

## **ATTACHMENT 1 STATEMENT OF WORK**

**1. Services.** Contractor must perform the following tasks (the “Services”):

- A. Clean all exterior surfaces on both floors of the building located at 450 Fourth Street in Hollister, California (“Courthouse”), and remove all cobwebs. The surfaces to be cleaned include:
- (i) all exterior walls (including (a) the exterior walls facing Third Street, (b) the inside surfaces of the walls surrounding the judges’ private parking area, and (c) the inside surfaces of the walls surrounding the sally port);
  - (ii) all exterior doors and gates (including doors or gates leading to the judges’ parking lot, sally port, staff yard, or other area located behind the Courthouse);
  - (iii) the external surfaces of all outside-facing windows in the Courthouse, including windows in doors or gates;
  - (iv) all ceilings over outdoor areas (such as walkways, the judges’ private parking area, and the sally port) along with any metal partitions hanging from the edge of such ceilings;
  - (v) the non-glass canopy located above the front entrance and exits doors of the Courthouse;
  - (vi) all outdoor security light cases and security cameras;
  - (vii) all external ledges; and
  - (viii) all decorative elements, such as rocks, on any external ledge on the first or second floor (regardless of whether these areas are visible from ground level).

The area to be cleaned excludes: (a) roof surfaces that are not visible from ground level, (b) the glass canopy, and (c) the narrow strip of exterior wall between the glass canopy and the roofline.

- B. Perform all incidental tasks normally included in general cleaning practices.

**2. Standards.** When the Services have been performed, (i) the walls, doors, gates, windows, ceilings, metal partitions, surfaces, security cameras, and security light cases must be left clean and unblemished, with no streaks, stains, deposits, or cobwebs, (ii) the external ledges and decorative elements must be left clean with no leaves, debris, or cobwebs, (iii) corners, crevices, and moldings must be left clean and unblemished, with no streaks, stains, deposits, or cobwebs, and (iv) glass must be left entirely free of dirt, grime, film, staining, deposits, streaks, smudges, fingerprints and excessive moisture. All surfaces must be left free from damage from the cleaning process.

**3. 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 Saturday(s) or Sunday(s), as directed by the Court. If agreed by the Court, the Services may be provided over the course of consecutive weekends.

**4. Requirements.**

- A. Contractor must provide all transportation, labor, equipment, tools, materials, chemicals, and supplies to perform the Services. Without limiting the foregoing, Contractor must provide any lifts, ladders, or scaffolding.
- B. There are no storages areas at the Courthouse for the Contractor’s use. Contractor must remove all chemicals and tools from the work site at the end of each shift. Contractor is responsible for securing any equipment left on-site between shifts, including lifts or

scaffolding. If Contractor leaves any equipment on-site, it does so at its own risk. No lifts or scaffolding may be left in place during court hours.

- C. Contractor must inspect, photo document, and immediately report to the Court any damaged or compromised work surfaces found prior to cleaning or caused by Contractor employees or independent contractors ("Contractor Personnel"), including cracks, breaks, bent frames, or loose glazing, caulking, or masonry.
  - D. Contractor must use appropriate cleaning solutions for the type and condition of surfaces being cleaned.
  - E. Contractor must comply with any directions provided by the Court during the performance of Services.
  - F. Contractor must not use methods or products that may cause damage to building surfaces or systems, or harm to surrounding environment. Without limiting the foregoing, Contractor must ensure that no electrical wiring or fixtures are damaged, including by water. Contractor must not spray security light cases or security cameras directly with high-pressure water spray.
  - 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. Contractor must remove excess cleaning solution from windowsills, ledges, outdoor furniture, and sidewalks. All waste materials must be removed and properly disposed off-site. No standing water may be left at the work site.
- 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.