AGREEMENT BETWEEN THE COUNTY OF TEHAMA AND PEERLESS BUILDING MAINTENANCE CO.

This agreement is entered into between the County of Tehama, through its Department of Public Works, ("County") and Peerless Building Maintenance Co. ("Contractor") for the purpose of janitorial services located at 9380 San Benito Avenue, Gerber, California.

1. RESPONSIBILITIES OF CONTRACTOR

During the term of this agreement, Contractor shall:

Provide County with list of employees who will gain access to the building to provide janitorial services.

5 DAYS PER WEEK SERVICE (Monday Thru Friday)

- a. Remove cobwebs as they appear.
- b. Feather dust all desktops, credenzas only if free of papers.
- c. Feather dust all windowsills.
- d. Empty all trash containers and replace liners as necessary. Take trash to dumpster and recycled paper to recycle bin.
- e. Dust mop and damp mop all vinyl flooring with proper solution (no waxing).
- f. Sanitize all breakroom sinks and counters if clear of dishes. Sweep floor including behind the door and under the table (2 in breakrooms, 1 in Administration, 1 in Engineering).
- g. Clean and disinfect all restroom fixtures, mirrors and floors with proper cleaning and disinfecting solutions. Refill dispensers as necessary.
- h. Disinfect and clean all metal and mirrors in restrooms.
- i. Vacuum all carpeted areas including under desks, if free of materials, and behind doors.
- j. Vacuum one carpeted office upstairs if free of items on floor.
- k. Clean all glass on inside of doors if free of paper.
- 1. Turn on designated nights lights and security, and the secure the building when leaving.

WEEKLY SERVICE

- a. Remove smudges on all doors, door frames and light switches.
- b. Damp mop all vinyl flooring with proper vinyl cleaning solution, no wax, keeping all
 - a. baseboards clean.
- c. Clean all tile floors with proper cleaning solution (no wax).
- d. Do all low dusting such as chair bottoms, baseboards, windowsills, etc.

MONTHLY SERVICE

- a. Do all high dusting such as door ledges, picture frames and anywhere dust can accumulate including blinds.
- b. Vacuum all ceiling vents and return air grilles.
- c. Spot clean walls.
- d. Wash windows inside & out (Administration, Engineering & East Wall of Operations Bldg.)

ADDITIONAL SERVICES (upon request and fees apply)

- a. Steam extract specified carpeted areas.
- b. Strip & wax floors.

2. **RESPONSIBILITIES OF THE COUNTY**

County shall make the building at 9380 San Benito Avenue accessible to employees of Contractor. County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

3. **COMPENSATION**

Contractor shall be paid monthly at the rate of \$2,425 for period of 36 months. The Maximum Compensation payable under this Agreement shall not exceed \$87,300. If the California minimum wage increases within the 36-month period and cause the monthly rate to increase, an Amendment to this contract may be required. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

4. BILLING AND PAYMENT

On or before the 15th of each month, Contractor shall submit to County an itemized invoice for all services rendered during the preceding calendar month. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. County shall be obligated to pay only for services properly invoiced in accordance with this section.

5. TERM OF AGREEMENT

This agreement shall commence on the September 1, 2021 and shall terminate September 1, 2024, unless terminated in accordance with section 6 below.

6. TERMINATION OF AGREEMENT

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Public Works Director or his/her designee.

7. ENTIRE AGREEMENT; MODIFICATION

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

8. NONASSIGNMENT OF AGREEMENT

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

9. <u>EMPLOYMENT STATUS</u>

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to insure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

10. **INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's

"independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

11. **INSURANCE**

Contractor shall procure and maintain insurance pursuant to <u>Exhibit A</u>, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

12. PREVAILING WAGE

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (Prevailing Wage Laws), which require the payment of prevailing wage rates and the performance of other requirements on certain public works and maintenance projects. Contractor shall pay, at least, the general prevailing wage rates, as determined by the Director of the Department of Industrial Relations of the State of California, for all work hereunder. Contractor further agrees to fully comply with and to require its subcontractor to fully comply with such Prevailing Wage Laws. County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code Section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

13. **NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of

personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

14. GREEN PROCUREMENT POLICY

Tehama County Resolution No. 49-2002, the Green Procurement Policy (available upon request) supports recycling and waste reduction, and promotes the purchase of products made with recycled materials when product fitness and quality are equal and they are available at no more than the total cost of non-recycled products. Contractor is encouraged to conform to this policy.

15. COMPLIANCE WITH LAWS AND REGULATIONS

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

16. LAW AND VENUE

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

17. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

18. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

If to County:

Maeve Kellogg

Tehama County Public Works

9380 San Benito Ave. Gerber, CA 96035

If to Contractor:

Matt Tuttle

Peerless Building Maintenance Co.

1357 Hartnell Avenue Redding, CA 96002

Notice shall be deemed to be effective two days after mailing.

19. **NON-EXCLUSIVE AGREEMENT**:

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

20. STANDARDS OF THE PROFESSION

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

21. LICENSING OR ACCREDITATION

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

22. **RESOLUTION OF AMBIGUITIES**:

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

23. GOVERNMENT CODE SECTION 31000 FINDING

By approving this contract, the Board of Supervisors finds that all existing County maintenance and custodial employee resources located in proximity to the facilities served by the contract are fully committed to serving other County buildings, and that each of the facilities served by the contract is therefore remote from any available county employee resources. The Board further finds that the County's economic interests are best served by this contract rather than by paying additional travel and subsistence expenses to existing county maintenance and custodial employees.

24. NO THIRD PARTY BENEFICIARIES:

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

,	COUNTY OF TEHAMA
Date: <u>9-25-21</u>	James N. Simon, Director
Date: 8 13 21	PEERLESS BUILIDNG MAINTENANCE CO. Matt Tuttle, Manager
<u>101267</u> Vendor Number	
Budget Account Number	

Standard Form of Agreement – Services adopted 07-26-17

Exhibit A

INSURANCE REQUIREMENTS FOR CONTRACTOR

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

<u>Commercial General Liability</u> (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if

coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an "occurrence" basis, rather than a "claims made" basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include "Tehama County, its elected officials, officers, employees and volunteers" as an additional insured.

The certificate holder shall be "County of Tehama."

<u>Deductibles and Self-Insured Retentions</u>

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor's liability to County and will be the sole responsibility of Contractor.

Primary Insurance Coverage

For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that "coverage shall not be reduced or canceled without 30 days' prior written notice certain to the County."

Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the County. The County

reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

CSHEATS



CERTIFICATE OF LIABILITY INSURANCE

2/2/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	t confer rights to the certificate holder in	CONTACT NAME:	
George Petersen Insurance Agency, Inc. 2920 Bechelli Lane Redding, CA 96002		PHONE (A/C, No. Ext): (530) 244-9400 E-MAIL ADDRESS: info@gpins.com	FAX (A/C, No): (530) 244-9444
INSURED Peerless Building Maintenance Company, Inc. 4665 Mountain Lakes Boulevard Redding, CA 96003		INSURER A : The Hanover Insurance C INSURER B : Allmerica Financial Benef	ompany 22292 iit 41840
		INSURER C : National Casualty Compa INSURER D : INSURER E : INSURER F :	<u>ny</u> 11991
COVERAGES	CERTIFICATE NUMBER:		ON NUMBER:
INDICATED. NOTWITHS CERTIFICATE MAY BE I	TANDING ANY REQUIREMENT, TERM OR O	D BELOW HAVE BEEN ISSUED TO THE INSURED NAM CONDITION OF ANY CONTRACT OR OTHER DOCUM E AFFORDED BY THE POLICIES DESCRIBED HERI MAY HAVE BEEN REDUCED BY PAID CLAIMS.	ENT WITH RESPECT TO WHICH THIS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMI	TS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR	700030-1700-00-00-00-00-00-00-00-00-00-00-00-00-	ZFA88325408	2/1/2021	2/1/2022	EACH OCCURRENCE DAMAGE TO RENTED	s	1,000,000
	<u></u>		-FA00323400	2/1/2021	21/2022	MED EXP (Any one person)	\$ 5	10,000
						PERSONAL & ADV INJURY	s	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	s	2,000,000
	X POLICY PRO-					PRODUCTS - COMP/OP AGG	s	Included
_	OTHER:						S	
В	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	S	1,000,000
	X ANY AUTO OWNED SCHEDULED		BODILY INJURY (Per person)	s				
	AUTOS ONLY AUTOS					BODILY INJURY (Per accident) S	
	HIRED NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	S	
							s	
Α	UMBRELLA LIAB X OCCUR					EACH OCCURRENCE	s	2,000,000
	X EXCESS LIAB CLAIMS-MADE	U	HFA88376606	2/1/2021	2/1/2022	AGGREGATE	s	2,000,000
	DED RETENTION 5						5	
С	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					X PER OTH-		
	ANY PROPRIETOR/PARTNER/EXECUTIVE		CNCC311868	2/1/2021	2/1/2022	E.L. EACH ACCIDENT	s	1,000,000
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. DISEASE - EA EMPLOYE	FS	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION		
EVIDENCE OF INSURANCE COVERAGES ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
	AUTHORIZED REPRESENTATIVE		



Tehama County Public Works July 26, 2021 Page 4

TERMS AND AGREEMENT

We will do this janitorial cleaning, listed herein in an efficient and reliable manner for: TWO THOUSAND FOUR HUNDRED TWENTY-FIVE DOLLARS (\$2,425.00) per month, FIVE HUNDRED SIXTY DOLLARS AND .05 CENTS (\$560.05) per week, ONE HUNDRED TWELVE DOLLARS AND .01 CENTS (\$112.01) per day.

We appreciate the opportunity of submitting our proposal. We would be

privileged to serve you, and if chosen, we will do this work to your complete satisfaction.

This agreement is to be effective from ______ and may be canceled by either party upon issuance of a thirty day written notice. If we are accepted, our terms are net 20 days after the billing date.

ACCEPTED AND APPROVED TEHAMA CO PUBLIC WORKS

ACCEPTED AND APPROVED PEERLESS BLDG MAINTENANCE

BY	BY	
	Matt Tuttle, Owner/Manager	

Christy Sartori

From:

terry tuttle <peerlessnorth@yahoo.com>

Sent:

Tuesday, August 31, 2021 3:45 PM

To:

Christy Sartori

Subject:

Tehama County Public Works - Revised Specifications

Attachments:

Revised Specifications For Tehama County Public Works 8-31-21.pdf

Hi Christy,

Evidently you are the person who has been put in charge of this agreement, Matt asked me to revise the specifications adding in line #12 for cleaning and disinfecting common touch areas.

When accepted, please forward a copy of the signed agreement as soon as possible, I have been having several people on my end asking me about this since yesterday as we are supposed to start service tomorrow.

Thanks so much,

Kelly, Billing/Office Administration

Peerless Building Maintenance Inc. 4665 Mountain Lakes Blvd. Redding, Ca. 96003 Phone 530-222-6369 Fax 530-222-6393

Christy Sartori

From:

Christy Sartori

Sent:

Tuesday, August 31, 2021 4:08 PM

To:

terry tuttle

Subject:

RE: Tehama County Public Works - Revised Specifications

Hi Kelly,

Thank you.

Yes, Matt and I spoke yesterday regarding finalizing the contract, and he set the meeting up between your supervisors and us to do the walk-through today and hand over keys.

Matt was going to have someone email us a statement clarifying the touchpoints but adding item #12 by means of this email will work.

I sent a signed copy of the contract with Paige.

Have a great day,

Christy Sartori
Office Manager II
Tehama County Public Works
9380 San Benito Ave.
Gerber, CA 96035
(530)385-1462 ext.3003

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." ~John Quincy Adams



CONFIDENTIALITY NOTICE: This email transmission, and any documents or messages attached to it, may contain confidential information that is legally privileged. If you are not the intended recipient, or a person responsible for delivering this email to the intended recipient, then you are: (1) notified that any disclosure, copying, distribution, saving, reading or use of this information is strictly prohibited; (2) requested to discard and delete the email and any attachments; and (3) requested to immediately notify us by email that you mistakenly received this message. Thank you.

From: terry tuttle <peerlessnorth@yahoo.com>

Sent: Tuesday, August 31, 2021 3:45 PM



Tehama County Public Works July 26, 2021

SPECIFICATIONS

<u>5 DAYS PER WEEK SERVICE</u> (Monday Thru Friday):

- 1. Remove cobwebs as they appear.
- 2. Feather dust all desktops, credenzas only if free of papers.
- 3. Feather dust all windowsills.
- 4. Empty all trash containers and replace liners as necessary. Take trash to dumpster and recycled paper to recycle bin.
- 5. Dust mop and damp mop all vinyl flooring with proper solution (no waxing).
- 6. Sanitize all breakroom sinks and counters if clear of dishes. Sweep floor including behind the door and under the table (2 in breakrooms, 1 in Administration, 1 in Engineering).
- 7. Clean and disinfect all restroom fixtures, mirrors and floors with proper cleaning and disinfecting solutions. Refill dispensers as necessary.
- 8. Disinfect and clean all metal and mirrors in restrooms.
- 9. Vacuum all carpeted areas including under desks, if free of materials, and behind doors.
- 10. Vacuum one carpeted office upstairs if free of items on floor.
- 11. Clean all glass on inside of doors if free of paper.
- 12. Clean and disinfect all common touch areas such as door handles, light switches, conference table, conference room chairs, lobby chairs, etc.
- 13. Turn on designated nights lights and security, and the secure the building when leaving.

WEEKLY SERVICE: (1 time per week)

- 1. Remove smudges on all doors, door frames and light switches.
- 2. Damp mop all vinyl flooring with proper vinyl cleaning solution, no wax, keeping all baseboards clean.
- 3. Clean all tile floors with proper cleaning solution (no wax).
- 4. Do all low dusting such as chair bottoms, baseboards, windowsills, etc.



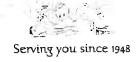
Tehama County Public Works July 26, 2021 Specs – Page 2

MONTHLY SERVICE: (1 time per month)

- 1. Do all high dusting such as door ledges, picture frames and anywhere dust can accumulate including blinds.
- 2. Vacuum all ceiling vents and return air grilles.
- 3. Spot clean walls.
- 4. Wash windows inside & out (Administration, Engineering & East Wall of Operations Bldg)

ADDITIONAL SERVICES: (upon request and fees apply)

- 1. Steam extract specified carpeted areas.
- 2. Strip & wax floors.





September 22, 2021

Re: COVID-19 Cleaning Procedures

Our janitorial staff take extra safety precautions while in the workplace by wearing masks and gloves while on every cleaning.

In addition to the regular cleaning, we are performing extra touchpoint disinfecting and cleaning at each cleaning due to COVID-19 as follows:

Disinfect doorknobs, handles, light switches

Entrances and entry glass door handles

Telephones

Desktops and countertops

Restroom fixtures such as sinks, toilet area holders, faucets, any hand dryers

Breakroom fixtures to include refrigerator and microwave handles, faucets, tables, chairs

Any copy machines, fax machines, postage meters in office areas

Terry Tuttle, Owner/Manager

MINUTE ORDER BOARD OF SUPERVISORS COUNTY OF TEHAMA, STATE OF CALIFORNIA

REGULAR AGENDA

22. PUBLIC WORKS DEPARTMENT

a) AGREEMENT - Approval and authorization for the Director to sign the Agreement with Peerless Building Maintenance for the purpose of providing janitorial services located at 9380 San Benito Avenue in Gerber, at a monthly rate of \$2,425 for a period of 36 months with a maximum compensation not to exceed \$87,300, effective 9/1/21 and shall terminate 9/1/24.

(Miscellaneous Agreement #2021-215)

Following comments;

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Chamblin, Supervisor - District 1
SECONDER:	John Leach, Supervisor - District 5
AYES:	Chamblin, Leach, Garton, Williams, Carlson

STATE OF CALIFORNIA)	
)	SS
COUNTY OF TEHAMA)	

I, JENNIFER VISE, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of an order adopted by said Board of Supervisors on the 24th day of August 2021.

DATED: September 3, 2021

JENNIFER A. VISE, County Clerk and Ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California

Deputy: