on the Safety Data Sheet (SDS).
13. A daily logbook shall be maintained to keep a record of any events requiring Contractor's or Owner's attention.
14. All of the Contractor's personnel and subcontractors are the sole responsibility of the Contractor; they are not employees of Converse County.
15. Owner or Contractor may terminate this agreement with a minimum of thirty days notice.