

## **ATTACHMENT 1 STATEMENT OF WORK**

1. **Services.** Contractor must perform the following tasks (the “Services”):
  - A. Strip, refinish, polish, and seal all terrazzo floors in the courthouse located at 450 Fourth Street in Hollister, California (“Courthouse”), in accordance with ALL standards specified in Section 2.
  - B. Performing all incidental tasks normally included in floor cleaning services.
2. **Standards.** When the Services have been performed, the floors (including all corners and edges) must (i) be clean, (ii) be free of stains, spots, deposits, smudges, or streaks, (iii) have a uniform extremely shiny appearance, and (iv) have a high traction surface. All baseboards and the bottoms of walls and doors adjacent to terrazzo floors must be left clean and unblemished, with no watermarks, streaks, stains, or deposits. All surfaces must be left free from damage from the cleaning process.
3. **Completion.** Contractor will completely perform the Services by **May 21, 2021**.
4. **Scheduling.** The Services will be performed as requested by the Court. Contractor must coordinate the work dates with the Court’s project manager. The Services must be performed on Saturdays or Sundays, as directed by the Court. If agreed by the Court, the Services may be provided over the course of consecutive weekends.
5. **Requirements.**
  - A. Contractor must (i) use splashguards on its equipment, and (ii) cover baseboards and the bottoms of walls and doors adjacent to terrazzo floors. Baseboards, walls, stair risers, furniture and equipment must not be splashed, disfigured or damaged during floor care operations.
  - B. Contractor must provide all transportation, labor, equipment, tools, materials, chemicals, and supplies to perform the Services.
  - C. There are no storages areas at the Courthouse for the Contractor’s use. Contractor must remove all materials and tools from the work site at the end of each shift.
  - D. Contractor must inspect, photo document, and immediately report to the Court any damaged floor or adjacent surfaces found prior to cleaning or caused by Contractor employees or independent contractors (“Contractor Personnel”).
  - E. Contractor must use appropriate cleaning materials for the type and condition of surfaces being cleaned. Contractor must not use methods or products that may cause damage to building surfaces or systems, or harm to the surrounding environment.
  - F. Contractor must comply with any directions provided by the Court during the performance of Services.
  - G. All Services shall be performed by Contractor Personnel directly supervised by Contractor. Contractor must ensure that any personnel performing Services are trained and competent to safely perform their duties, wear appropriate personal protective equipment, and follow all procedures to safely operate equipment and apply products.

- H. Contractor must leave the work site clean. All waste materials must be removed and properly disposed off-site.
  - I. Contractor must ensure that its personnel (i) do not lean any tools or equipment against any surface (e.g. walls, doors, windows, or furniture), and (ii) do not allow any person to enter the Courthouse, except for Contractor Personnel performing Services.
  - J. Contractor must move any furniture placed on a terrazzo floor before cleaning the floor, provided however that any furniture bolted to the floor does not need to be moved.
- 6. Inspection by Contractor.** Before leaving the work site, Contractor's project manager will perform an inspection to confirm that all work has been performed in accordance with this Agreement. If Contractor's project manager discovers any work not performed in accordance with the requirements of this Agreement ("Defective Service"), he or she will direct Contractor Personnel to re-perform the Defective Service.
- 7. Inspection by Court.** After Contractor has completed the inspection in section 6 above, the Contractor's project manager shall accompany Court's project manager on an inspection. Contractor shall correct all deficiencies found within 48 hours at Contractor's own cost. If Contractor fails to correct any deficiency, the Court may either (i) withhold all amounts payable to Contractor pursuant to Appendix B, section 1 ("General") until Contractor successfully corrects all deficiencies to the Court's satisfaction, or (ii) hire a third party to correct any deficiency and deduct the amount paid to the third party from any amount payable to Contractor.