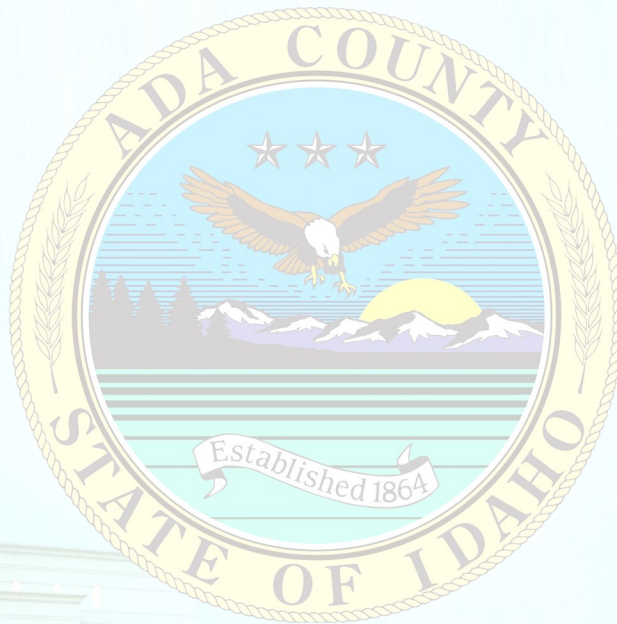


Request for Proposal

RFP 26057

ADA COUNTY CUSTODIAL SERVICES FOR SELECT ADA COUNTY FACILITIES



Issued: June 16, 2026

By: Ada County Procurement

200 W. Front St. Boise, ID 83702

Phone: (208) 287-7140

www.adacounty.id.gov/bids

Rod Beck, Commissioner
Ryan Davidson, Commissioner
Thomas Dayley, Commissioner

REQUEST FOR PROPOSAL
RFP 26057
Ada County Custodial Services for Select Ada County Facilities

The Board of Ada County Commissioners will receive and publicly open, sealed and clearly marked proposals for **RFP 26057 Ada County Custodial Services for Select Ada County Facilities**.

Sealed proposals are to be submitted online to Ada County Procurement at <https://adacounty.bonfirehub.com> no later than 4:00 p.m. local time, on **July 13, 2026**. All proposals will be electronically date and time stamped as they are submitted. Proposals cannot be accepted if submitted by hard copy, mail, facsimile, or e-mail. Proposals will be publicly opened and the names of participating vendors read aloud on **July 14, 2026**, on or about 9:00 a.m. local time in the Board of Ada County Commissioners' Conference Room, located on the third floor of the Ada County Courthouse and Administration Building, 200 West Front Street, Boise, Idaho 83702. The proposal opening may also be viewed at: <https://www.youtube.com/channel/UCmREyet73vxhBFCffWCIEKA>. Information and specifications for same may be downloaded free of charge at <https://adacounty.bonfirehub.com>. The Board of Ada County Commissioners reserves the right to accept or reject any or all proposals.

On **June 25, 2026**, at 9:00 a.m. local time, there will be a **mandatory Pre-Proposal Meeting** at Ada County Dispatch, 945 E. Pine Ave., Meridian, ID 83642. You are requested to have thoroughly reviewed the proposal packet prior to the meeting. All prospective proposers must attend the pre-proposal meeting.

Auxiliary aids or services for persons with disabilities are available upon request. Please contact Ada County Procurement at (208) 287-7140 to make arrangements.

A handwritten signature in black ink, appearing to read 'Rod Beck', with a long horizontal flourish extending to the right.

Rod Beck, Chair

Publish: June 16, 2026 & June 23, 2026

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REQUEST FOR PROPOSAL

RFP 26057

Ada County Custodial Services for Select Ada County Facilities

OWNER: **Ada County Operations**

PROJECT: **Ada County Custodial Services for Select Ada County Facilities**

INTRODUCTION

Ada County ("County") is seeking proposals from qualified vendors to provide comprehensive custodial services for designated County facilities located throughout Ada County. The County intends to award a contract to a vendor with the experience, staffing, management capabilities, and resources necessary to maintain the facilities in accordance with the requirements and performance standards established in this Request for Proposal and Exhibit A – Scope of Work.

The selected vendor shall provide all labor, supervision, equipment, materials, chemicals, supplies, quality control measures, and administrative oversight necessary to perform the required services. Services include, but are not limited to, routine and periodic cleaning, floor and carpet care, restroom sanitation, waste and recycling removal, supply management, inspections, employee supervision, and emergency response services.

The County seeks a vendor that will serve as a reliable partner in maintaining the cleanliness, safety, appearance, and functionality of County facilities while providing responsive customer service and consistent performance throughout the term of the contract.

BACKGROUND

Ada County Operations is responsible for the maintenance and operation of more than 1,000,000 square feet of County-owned office, public service, and operational facilities. The facilities included in this solicitation support a variety of County functions, including emergency communications, public services, administrative operations, vehicle registration and licensing, court-related services, and community programs.

These facilities vary in size, occupancy, operating schedules, and security requirements, requiring a custodial services provider capable of delivering consistent, high-quality services while adapting to the unique needs of each location. Maintaining clean, safe, sanitary, and professional environments is essential to supporting County operations, employee well-being, and public service delivery.

INSTRUCTIONS TO PROPOSERS

I. RFP GENERAL INSTRUCTIONS

A. Interested parties may obtain **RFP 26057 Ada County Custodial Services for Select Ada County Facilities** Request for Proposal package from Ada County Procurement by downloading an electronic copy free of charge at <https://adacounty.bonfirehub.com>.

B. Submit sealed proposals online to Ada County Procurement at <https://adacounty.bonfirehub.com> no later than 4:00 p.m. local time, on **July 13, 2026**. All proposals will be electronically date and time stamped as they are submitted. **Proposals cannot be accepted if submitted by hard copy, mail, facsimile, or e-mail.** Proposals will be publicly opened and the names of participating consultants read aloud on **July 14, 2026**, at or about 9:00 a.m. local time in the Board of Ada County Commissioners' Conference Room, located on the third floor of the County Courthouse and Administration Building, 200 West Front Street, Boise, Idaho 83702. The Board's opening of the proposals may also be viewed via livestream at: <https://www.youtube.com/channel/UCmREyet73vxhBFCffWCIEKA>.

II. PRE-PROPOSAL MEETING AND QUESTIONS

A. Pre-Proposal Meeting

A **mandatory** Pre-Proposal Meeting will be held at **9:00 a.m. local time on June 25, 2026** starting at the **Ada County Dispatch Center, 945 E. Pine Ave., Meridian, ID 83642**. The purpose of this meeting shall be to clarify any questions regarding these specifications. If necessary, following the Pre-Proposal Meeting, a written addendum shall be issued to all Proposers.

B. Questions and Additional Information

1. Neither the County nor any County representative will give verbal answers to any inquiries regarding the meaning of RFP 26057 or provide verbal instructions prior to the submission of proposals. Any verbal statements regarding same by any person, prior to the submission of proposals, shall be unauthoritative.

2. **Any explanation of RFP 26057, or requests for exceptions to same**, must be requested of Ada County Procurement in writing. If explanations or exceptions to the requirements are deemed necessary, a reply will be made in the form of an addendum, a copy of which will be made available on the Ada County Procurement website at <https://adacounty.bonfirehub.com>. All questions and requests must be submitted in the Vendor Discussions section of the Bonfire project listing, and received no later than **June 29, 2026, at 4:00 p.m. local time**. An addendum will be issued on or about **July 2, 2026**.

3. All addenda issued to proposers, prior to date of receipt of proposals, shall become a part of this **RFP 26057**, and all proposals are to include the information

described in all addenda issued. Each proposal submitted must specifically list all addenda issued.

III. PROPOSAL SUBMISSION

A. Please see Proposal Submission Instructions, Exhibit C, for instructions regarding the electronic submission of proposals. The **Proposal Response Cover Sheet** must be signed by a company representative authorized to submit a proposal. Note that the **Cost Proposal document (BT-36WX)** is required to be completed on Bonfire for submission of proposal amounts, in addition to the upload of the Proposal Response Cover Sheet in the RFP. **A signed Proposal Response Cover Sheet must be uploaded electronically as set forth herein. Failure to do so will render a Proposal non-responsive.** Proposers are advised to allow ample time for the transmission of required documents to ensure a timely submission.

B. Submit all required information as outlined in the **Proposal Content & Evaluation Criteria** section.

C. Submit sealed proposals online to Ada County Procurement at <https://adacounty.bonfirehub.com> no later than **4:00 p.m. local time, on July 13, 2026**. All proposals will be electronically date and time stamped as they are submitted. **Proposals cannot be accepted if submitted by hard copy, mail, facsimile, or e-mail. Proposals received after the due date and time will be deemed non-responsive and will not be considered.**

D. Proposals received in compliance with **RFP 26057** will be publicly opened and the names of participating vendors read aloud on **July 14, 2026**, at or about 9:00 a.m. local time in the Board of Ada County Commissioners' Conference Room, located on the third floor of the County Courthouse and Administration Building, 200 West Front Street, Boise, Idaho 83702. The Board's opening of the proposals may also be viewed via livestream at: <https://www.youtube.com/channel/UCmREyet73vxhBFCffWCIEKA>.

E. Before being uploaded to the Bonfire platform, all proposal forms must be properly completed and signed in ink or contain an electronic signature as defined in Section 28-50-102, Idaho Code. The completed forms shall be without interlineations, alterations, additions, or erasures. If a proposer takes exception to the proposal forms or the contents thereof, those exceptions must be made to Ada County Procurement in writing, in accordance with section II.B, herein. Proposed amounts shall be entered electronically in Bonfire, stated in numerical figures, and shall take into account all work contemplated in Exhibit A, Scope of Work. Proposers are responsible for ensuring that all figures are accurate.

F. Proposers shall:

1. Carefully examine: Instructions to Proposers, Proposal Forms, Proposal Submission Instructions, Scope of Work, and all attachments and any addenda issued subsequent thereto;

2. Include in the proposed costs all costs and expenses needed to cover each phase of the project contemplated by the RFP 26057 documents; and
3. Provide full responses to all Proposal Content Requirements as detailed below.
4. Attend the mandatory pre-proposal meeting to be held on June 25, 2026 at 9:00 a.m. at the Ada County Dispatch Center, 945 E. Pine Ave., Meridian, Idaho 83642.

G. The proposer awarded the agreement will not be allowed any extra compensation by reason of any matter or thing concerning that which such vendor might have been fully informed prior to submitting a proposal.

IV. PREPARATION OF PROPOSAL

A. Proposers are responsible for reading RFP 26057 and complying with the instructions contained in the RFP. Failure to follow the instructions may result in the proposal being non-responsive.

B. Cost of developing proposal. All costs related to the preparation of the proposal and any related activities are the sole responsibility of the proposer. The County assumes no liability for any costs incurred by proposers throughout the entire submittal/selection process.

V. PROPOSAL INFORMATION

A. Equal Opportunity. The County makes every effort to ensure that all proposers are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same information.

B. Insurance Requirements. Proposers should review the required insurance coverage and notice of policy cancellation requirements. Insurance requirements are provided in Exhibit A of the attached agreement. The selected proposer will be required to provide insurance certificates and endorsements meeting all requirements at the time of notification of conditional award.

C. Taxes. Proposers shall include in their proposals all applicable taxes which are levied by federal, state, or municipal governments upon the goods/services, and the successful consultant shall pay all such taxes and must be able to show evidence of such payment.

D. Rejection of proposals. The Board of Ada County Commissioners reserves the right to reject any or all proposals received. Furthermore, the Board shall have the right to waive any informality or technical defect in proposals received, when in the best interest of the County.

E. No proposal shall be accepted from, or agreement awarded to, any person, firm, or corporation that is in arrears to the County upon a debt or agreement or that is in default, as surety or otherwise, upon any obligation to the County.

F. Federal Funding. No federal funding is being utilized for this Project.

VI. QUALIFICATIONS OF PROPOSER

A. Proposers shall be responsible for complying with all applicable provisions of the Idaho Code as it relates to submittals of this project or provision of the services prior to the execution of any agreement with County.

B. Proposers, prior to the execution of any agreement with County, shall be licensed to do business in the State of Idaho. If unsure if your company is licensed in Idaho please refer to the Idaho Secretary of State.

VII. CONFIDENTIALITY

Data contained in the Proposal and all documentation provided therein becomes property of the County and the data becomes public information. If the Proposer wishes to have any confidential or proprietary information withheld from the public, such information must fall within the definition of “trade secret” contained within the Idaho Public Records Act, Idaho Code § 74-101 et seq. **All “trade secret” information a Proposer wishes the County to withhold must be clearly marked “Trade Secret,” with each page of such information being clearly marked.** Failure to mark such information as “Trade Secret” shall deem such information open to public inspection. Should Ada County be challenged in court by a third party for a decision to withhold or redact information so identified by Proposer, Proposer agrees, by submitting its Proposal, to indemnify, defend, and hold harmless Ada County for any judgments, attorney fees, and/or court costs associated with asserting the documents contain “trade secret” information. Proposer agrees and acknowledges that the Proposal Response Cover Sheet and Cost Proposal document (BT-36WX) are disclosable public records. Ada County reserves the right to make an independent discretionary decision whether or not the documents marked as “Trade Secret” qualify as such pursuant to the Idaho Public Records Act. All documents not marked as “Trade Secret” are subject to release in compliance with the Idaho Public Records Act.

VIII. PROCESS OF REVIEW AND AWARD

A. After the proposals are opened, Ada County Procurement will review the proposals for compliance with the RFP 26057 Instructions.

B. All proposals that meet the administrative requirements listed in RFP 26057 will be evaluated by the Evaluation Committee (“Committee”). The Committee will be comprised of representatives from departments or offices within the County. The County may use one or more subject matter experts to assist the Committee in the evaluation process. Following the evaluation process, the Committee will rank the proposals using the established Evaluation Criteria listed in the Proposal Content and Evaluation section of this RFP 26057. A ranked list of proposals and a written

recommendation will be made to the Board. Proposers will be supplied with a copy of the recommendation on or about **July 23, 2026**.

C. Any proposer's protest of the recommendation must be in writing and received by Ada County Procurement, Procurement@adacounty.id.gov, **no later than 4:00 p.m. local time on July 27, 2026**.

D. The Board will consider the proposals for potential award on **August 18, 2026 at or about 9:00 a.m. local time** in the Board of Ada County Commissioners' Conference Room, located on the third floor of the Ada County Courthouse and Administration Building, 200 West Front Street, Boise, Idaho 83702. The award meeting may also be viewed via livestream at: <https://www.youtube.com/channel/UCmREyet73vxhBFCffWCIEKA>.

E. The selected Proposer shall be required to enter into a written agreement in the form as shown **Exhibit B**. Proposers are advised to read the agreement carefully. **If proposers have any questions about the required provisions or have requests for exception to provisions in the agreement, those questions and requests must be made in accordance with section II.B. herein, or such requests will be deemed waived.**

PROPOSAL CONTENT & EVALUATION CRITERIA

Proposals to this RFP 26057 must be organized as outlined below. Proposals not organized as outlined below, not containing the information specified, or not containing sufficient detail or including unnecessary marketing materials, will receive a lower rating when evaluated. The proposal must address the following areas at a minimum:

I. PROPOSAL CONTENT

A. Proposal Response Cover Sheet. This is to be the first document of the proposal. It must include the legal name of the proposer, the name of a contact person and title, and contact information. All addenda issued shall be acknowledged by checking the box of the addenda number and inserting the date it was issued. It must be signed by a person authorized to submit a proposal in response to this RFP 26057.

B. Subcontractors. Identify any and all outside consultants or firms to be used by proposer to provide the consulting services identified in the proposal.

C. Letter of Introduction. Please provide a letter of introduction as the second document of the proposal. Briefly introduce your company, provide the location of the office that will be primarily responsible for the work, and identify the contact person in your organization for correspondence with County. Also, include email and telephone numbers for the contact person. Provide the name of the person legally authorized to sign an agreement for your company.

D. Company History. Provide a brief history of your company. Include the number of offices, location, total number of employees, and type of services that your company performs. Also provide the number of employees that work in the office that will service this contract, broken

down into technical, clerical and other. If applicable, please provide information regarding any arbitration and/or litigation in which your firm is currently involved, as well as the dates and resolution of any reorganization or bankruptcy for which you or your company have filed within the past five (5) years.

E. Unique Qualifications. Please present information concerning your company's unique qualifications for performing the services required in RFP 26057. Identify staff that is trained or exceptionally knowledgeable in the services required by this RFP.

F. Experience with Comparable Projects. Please provide a summary of your company's experience in providing the services required in this RFP, in which your company was the prime vendor, within last three (3) years. Detail the locations, types of services performed, and examples or provide links to web-based products (limit the number of examples to between three and five projects). In particular, highlight previous experience with city, county, or other governmental entities.

G. References. Please provide at a minimum three (3) client references (including names, titles, telephone numbers and e-mail addresses) for similar services, as required in this RFP 26057, that your company has provided in the last five (5) years. By providing such references you agree that neither the County, nor the clients referenced, shall have any liability regarding the provision of such references or the County's use of such references in making selections under this RFP 26057. Please see Section VII regarding the submission of confidential or proprietary information with respect to information provided about references.

H. Key Personnel. Provide a list of key personnel who have specialized experience and expertise relating to the services required in this RFP. List only those that are likely to actually perform the work described in this RFP. Provide curriculum vitae for each that details their education, experience, and special expertise. Also include the company name and key team members of any subcontractors you anticipate using for this Project.

I. Proposed Approach to Project. Please explain your company's overall approach to performing the services identified in the Scope of Work attached as Exhibit A and the coordination of activities necessary to provide the products/services as required in this RFP 26057.

J. Additional Information. Please provide any other information you believe is applicable to the evaluation of the proposal or your qualifications for providing the proposed services, including any aspects of your services that may distinguish your firm from others.

K. Affirm that your company is willing to enter into an agreement with Ada County.

L. If your company is unable to provide details on any specific item, please state the reason.

II. PROPOSAL EVALUATION CRITERIA AND PROCESS

A. The Evaluation Committee will review all written proposals. The review process may involve requesting clarification of portions of the proposal and/or a request for additional business financial records. From that review process, the Committee will rank the proposals in an order representing the Committee's evaluation of the proposer's ability to provide the services required in this RFP, using the established Evaluation Criteria listed below. A list of ranked proposals shall be submitted to the Board for approval and adoption.

B. The Board reserves the right to accept or reject any or all proposals.

C. Evaluation Criteria. The following criteria will be used to evaluate and rank all proposals. Evaluation scoring will be based on a 100-point system as described below.

1. Compliance with the RFP Proposal Requirements. Ten (10) points possible.
2. Approach to the Project. Thirty (30) points possible.
3. Experience in providing the services required, particularly with city and county governmental entities. Twenty (20) points possible.
4. References and the quality of service provided for similar services as required in RFP 26057. Ten (10) points possible.
5. Anticipated Costs for the project. Thirty (30) points possible.

Evaluation Criteria		Rating Weight Score		
1	Compliance with RFP Requirements 10%		2	
2	Approach to Project 30%		6	
3	Experience 20%		4	
4	References 10%		2	
5	Cost 30%		6	

(Rating x Weight) = Score (100 total points maximum)

Rating Points:

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Meets Minimum Expectations
- 2.0 – Unsatisfactory
- 1.0 – Poor
- 0.0 – No Information Provided

D. Presentation and Interview. (Optional and worth 50 points.) If deemed helpful, the Committee may request Proposers to give a presentation of their proposal and answer questions. The Committee is not required to hold presentations or interviews, but may request presentations and/or interviews of the top ranked proposers from the initial evaluation. Proposers will be ranked on the quality of the presentation and/or interview up to a maximum of 50 additional points. Any points awarded during the presentation and interview phase will be added to the proposer's existing cumulative points as per the other evaluation criteria described above, increasing the maximum total points to 150.

First Document in Proposal Packet

PROPOSAL RESPONSE COVER SHEET

RFP 26057

ADA COUNTY CUSTODIAL SERVICES FOR SELECT ADA COUNTY FACILITIES

Name of Proposer: _____

Address: _____

Contact Name: _____

Email: _____

Phone number(s): _____

TO: THE BOARD OF COMMISSIONERS OF ADA COUNTY

1. Scope of Work. The undersigned, having familiarized itself with the local conditions affecting the cost of the work, and with all criteria included within or referenced by *RFP 26057 Ada County Custodial Services for Select Ada County Facilities*, including the Instructions to Proposers, Proposal Response Cover Sheet, and any addenda and exhibits issued and attached thereto ("RFP 26057"), on file in the office of Ada County Procurement located at 200 W. Front Street, Boise, Idaho 83702, does hereby propose to perform everything required to be performed, and furnish all the labor, materials, equipment, coordination, testing, all necessary tools, expendable equipment, and all utility and transportation services necessary to provide/perform, in a professional manner, the products/services required by RFP 26057, for the amount(s) provided online as part of the Bonfire proposal submittal process.

2. Addenda. Proposer hereby expressly acknowledges receipt of the following addendum (addenda) to the Agreement Documents:

- ☐ # 1 Dated _____
- ☐ # 2 Dated _____
- ☐ # 3 Dated _____

3. Right to Reject Proposals. In submitting this proposal, it is understood that the right is reserved by Ada County to reject any and all proposals, including any and all options.

4. Compliance with Instructions to Proposers. Proposer has read and understands the Instructions to Proposers and agrees that the proposal complies with the Instructions.

5. Certification and Signature. This response to **RFP 26057 Ada County Custodial Services for Select Ada County Facilities** is submitted in accordance with all documents and provisions of RFP 26057. By my signature, I accept and agree to the terms, conditions and requirements contained in this solicitation, including but not limited to, the stated agreement requirements and solicitation instructions. As the undersigned, I certify I am authorized to sign and submit this proposal. I further acknowledge I am responsible for reviewing and acknowledging any addenda that have been issued in connection with RFP 26057.

The selected proposer may be requested to provide appropriate documentation that demonstrates the signatory to any agreement with County has authorization to bind the selected consultant.

Before being uploaded to the Bonfire platform, the proposal form must be properly completed and signed in ink or contain an electronic signature as defined in section 28-50-102, Idaho Code.

Signature

Date

Printed Name

Title

Email

Phone

SUBCONTRACTORS

The Proposer certifies that the following subcontracting firms or businesses will be awarded subcontracts for portions of the project services in the event the Proposer is awarded the Contract.

Proposer may use additional sheets to provide this information, if required.

SUBCONTRACTORS

1. _____
Subcontractor: _____ Address Line 1 _____

Discipline _____ Address Line 2 _____

2. _____
Subcontractor: _____ Address Line 1 _____

Discipline _____ Address Line 2 _____

3. _____
Subcontractor: _____ Address Line 1 _____

Discipline _____ Address Line 2 _____

4. _____
Subcontractor: _____ Address Line 1 _____

Discipline _____ Address Line 2 _____

EXHIBIT A

SCOPE OF WORK

General Requirements Applicable to All Custodial Services

The requirements set forth in this Exhibit apply to all services performed under the Request for Proposal, including but not limited to services described in this Scope of Work.

1. **SCOPE OF WORK**

Vendor shall provide custodial services in accordance with the duties, service frequencies, staffing requirements, and performance standards set forth in this Exhibit A and the Attachments 1-5 attached hereto (collectively, the “Scope of Work”). Services shall be performed at the Ada County Facilities identified in Attachment 1-3 and depicted in Attachment 4 (Facility Floor Plans). All work must comply with the Interior Cleaning and Housekeeping Program outlined in Attachment 5 and all applicable federal, state, and local laws, regulations, health standards, correctional facility requirements, and County policies. Vendor is responsible for the full and timely completion of all required services within the Facilities as defined herein.

2. **BUILDING LOCATIONS**

- a. **Ada County 911 Dispatch Center** (911 Dispatch), 945 E. Pine Ave., Meridian, Idaho 83642
- b. **Ada County Weed, Pest, & Mosquito**, 975 Pine Ave., Meridian, Idaho 83642
- c. **Ada County Extension Office**, 5880 Glenwood St., Garden City, Idaho 83714
- d. **Expo Idaho Office**, 5610 Glenwood St., Garden City, Idaho 83714
- e. **Juvenile Court Services – Meridian** (“Meridian Juvenile Court”), 124 W. Franklin Rd., Meridian, Idaho 83642
- f. **Meridian Driver’s License**, 736 S. Progress Ave., Meridian, Idaho 83642
- g. **Motor Vehicle Services – Boise**, 8655 W. Franklin Rd., Boise, Idaho 83709
- h. **Motor Vehicle Services – Garden City**, 9115 Chinden Blvd., Ste. 103, Garden City, Idaho 83714
- i. **Motor Vehicle Services – Meridian**, 1769 N. Lakes Pl., Ste. 100, Meridian, Idaho 83646
- j. **Morris Hill Warehouse**, 5550 W. Morris Hill Rd., Boise, Idaho 83706

3. **GENERAL REQUIREMENTS**

- a. Vendor personnel shall comply with all applicable County facility access, identification, and security requirements at all times.
- b. Vendor shall provide sufficient staffing, supervision, and oversight to ensure the full and timely completion of all required services. All services shall be completed within the designated service window, and Vendor shall not defer required work due to staffing limitations or operational conditions without County approval. Assignment of duties and staffing levels shall not reduce, or delay required services.
- c. Missed or deficient services shall be corrected at the Vendor’s expense or may result in a deduction, as determined by the County. The Vendor remains solely

responsible for ensuring that all services are completed in accordance with this Agreement.

- d. All furniture and equipment moved during cleaning shall be returned to its original position unless otherwise directed by the County.
- e. All areas shall be properly secured upon completion of work.
- f. Warning signage and physical barriers shall be used whenever wet floors, overhead work, or other temporary hazards are present.
- g. Vendor shall report observed facility maintenance or safety concerns through County-designated reporting procedures.

4. SUPPLIES

- a. The Vendor shall furnish all materials, chemicals, equipment, and supplies (except toilet tissue, paper towels, can liners, seat covers, and liquid hand soap) as needed to complete the required services.
- b. The County shall provide the Vendor with toilet tissue, paper towels, can liners, seat covers, and liquid hand soap. The Vendor shall be responsible for inventory control and storage of these products and shall coordinate with proper County personnel to ensure adequate supply levels and timely reorder.
- c. All equipment used in conjunction with this Agreement shall be standard industrial use equipment and Vendor shall maintain all equipment in a clean, safe and serviceable condition at all times.
- d. All chemicals and/or cleaning materials shall be maintained in clearly labeled product containers and shall be stored and used in a safe manner as described in the Interior Cleaning and Housekeeping Program outlined in "Attachment 5" hereto.
- e. The Vendor shall maintain a file of Safety Data Sheets (SDS) for all cleaning supplies and chemicals. The SDS will be on-site in areas of chemical use and storage. Copies of the SDS will be provided to the COUNTY for each product used.
- f. The County shall provide the Vendor with dedicated storage space for supplies and equipment. It shall be the Vendor's responsibility to maintain the storage/custodial rooms in a high state of order and cleanliness.
- g. The Vendor shall provide, service, and maintain coin-operated feminine hygiene product dispensers in women's restrooms where required. Vendor shall collect monies from coin boxes to be used as offset for cost of supplies. The cost of providing, installing, and servicing shall be the responsibility of the Vendor.
- h. The Vendor shall not use bonnet cleaning or similar surface-cleaning methods on carpeted areas, as such methods will void manufacturer warranties. For carpet cleaning, Vendor shall follow the manufacturer's guidelines/specifications, if any, and Vendor shall use such methods that will not void manufacturer warranties. Carpet cleaning shall be performed only using County-approved methods in accordance with this Agreement.
- i. For hard surface floor maintenance, including, but not limited to, stripping, sealing, waxing and/or polishing, Vendor shall follow the manufacturer's guidelines/specifications, if any, and Vendor shall use such methods that will not void manufacturer warranties.

5. ADDITIONAL WORK

On rare occasions, the County may request Vendor provide additional janitorial work outside the scope of the regular work provided in the Agreement. If such additional work is needed, County will negotiate a price with the Vendor for such additional work. If an agreeable price for the additional work cannot be negotiated, County retains the right to have the additional work performed by other Vendors.

6. QUALITY ASSURANCE AND INSPECTIONS

The County requires the Vendor utilize a digital inspection and reporting application (“App”) to conduct, document, and share quality assurance inspections. The App shall provide the County with real-time access to inspection results, identified deficiencies, and corrective actions, and will also serve as a primary method for the County to report issues. Use of an App is intended to improve transparency, accountability, and tracking of recurring issues.

- a. The Vendor shall conduct inspections of work performed at least once per week. Upon execution of the Agreement, the Vendor shall provide the County with the proposed inspection report form for review and approval.
- b. Inspection reports shall identify the date, areas inspected, inspector, deficiencies noted, and corrective actions taken. Reports shall be submitted to the County on a monthly basis, or more frequently upon request.
- c. The Vendor shall correct deficient work within twenty-four (24) hours for routine issues and immediately, or within a time frame directed by the County, for health safety, or security-related issues. Verification of corrective action shall be documented in the inspection report.
- d. The County may conduct announced or unannounced inspections at any time, and Vendor supervisory personnel shall participate in joint inspections upon request.

7. IDENTIFICATION

Vendor shall have on-site Personnel wear a photo identification badge or clearly identifiable company attire while performing work on County properties. Said badges/attire shall be always worn in a conspicuous manner.

8. EMERGENCY RESPONSE PLAN

The Vendor shall develop a plan for response to after-hour emergency situations, which, at a minimum, must include the names and telephone numbers of persons (primary and backup) capable of responding to emergency situations within two (2) hours from notification. The Emergency Response Plan shall be approved by and kept on file with the County and shall be kept current by the Vendor.

9. QUARTERLY AND BI-ANNUAL SERVICES

The County may, at its discretion, cancel, reduce, postpone, or discontinue any quarterly, bi-annual, or other non-monthly custodial services identified in this Scope of Work during the term of the Agreement.

The County will provide the Vendor at least five (5) business days’ written notice of any such cancellation, reduction, postponement, or discontinuance, unless a shorter notice period is mutually agreed upon.

The Vendor shall not invoice the County for any services canceled, reduced, postponed, or discontinued before they are performed.

ATTACHMENT 1
GENERAL FACILITIES
(Excludes 911 Dispatch and Expo Idaho Offices)

1. **FACILITIES COVERED**

- a. Ada County Weed, Pest, & Mosquito
- b. Ada County Extension Office
- c. Juvenile Court Services – Meridian (“Meridian Juvenile Court”)
- d. Meridian Driver’s License
- e. Motor Vehicle Services – Boise
- f. Motor Vehicle Services – Garden City
- g. Motor Vehicle Services – Meridian
- h. Morris Hill Warehouse

2. **CLEANING SCHEDULE AND STAFFING REQUIREMENTS**

a. **Standard Cleaning Schedule**

Except as otherwise specified in this Attachment, Vendor shall provide custodial services for all Facilities listed above using a night crew schedule as follows:

- i. **Days:** Monday through Friday (excluding County-recognized holidays)
- ii. **Hours:** 5:30 p.m. to 2:00 a.m.

b. **Morris Hill Warehouse – Modified Cleaning Schedule**

Vendor shall provide custodial services at the Morris Hill Warehouse in accordance with the following schedule:

- i. **Days:** Two (2) days per week (Wednesday and Friday)
- ii. **Hours:** 5:30 p.m. to 2:00 a.m.

All applicable service requirements set forth in this Attachment shall be performed at the Morris Hill Warehouse during each scheduled service day, and all required services shall be completed within the applicable scheduled service hours for each Facility, unless otherwise approved in writing by the County. Vendor shall comply with all staffing and performance requirements set forth in Exhibit A and shall maintain sufficient staffing, supervision, and on-site coverage to meet all required service levels under this Attachment. Assignment of duties and staffing levels shall not reduce, or delay required services.

3. **DAILY SERVICES**

General Daily Services – All Applicable Areas

For purposes of this Attachment, “Applicable Areas” include all rooms, spaces, corridors, restrooms, stairwells, lobbies, and support areas within the Facilities listed in Section 1, unless expressly excluded. The Vendor shall perform the following services on each scheduled custodial service day:

- a. **Waste Removal and Recycling**
 - i. Empty all trash receptacles and replace liners as needed.
- b. **Entrances and Exterior Immediate Areas**

- i. Clean and empty all ashtrays, sand urns, and exterior trash receptacles at building entrances and around the facility perimeter; replace liners nightly.
 - ii. Clean exterior entranceway landings nightly; remove gum, spills, and litter.
 - iii. Sweep and damp mop all building entrances used by staff and the public.
- c. **Surface Cleaning and Sanitization**
 - i. Spot clean and sanitize high-touch surfaces, including light switches and door handles.
 - ii. Clean and sanitize all drinking fountains.
 - iii. Clean microwaves inside and out.
 - iv. Clean and sanitize all counter surfaces and edges.
 - v. Dust all tables, file cabinets, counters, and other horizontal surfaces.
 - vi. Wipe down all doors, door hardware, and frames; remove visible handprints, dirt, dust, and grime.
- d. **Glass and Windows**
 - i. Clean interior and exterior surfaces of entry glass doors (front and back), side glazing, entranceway glass, and frames; remove fingerprints, streaks, smudges, and visible soil.
 - ii. Clean all interior windows with visible streaks, dirt, or grime.
- e. **Spot Cleaning and Detail Work**
 - i. Remove gum and similar materials from floors, carpets, furniture, and entrance areas.
- f. **Restrooms**
 - i. Clean and sanitize all fixtures, including bowls, urinals, sinks, showers, and similar items; fixtures shall be free of dirt, grime, residue, foreign matter, and odors. Dispose of personal items left in showers, as appropriate.
 - ii. Polish mirrors and dispensers and remove splatters from restroom walls; surfaces shall be free of dirt, grime, handprints, streaks, and spots.
 - iii. Refill toilet tissue, seat covers, paper towels, and soap dispensers.
 - iv. Clean restroom walls, counters, partitions, and splash areas using disinfectant cleaner.
 - v. Mop restroom floors with disinfectant cleaner.
- g. **Carpeted Areas – Daily and As Needed**
 - i. Vacuum all heavy traffic carpeted areas daily, including entrance mats.
 - ii. Vacuum all areas with visible debris or stains each service day, regardless of any rotating schedule.
 - iii. Vacuum conference rooms and break rooms nightly when used during the business day, as determined by visible use or County direction.
- h. **Carpeted Areas – Rotational Cleaning**
 - i. Vacuum individual office areas on a rotating basis designed to ensure full coverage at least once every three (3) service days.
- i. **Detail and Obstruction Cleaning**
 - i. Vacuum under desks and vacuum or dust mop all chair mats.
 - ii. Move chairs and movable furniture as necessary to complete cleaning and return all items to their original positions.

- j. **Hard Surface Floors and Stairways**
 - i. Dust mop and damp mop all hard surface floors.
 - ii. Sweep and damp mop all open, unenclosed stairways.
 - iii. Scrub all spills and stains and remove all scuff marks from marble, ceramic tile, vinyl, and other hard surface floors.
 - k. **Safety Requirements**
 - i. Provide warning signage and barriers in areas being mopped or otherwise serviced.
 - l. **Cleaning Standard**
 - i. All floors shall be free of visible dirt, dust, debris, stains, streaks, and residue, including in corners, behind doors, and under furniture or equipment.
 - m. **Elevators**
 - i. Clean, disinfect, and polish control panels and all metal surfaces.
 - ii. Clean door tracks and saddles.
 - iii. Damp mop elevator floors with disinfectant cleaner.
4. **WEEKLY SERVICES**
- Once per week, the Vendor shall perform the following:
- a. **Surface and Detail Dusting**
 - i. Dust baseboards, window ledges, moldings, door jambs, and other low-reach surfaces.
 - b. **Stairwells**
 - i. Clean enclosed stairwells, including handrails and guardrails.
 - c. **Carpet Care**
 - i. Edge all carpeted areas.
 - ii. Spot clean carpeted floors and upholstered furniture as needed.
 - d. **Glass and Windows**
 - i. Clean both sides of interior glass in common areas and high-traffic spaces.
 - ii. Clean interior and exterior windows at all entryways.
 - e. **Drains and Fixtures**
 - i. Rinse and flush floor drains in restrooms and janitorial closets, where applicable.
 - f. **Floor Maintenance**
 - i. High-speed buff and spot wax resilient floors as needed to maintain appearance and safety.
 - g. **Administrative Requirements**
 - i. Provide an updated schedule of recurring services to the County.
5. **MONTHLY SERVICES**
- Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once per month, the Vendor shall perform the following:
- a. **Hard Surface Floors**
 - i. Buff all hard surface floors.
 - b. **Stairways and Stairwells**

- i. Clean and recoat all stairways.
 - ii. Perform detailed cleaning of enclosed stairwells, including sweeping, damp mopping, and wiping of handrails and guardrails.
- c. **Blinds and Window Areas**
 - i. Dust all vertical and horizontal blinds.
 - ii. Dust all window ledges.
- d. **High Dusting and Detail Cleaning**
 - i. Dust all high-reach areas above normal line of sight, including door frames, vents, light fixtures, and other elevated surfaces.

6. QUARTERLY SERVICES

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every three (3) months, the Vendor shall perform the following:

- a. **Carpet Cleaning**
 - i. Clean carpets using a County-approved dry chemical or extraction method. The Vendor shall provide all equipment, materials, labor, cords, and hoses necessary to clean all carpeted areas covered under this Scope of Work. Power and water will be provided by the County.
- b. **Furniture Movement and Access**
 - i. Move and return movable furnishings, including chairs, tables, and chair mats. File cabinets, desks, and bookcases shall not be moved. All accessible carpeted areas shall be cleaned.
- c. **Floor Refinishing – Restrooms and Locker Rooms**
 - i. Strip, seal, and wax restroom and locker room floors using County-approved non-slip wax.
- d. **Wall Cleaning**
 - i. Wipe down walls using an approved disinfectant cleaner.
- e. **Scheduling and Coordination Requirements**
 - i. All carpet cleaning and restroom/locker room floor refinishing shall be performed pursuant to a schedule approved in advance by the County.
 - ii. The Vendor shall provide at least seven (7) business days' written notice prior to commencement and shall notify affected departments of the exact date and time of service.
 - iii. Such work shall be performed after 6:00 p.m. on weekdays or during weekends, unless otherwise approved in writing by the County.

7. WINDOW CLEANING SERVICES (QUARTERLY AND BI-ANNUALLY)

Unless otherwise approved in writing by the County, window cleaning services under this Attachment shall be performed quarterly (four (4) times per year) for exterior and bi-annually (two (2) times per year) for all interior windows within the Facilities covered by this Attachment.

- a. **Scope of Work**
 - i. Clean all windows on both interior and exterior surfaces.
 - ii. All glass shall be free of dirt, dust, water spots, streaks, smudges, and other foreign matter upon completion.

- iii. Remove, clean, and properly reinstall all existing solar screens.
- b. **Scheduling and Notification Requirements**
 - i. Submit an annual window-cleaning schedule to the County for review and approval at the commencement of the Agreement.
 - ii. Provide at least forty-eight (48) hours' notice prior to the start of scheduled window cleaning.
- c. **Safety Requirements**
 - i. Provide all required safety equipment and ensure that only properly trained personnel perform window-cleaning services.
 - ii. Upon request, provide written verification of training.
 - iii. Use appropriate warning signage and barriers during overhead or elevated work.
 - iv. Ensure protection of County employees and the public at all times.
- d. **Materials and Equipment**
 - i. Provide all materials, equipment, and supplies necessary to perform the work, unless otherwise approved in writing by the County.
 - ii. All chemicals and cleaning compounds must be approved by the County prior to use.

8. **BI-ANNUAL SERVICES**

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every six (6) months, the Vendor shall perform the following:

- a. **Hard Surface Floor Restoration**
 - i. Strip and seal all hard surface floors.
- b. **Marble and Tile Floor Refinishing**
 - i. Strip, seal, wax, and polish all marble and tile floors.
- c. **Scheduling and Coordination Requirements**
 - i. All bi-annual services shall be performed pursuant to a schedule approved in advance by the County.
 - ii. Provide at least seven (7) business days' written notice prior to commencement.

9. **SPECIAL CLEANING TIMES AND INSTRUCTIONS**

- a. **Quarterly Window Cleaning – Weed and Pest Building**
 - i. The high windows in the main lobby shall be cleaned on the exterior only during quarterly window cleaning; interior cleaning is excluded.
- b. **Excluded Areas:**
 - i. All areas identified in RED on the facility floor plans are excluded from the Vendor's scope of work.
 - ii. Weed & Pest Control Facility: all garage areas.
- c. **Restricted Access Protocol – Offices**
 - i. If an office is closed, even if unlocked, the Vendor shall not enter or clean the office.
 - ii. Any trash containers placed outside the office door shall be serviced.

ATTACHMENT 2 911 DISPATCH CENTER

1. FACILITIES COVERED

- a. 911 Dispatch Center

2. CLEANING SCHEDULE AND STAFFING REQUIREMENTS

Vendor shall provide custodial services for the 911 Dispatch Facility in accordance with the color-coded service areas depicted in the Facility floorplans (**Attachment 4**) and shall maintain sufficient staffing, supervision, and on-site coverage to meet all required service levels.

a. **Day Crew (Green Areas):**

The Day Crew shall perform janitorial services in the designated green shaded areas during normal County operating hours, seven (7) days per week, including holidays. The Day Crew shall maintain cleanliness in continuously occupied and high-traffic areas, including performing routine cleaning, restocking supplies, and addressing immediate custodial needs during operational hours.

- i. **Green Areas:** Seven (7) days per week, including holidays
- ii. **Hours:** 8:00 a.m. to 2:00 p.m.

b. **Night Crew (Blue and Yellow Areas):**

The Night Crew shall perform services after normal County operating hours in designated blue and yellow areas and complete all required services prior to 2:00 a.m., unless otherwise approved in writing by the County or delayed by County operations. The Night Crew is responsible for all comprehensive cleaning necessary to restore the Facility to the required standard.

- i. **Blue Areas:** Seven (7) days per week, including holidays
- ii. **Yellow Areas:** Five (5) days per week (Monday through Friday), excluding County-recognized holidays
- iii. **Hours:** 5:30 p.m. to 2:00 a.m.

Vendor shall comply with all staffing and performance requirements set forth in Exhibit A. Assignment of duties between crews shall not reduce or delay required services.

3. DAILY SERVICES

General Daily Services – All Applicable Areas

For purposes of this Attachment, “Applicable Areas” include all rooms, spaces, corridors, restrooms, stairwells, lobbies, and support areas within the Facilities listed in Section 1, unless expressly excluded. The Vendor shall perform the following services on each scheduled custodial service day:

a. **Waste Removal and Recycling**

- i. Empty all trash receptacles and replace liners as needed.

b. **Entrances and Exterior Immediate Areas**

- i. Clean and empty all ashtrays, sand urns, and exterior trash receptacles at building entrances and around the facility perimeter; replace liners nightly.
 - ii. Clean exterior entranceway landings nightly; remove gum, spills, and litter.
 - iii. Sweep and damp mop all building entrances used by staff and the public.
- c. **Surface Cleaning and Sanitization**
 - i. Spot clean and sanitize high-touch surfaces, including light switches and door handles.
 - ii. Clean and sanitize all drinking fountains.
 - iii. Clean microwaves inside and out.
 - iv. Clean and sanitize all counter surfaces and edges.
 - v. Dust all tables, file cabinets, counters, and other horizontal surfaces.
 - vi. Wipe down all doors, door hardware, and frames; remove visible handprints, dirt, dust, and grime.
- d. **Glass and Windows**
 - i. Clean interior and exterior surfaces of entry glass doors (front and back), side glazing, entranceway glass, and frames; remove fingerprints, streaks, smudges, and visible soil.
 - ii. Clean all interior windows with visible streaks, dirt, or grime.
- e. **Spot Cleaning and Detail Work**
 - i. Remove gum and similar materials from floors, carpets, furniture, and entrance areas.
- f. **Restrooms**
 - i. Clean and sanitize all fixtures, including bowls, urinals, sinks, showers, and similar items; fixtures shall be free of dirt, grime, residue, foreign matter, and odors. Dispose of personal items left in showers, as appropriate.
 - ii. Polish mirrors and dispensers and remove splatters from restroom walls; surfaces shall be free of dirt, grime, handprints, streaks, and spots.
 - iii. Refill toilet tissue, seat covers, paper towels, and soap dispensers.
 - iv. Clean restroom walls, counters, partitions, and splash areas using disinfectant cleaner.
 - v. Mop restroom floors with disinfectant cleaner.
- g. **Carpeted Areas – Daily and As Needed**
 - i. Vacuum all heavy traffic carpeted areas daily, including entrance mats.
 - ii. Vacuum all areas with visible debris or stains each service day, regardless of any rotating schedule.
 - iii. Vacuum conference rooms and break rooms nightly when used during the business day, as determined by visible use or County direction.
 - iv. **Day Crew shall vacuum** all carpeted areas within designated green areas daily, including entrance mats. This requirement is separate from and not subject to the rotational cleaning requirements outlined below. All areas with visible debris or stains shall be vacuumed during each service day regardless of any rotating schedule. Break rooms and quiet rooms shall be vacuumed daily as required by usage.
- h. **Carpeted Areas – Rotational Cleaning**

- i. Vacuum individual office areas on a rotating basis such that all carpeted areas within the Facility are cleaned at least once every three (3) service days, regardless of use or occupancy.
 - i. **Detail and Obstruction Cleaning**
 - i. Vacuum under desks and vacuum or dust mop all chair mats.
 - ii. Move chairs and movable furniture as necessary to complete cleaning and return all items to their original positions.
 - j. **Hard Surface Floors and Stairways**
 - i. Dust mop and damp mop all hard surface floors.
 - ii. Sweep and damp mop all open, unenclosed stairways.
 - iii. Scrub all spills and stains and remove all scuff marks from marble, ceramic tile, vinyl, and other hard surface floors.
 - k. **Safety Requirements**
 - i. Provide warning signage and barriers in areas being mopped or otherwise serviced.
 - l. **Cleaning Standard**
 - i. All floors shall be free of visible dirt, dust, debris, stains, streaks, and residue, including in corners, behind doors, and under furniture or equipment.
 - m. **Kitchen and Break Area**
 - i. Clean and disinfect all sinks, kitchen counters, cabinet surfaces, and appliances, including fronts of refrigerators.
 - ii. Clean and disinfect all tables and wipe down chairs.
 - iii. Clean interior and exterior surfaces of patio entry glass doors and adjacent side glazing; remove fingerprints, streaks, and visible soil.
4. **WEEKLY SERVICES**
- Once per week, the Vendor shall perform the following:
- a. **Surface and Detail Dusting**
 - i. Dust baseboards, window ledges, moldings, door jambs, and other low-reach surfaces.
 - b. **Carpet Care**
 - i. Edge all carpeted areas.
 - ii. Spot clean carpeted floors and upholstered furniture as needed.
 - c. **Glass and Windows**
 - i. Clean both sides of interior glass in common areas and high-traffic spaces.
 - ii. Clean interior and exterior windows at all entryways.
 - d. **Drains and Fixtures**
 - i. Rinse and flush floor drains in restrooms and janitorial closets, where applicable.
 - e. **Floor Maintenance**
 - i. High-speed buff and spot wax resilient floors as needed to maintain appearance and safety.
 - f. **Administrative Requirements**
 - i. Provide an updated schedule of recurring services to the County.

5. MONTHLY SERVICES

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once per month, the Vendor shall perform the following:

- a. **Hard Surface Floors**
 - i. Buff all hard surface floors.
- b. **Blinds and Window Areas**
 - i. Dust all vertical and horizontal blinds.
 - ii. Dust all window ledges.
- c. **High Dusting and Detail Cleaning**
 - i. Dust all high-reach areas above normal line of sight, including door frames, vents, light fixtures, and other elevated surfaces.

6. QUARTERLY SERVICES

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every three (3) months, the Vendor shall perform the following:

- a. **Carpet Cleaning**
 - i. Clean carpets using a County-approved dry chemical or extraction method. The Vendor shall provide all equipment, materials, labor, cords, and hoses necessary to clean all carpeted areas covered under this Scope of Work. Power and water will be provided by the County.
- b. **Furniture Movement and Access**
 - i. Move and return movable furnishings, including chairs, tables, and chair mats. File cabinets, desks, and bookcases shall not be moved. All accessible carpeted areas shall be cleaned.
- c. **Floor Refinishing – Restrooms and Locker Rooms**
 - i. Strip, seal, and wax restroom and locker room floors using County-approved non-slip wax.
- d. **Wall Cleaning**
 - i. Wipe down walls using an approved disinfectant cleaner.
- e. **Scheduling and Coordination Requirements**
 - i. All carpet cleaning and restroom/locker room floor refinishing shall be performed pursuant to a schedule approved in advance by the County.
 - ii. The Vendor shall provide at least seven (7) business days' written notice prior to commencement and shall notify affected departments of the exact date and time of service.
 - iii. Such work shall be performed after 6:00 p.m. on weekdays or during weekends, unless otherwise approved in writing by the County.

7. WINDOW CLEANING SERVICES (QUARTERLY AND BI-ANNUALLY)

Unless otherwise approved in writing by the County, window cleaning services under this Attachment shall be performed **quarterly (four (4) times per year) for exterior** and **bi-annually (two (2) times per year) for all interior** windows within the Facilities covered by this Attachment.

- a. **Scope of Work**

- i. Clean all windows on both interior and exterior surfaces.
 - ii. All glass shall be free of dirt, dust, water spots, streaks, smudges, and other foreign matter upon completion.
 - iii. Remove, clean, and properly reinstall all existing solar screens.
- b. **Scheduling and Notification Requirements**
 - i. Submit an annual window-cleaning schedule to the County for review and approval at the commencement of the Agreement.
 - ii. Provide at least forty-eight (48) hours' notice prior to the start of scheduled window cleaning.
- c. **Safety Requirements**
 - i. Provide all required safety equipment and ensure that only properly trained personnel perform window-cleaning services.
 - ii. Upon request, provide written verification of training.
 - iii. Use appropriate warning signage and barriers during overhead or elevated work.
 - iv. Ensure protection of County employees and the public at all times.
- d. **Materials and Equipment**
 - i. Provide all materials, equipment, and supplies necessary to perform the work, unless otherwise approved in writing by the County.
 - ii. All chemicals and cleaning compounds must be approved by the County prior to use.

8. **BI-ANNUAL SERVICES**

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every six (6) months, the Vendor shall perform the following:

- a. **Hard Surface Floor Restoration**
 - i. Strip and seal all hard surface floors.
- b. **Marble and Tile Floor Refinishing**
 - i. Strip, seal, wax, and polish all marble and tile floors.
- c. **Scheduling and Coordination Requirements**
 - i. All bi-annual services shall be performed pursuant to a schedule approved in advance by the County.
 - ii. Provide at least seven (7) business days' written notice prior to commencement.

9. **SPECIAL CLEANING TIMES AND ACCESS REQUIREMENTS**

- a. **Dispatch Area Carpet Cleaning**
Carpet cleaning performed as part of Quarterly Services within the Dispatch area shall be completed between the hours of 2:30 a.m. and 4:30 a.m. on scheduled cleaning days.
- b. **Quarterly Window Cleaning – 911 Dispatch Building**
The high windows in the dispatch area shall be cleaned on the exterior only during quarterly window cleaning; interior cleaning is excluded.

c. **Excluded Areas:**

All areas identified in RED on the facility floor plans are excluded from the Vendor's scope of work.

d. **Restricted Access Protocol – Offices**

- i. If an office is closed, even if unlocked, the Vendor shall not enter or clean the office.
- ii. Any trash containers placed outside the office door shall be serviced.

ATTACHMENT 3 EXPO IDAHO OFFICES

1. FACILITIES COVERED

- a. Expo Idaho Office

2. CLEANING SCHEDULE AND STAFFING REQUIREMENTS

Vendor shall ensure that all required services are completed during the designated service window and in a manner that supports Facility operations and public use.

a. **Standard Cleaning Schedule**

Vendor shall provide custodial services for the Expo Idaho Offices as follows:

- i. **Days:** One (1) day per week, Monday through Friday (excluding County-recognized holidays)
- ii. **Hours:** 7:00 a.m. to 4:00 p.m.

b. **Annual Fair Cleaning Requirement**

- i. Vendor shall provide custodial services daily for a period of ten (10) to fourteen (14) consecutive days, including weekends, during the annual Western Idaho Fair. Exact dates and service expectations shall be coordinated in advance with the County.
- ii. Vendor shall adjust staffing levels as necessary to meet increased service demands during this period.

Vendor shall comply with all staffing and performance requirements set forth in Exhibit A. Assignment of duties between crews shall not reduce or delay required services.

3. WEEKLY SERVICES (PER SERVICE VISIT)

General Daily Services – All Applicable Areas

Vendor shall perform the following services on each scheduled service visit at the Expo Idaho Office Facilities:

a. **Waste Removal and Recycling**

- i. Empty all trash receptacles and replace liners as needed.

b. **Entrances and Exterior Immediate Areas**

- i. Clean and empty all ashtrays, sand urns, and exterior trash receptacles at building entrances and around the facility perimeter; replace liners.
- ii. Clean exterior entranceway landings; remove gum, spills, and litter.
- iii. Sweep and damp mop all building entrances used by staff and the public.

c. **Surface Cleaning and Sanitization**

- i. Spot clean and sanitize high-touch surfaces, including light switches and door handles.
- ii. Clean and sanitize all drinking fountains.
- iii. Clean microwaves inside and out.
- iv. Clean and sanitize all counter surfaces and edges.
- v. Dust all tables, file cabinets, counters, and other horizontal surfaces.
- vi. Wipe down all doors, door hardware, and frames; remove visible handprints, dirt, dust, and grime.

- d. **Glass and Windows**
 - i. Clean all entry glass (front, rear, and side entrances) and frames; remove fingerprints, streaks, and smudges.
 - ii. Clean partition glass and all interior windows with visible soil.
- e. **Spot Cleaning and Detail Work**
 - i. Remove gum and similar materials from floors, carpets, furniture, and entrance areas.
 - ii. Remove scuff marks from floors where possible.
- f. **Restrooms**
 - i. Clean and disinfect toilets, urinals, sinks, and fixtures; surfaces shall be free of dirt, grime, residue, and odors.
 - ii. Clean and disinfect both sides of toilet seats.
 - iii. Remove splash marks from walls and partitions.
 - iv. Sweep and mop floors with disinfectant cleaner.
 - v. Clean and polish mirrors and dispensers.
 - vi. Empty trash and sanitary receptacles; replace liners.
 - vii. Restock consumables using County-provided supplies.
 - viii. Clean and disinfect partitions, dispensers, and other restroom fixtures.
- g. **Carpeted Areas**
 - i. Vacuum all carpeted areas, including entrance mats.
 - ii. Vacuum under desks and vacuum or dust mop all chair mats.
 - iii. Move chairs and movable furniture as necessary to complete cleaning and return all items to their original positions.
 - iv. Vacuum all areas with visible debris or stains.
 - v. Edge all carpeted areas.
- h. **Hard Surface Floors**
 - i. Sweep, dust mop, and damp mop all hard surface floors.
 - ii. Remove visible stains and scuff marks.
- i. **Kitchen and Break Areas**
 - i. Clean and disinfect sinks, counters, and backsplash areas.
 - ii. Clean microwaves inside and out.
 - iii. Wipe exterior surfaces of refrigerators and appliances.
 - iv. Clean tables and chairs.
 - v. Clean coffee stations and rinse coffee pots.
- j. **Janitorial Closets**
 - i. Maintain janitorial closets in a clean, neat, and orderly condition.
 - ii. Ensure cleaning supplies are properly stored and labeled.
- k. **Safety Requirements**
 - i. Provide warning signage and barriers in areas being mopped or otherwise serviced.
- l. **Cleaning Standard**
 - i. All areas shall be left in a clean and sanitary condition, free of visible dirt, dust, debris, stains, streaks, and residue.

4. **MONTHLY SERVICES**

Unless otherwise approved in writing by the County, all services below shall be

performed after normal business hours. Once per month, the Vendor shall perform the following:

- a. **Blinds and Window Areas**
 - i. Dust all vertical and horizontal blinds.
 - ii. Dust all window ledges.
- b. **High Dusting and Detail Cleaning**
 - i. Dust all high-reach areas above normal line of sight, including door frames, vents, light fixtures, and other elevated surfaces.
 - ii. Vacuum upholstered furniture.
 - iii. Spot clean walls, doors, frames, and switches.

5. **WINDOW CLEANING SERVICES (QUARTERLY AND BI-ANNUALLY)**

Unless otherwise approved in writing by the County, window cleaning services under this Attachment shall be performed quarterly (four (4) times per year) for exterior and bi-annually (two (2) times per year) for all interior windows within the Facilities covered by this Attachment.

- a. **Scope of Work**
 - i. Clean all windows on both interior and exterior surfaces.
 - ii. All glass shall be free of dirt, dust, water spots, streaks, smudges, and other foreign matter upon completion.
 - iii. Remove, clean, and properly reinstall all existing solar screens.
- b. **Scheduling and Notification Requirements**
 - i. Submit an annual window-cleaning schedule to the County for review and approval at the commencement of the Agreement.
 - ii. Provide at least forty-eight (48) hours' notice prior to the start of scheduled window cleaning.
- c. **Safety Requirements**
 - i. Provide all required safety equipment and ensure that only properly trained personnel perform window-cleaning services.
 - ii. Upon request, provide written verification of training.
 - iii. Use appropriate warning signage and barriers during overhead or elevated work.
 - iv. Ensure protection of County employees and the public at all times.
- d. **Materials and Equipment**
 - i. Provide all materials, equipment, and supplies necessary to perform the work, unless otherwise approved in writing by the County.
 - ii. All chemicals and cleaning compounds must be approved by the County prior to use.

6. **BI-ANNUAL SERVICES**

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours.

- a. **Carpet Cleaning (April and September Requirement)**

The following services shall be performed in April and September of each contract year:

- i. Clean carpets using a County-approved dry chemical or extraction method. The Vendor shall provide all equipment, materials, labor, cords, and hoses necessary to clean all carpeted areas covered under this Scope of Work. Power and water will be provided by the County.
 - ii. Move and return movable furnishings, including chairs, tables, and chair mats. File cabinets, desks, and bookcases shall not be moved. All accessible carpeted areas shall be cleaned.
- b. **Wall Cleaning**
 - i. Wipe down walls using an approved disinfectant cleaner.
- c. **Scheduling and Coordination Requirements**
 - i. All bi-annual services shall be performed pursuant to a schedule approved in advance by the County.
 - ii. The Vendor shall provide at least seven (7) business days' written notice prior to commencement and shall notify affected departments of the exact date and time of service.

7. **SPECIAL CLEANING TIMES AND INSTRUCTIONS**

- a. **Excluded Areas:**
 - i. All areas identified in RED on the facility floor plans are excluded from the Vendor's scope of work.
- b. **Restricted Access Protocol – Offices**
 - i. If an office is closed, even if unlocked, the Vendor shall not enter or clean the office.
 - ii. Any trash containers placed outside the office door shall be serviced.

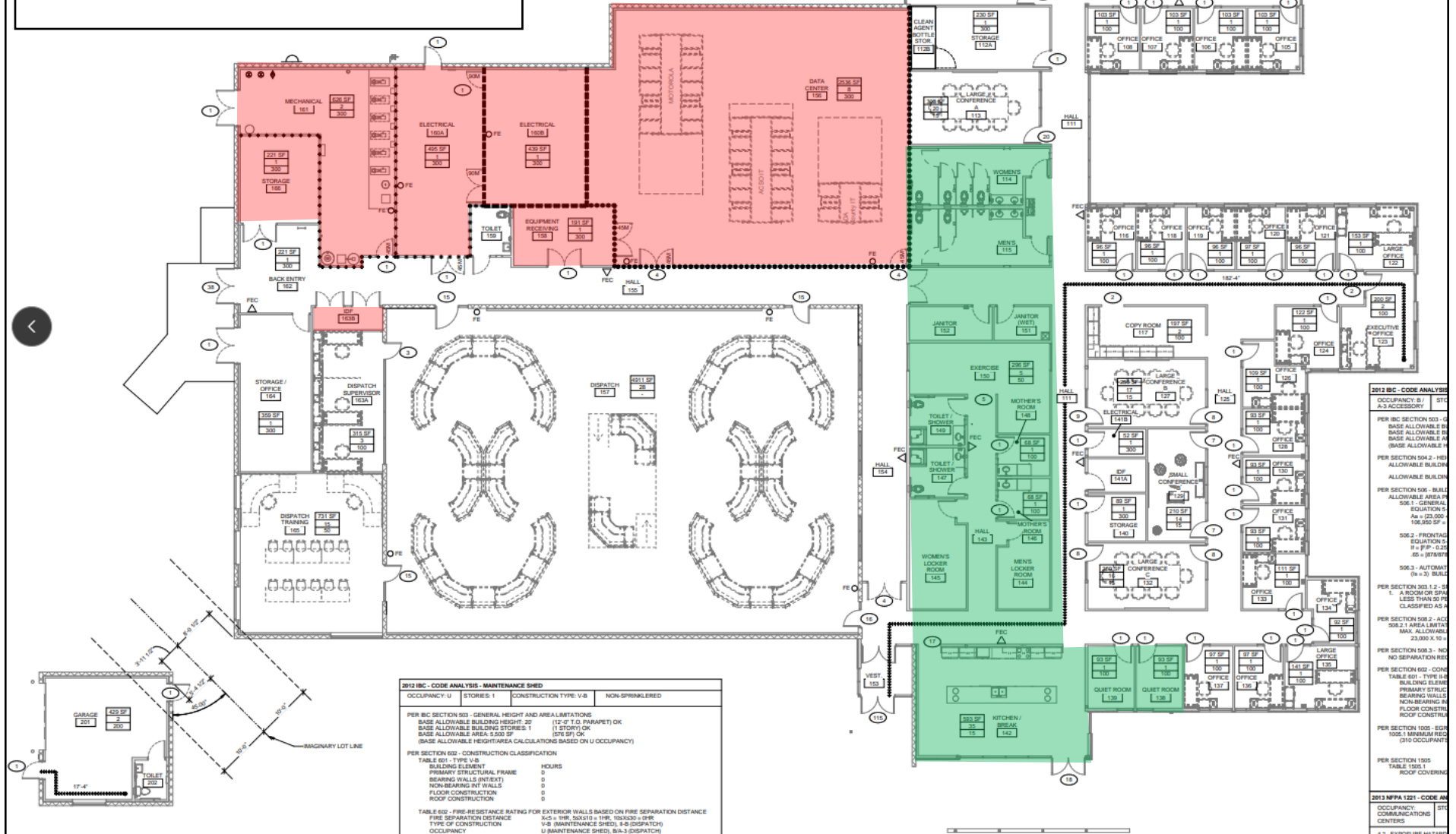
ATTACHMENT 4

FACILITY FLOOR PLANS

911 Dispatch – Day Crew

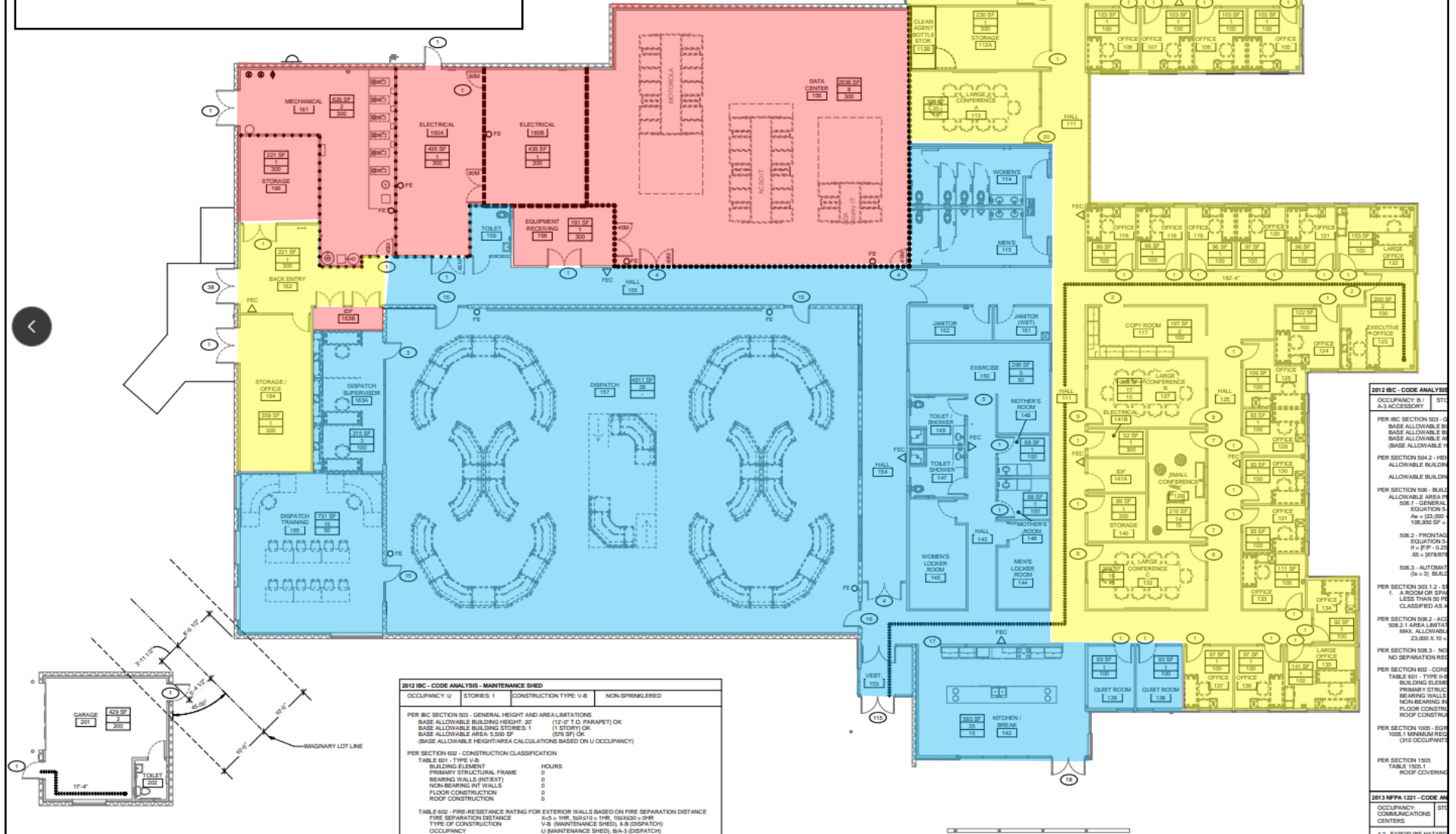
945 E. Pine St, Meridian ID 83642

- ⇒ **Green Areas (Day Crew):**
Seven (7) days per week, including holidays
- ⇒ **Blue Areas (Night Crew):**
Seven (7) days per week, including holidays
- ⇒ **Yellow Areas (Night Crew):**
Five (5) days per week (Monday through Friday), excluding County-recognized holidays
- ⇒ **Red Areas:**
Excluded from Contract

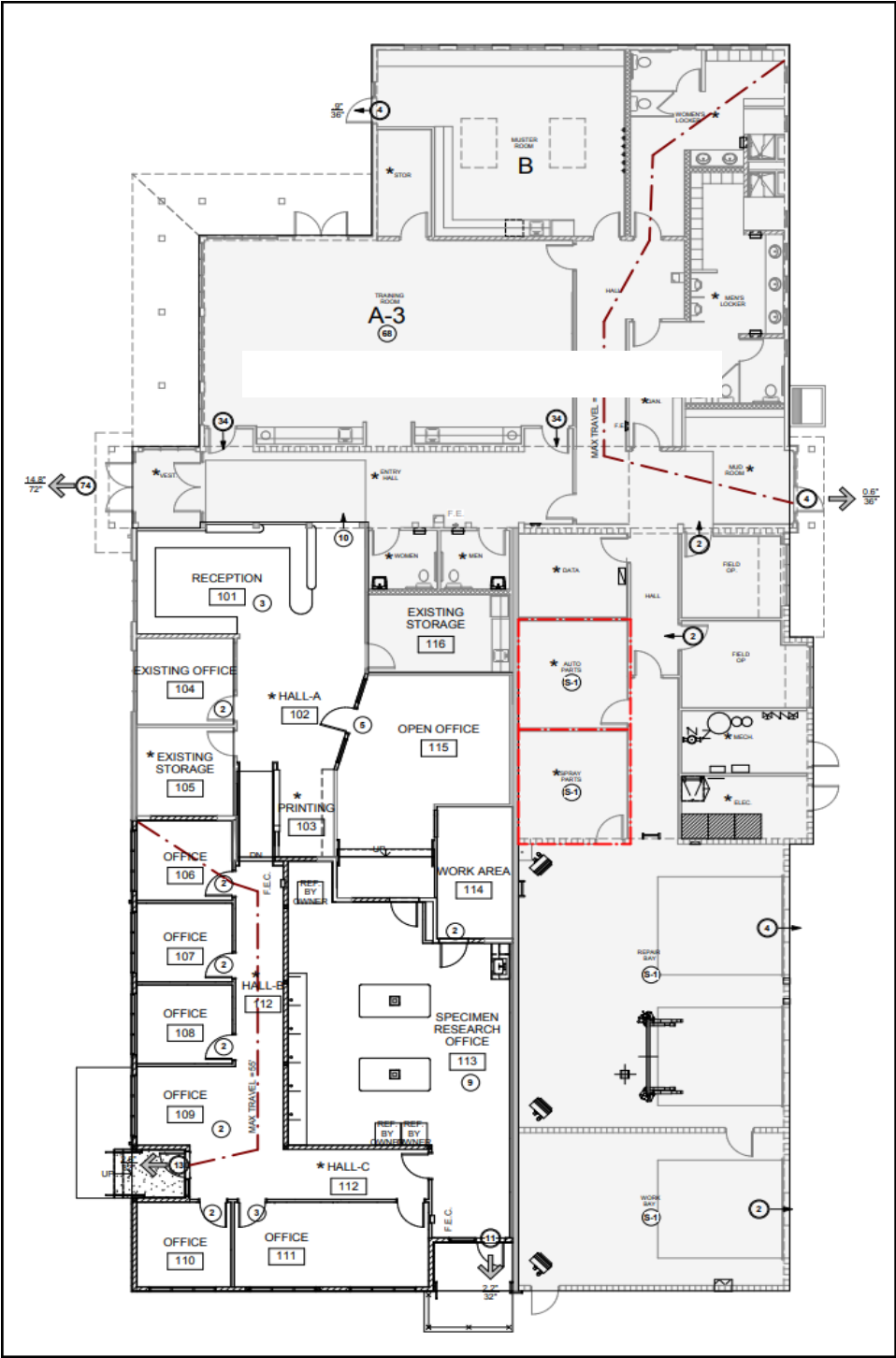


945 E. Pine St, Meridian ID 83642

- ⇒ **Green Areas (Day Crew):**
Seven (7) days per week, including holidays
- ⇒ **Blue Areas (Night Crew):**
Seven (7) days per week, including holidays
- ⇒ **Yellow Areas (Night Crew):**
Five (5) days per week (Monday through Friday), excluding County-recognized holidays
- ⇒ **Red Areas:**
Excluded from Contract

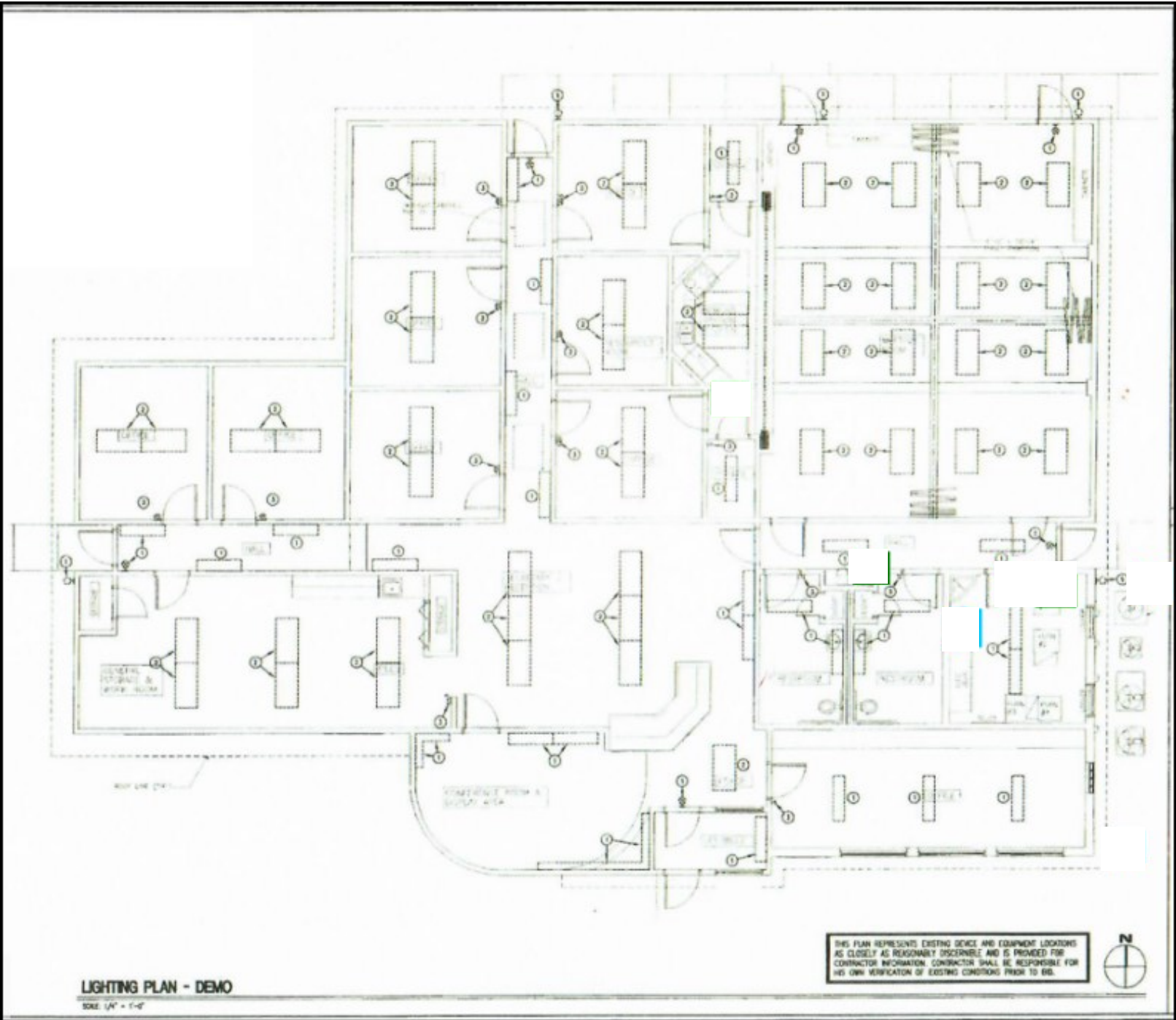


Weed & Pest
975 E. Pine Street, Meridian ID 83642



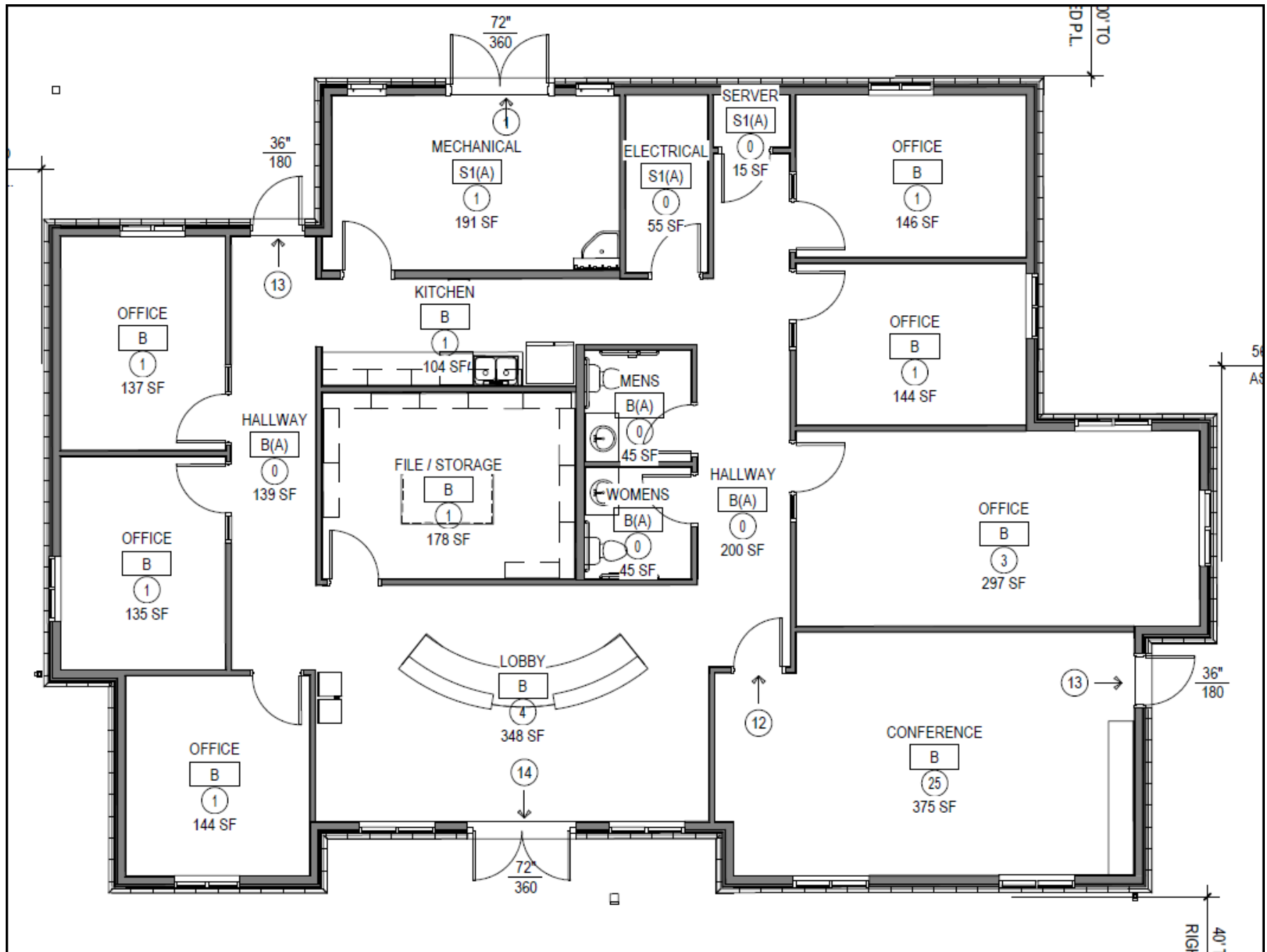
Extension Office

5880 Glenwood Street,
Boise ID 83714



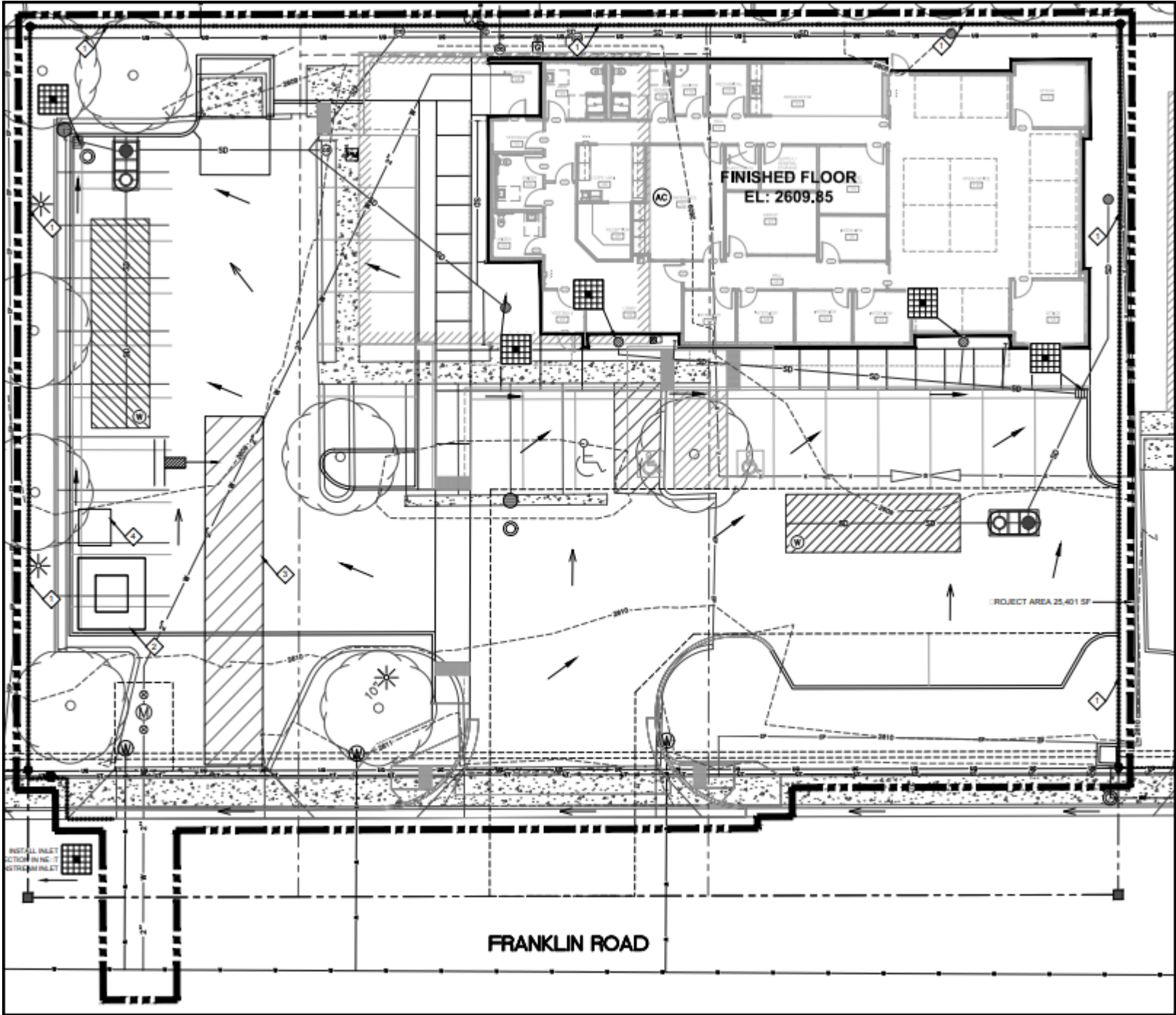
Expo Idaho Offices

5610 Glenwood St., Garden City, Idaho 83714



Juvenile Court Services—
Meridian

124 W. Franklin Road,
Meridian ID 83642



Meridian Drivers License

736 S Progress Ave, Meridian, ID 83642

Floor Plan Not Available

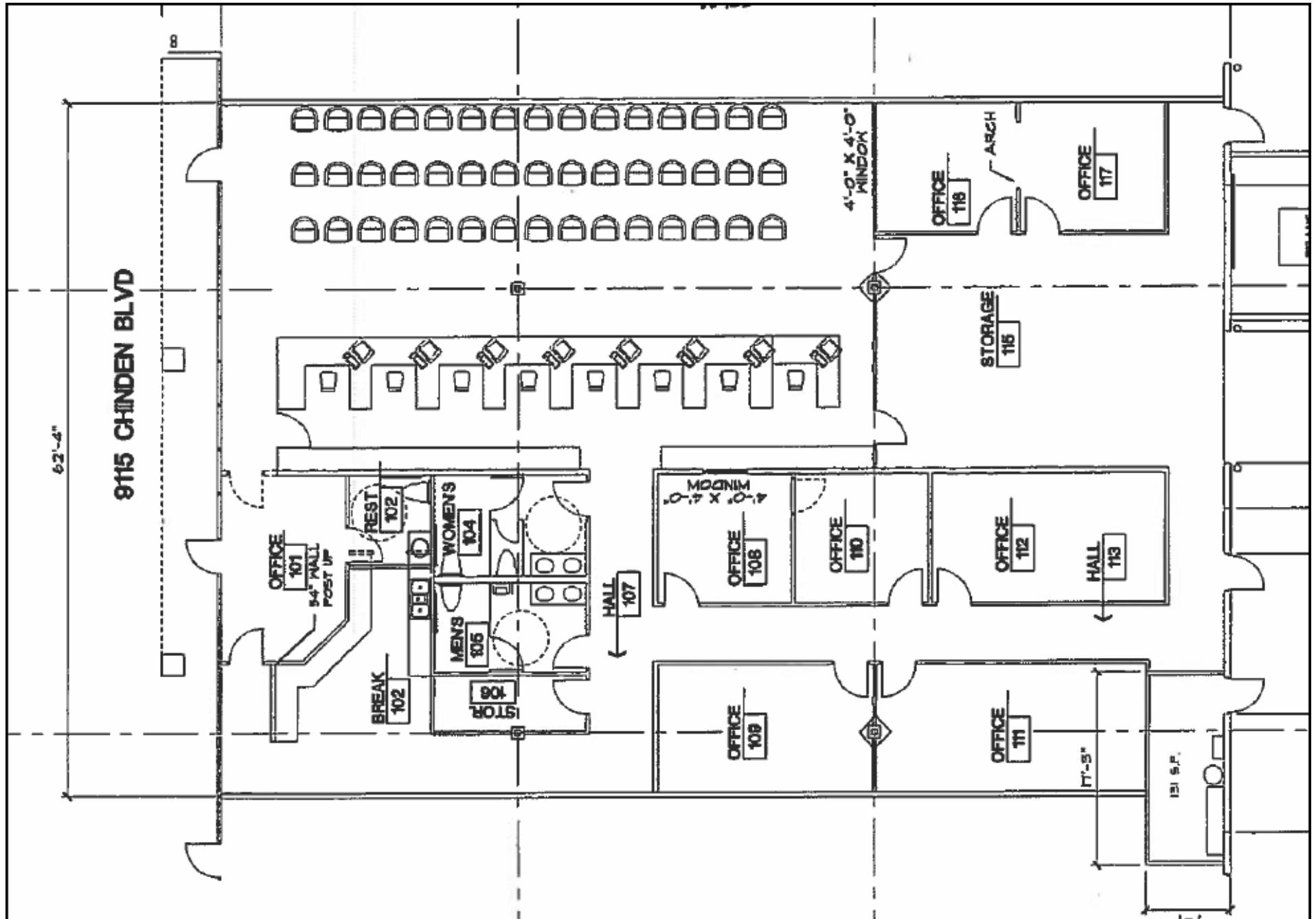
Motor Vehicle Services – Boise

8655 W. Franklin Rd., Boise, Idaho 83709

Floor Plan Not Available

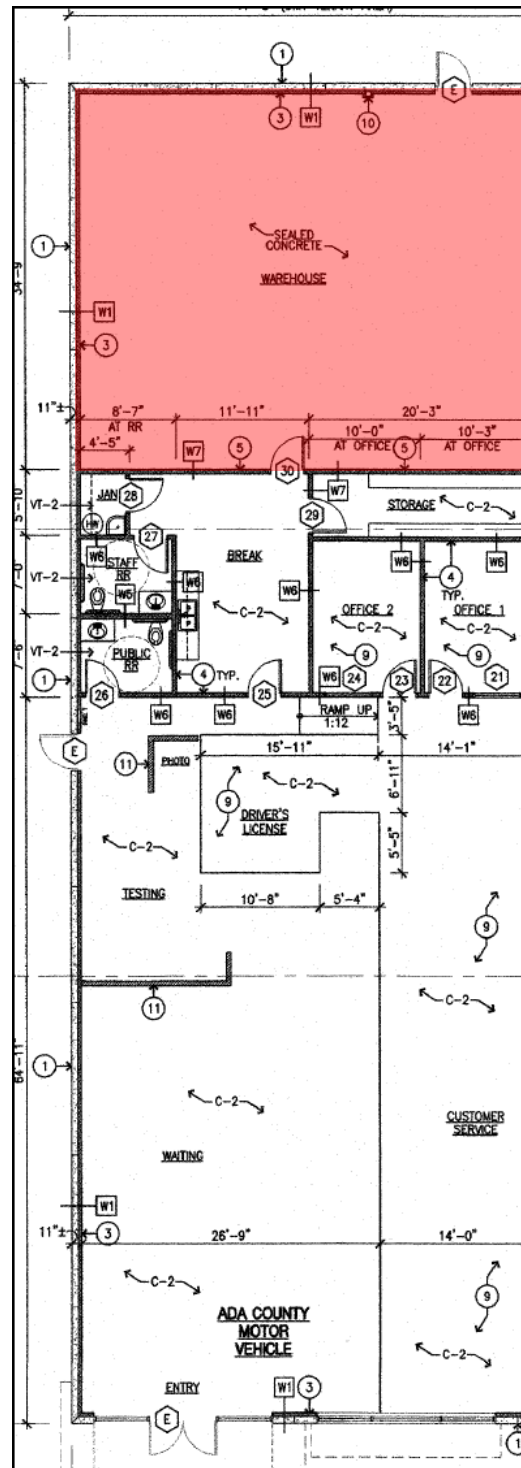
Motor Vehicle Services – Garden City

9115 Chinden Blvd., Ste. 103, Garden City, Idaho 83714



Motor Vehicle Services – Meridian

1769 N. Lakes Pl., Ste. 100, Meridian,
Idaho 83646



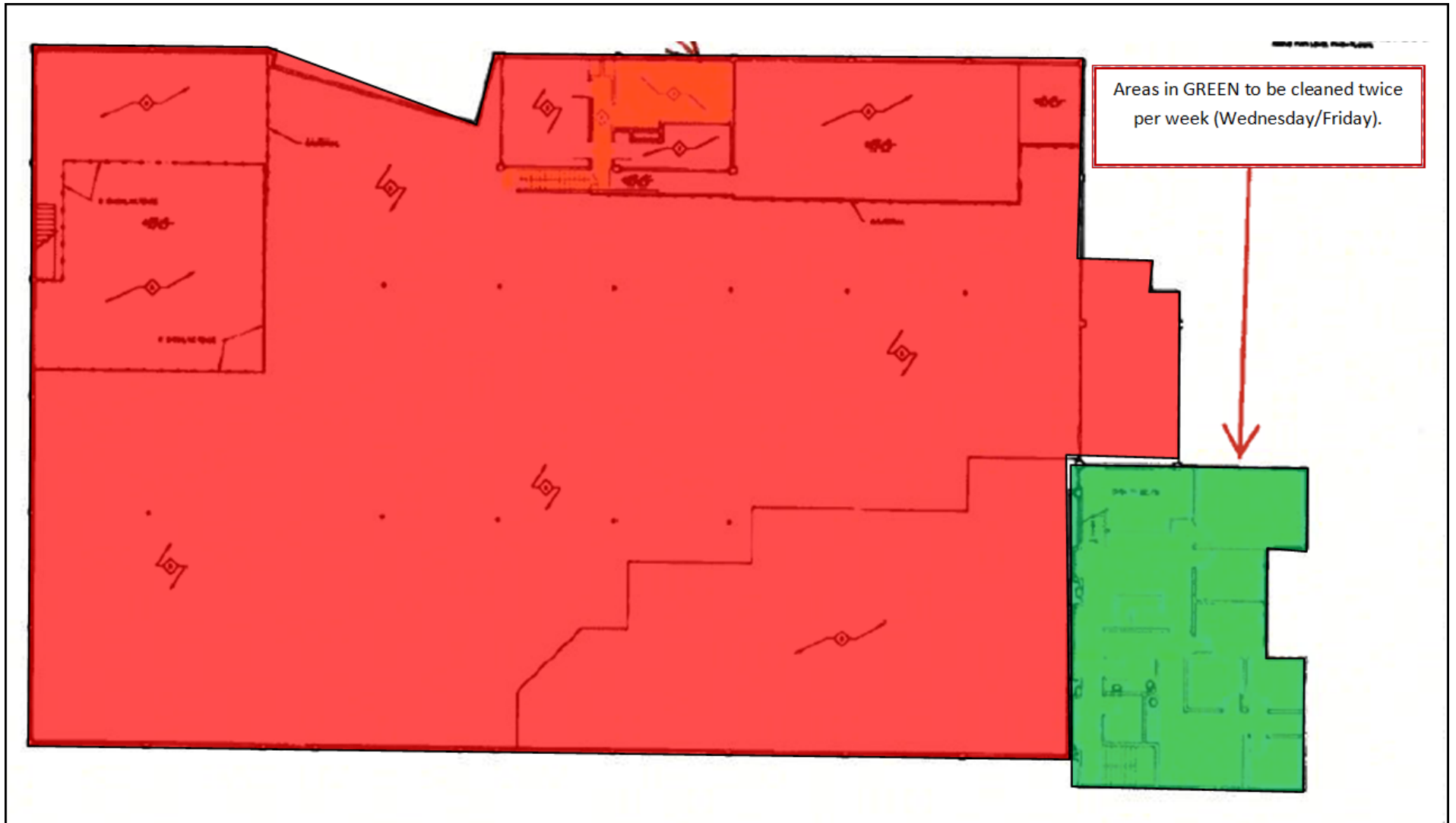
Morris Hill Warehouse– Main Level

5550 W. Morris Hill Rd., Boise, Idaho 83706



Morris Hill Warehouse- Upper Level

5550 W. Morris Hill Rd., Boise, Idaho 83706



ATTACHMENT 5

INTERIOR CLEANING AND HOUSEKEEPING PROGRAM

Ada County Housekeeping Policy

The Ada County Housekeeping Policy is intended to be part of a management strategy that establishes goals and policies to ensure that the facility's environment is safe, comfortable, and nonpolluting. Ada County uses environmentally friendly cleaning products from the Spartan Chemical Company in order to minimize the impact of cleaning on the building occupants. The Spartan's Green Solutions cleansers meet the Green Seal Standard GS-37 and are listed with the certified products on the Green Seal website, www.greenseal.org.

Management Principles

1. Ada County is committed to the building occupants and workers that maintain the facility. Education, constant communication, and evaluation are important aspects of the policy.
2. Ada County is committed to protecting health first, appearance second. The focus of the policy is for cleaning for health, and in most cases, the appearance of the facility will be addressed at the same time.
3. Ada County's approach is to clean and maintain the facility as a whole, not just as separate components.
4. Ada County is committed to scheduled routine maintenance.
5. Ada County is committed to plan for accidents and emergency situations such as water leaks, contamination by noxious chemicals and smoke, as well as common spills.
6. Ada County is committed to minimize human exposure to harmful contaminants and cleaning residues. Workers are required to use protective equipment and ensure that adequate ventilation is maintained under all building conditions and situations.
7. The policy minimizes chemical, particle, and moisture residue when cleaning.
8. Ada County is committed to ensure worker and building occupant safety at all times.
9. The policy is intended to minimize the amount of pollutants entering the building, while maximizing the amount of pollutants extracted.
10. The policy is intended to ensure cleaning waste is disposed of in environmentally safe ways.

Safety Considerations

This policy recognizes that chemical cleaning products impact both the users of the products and the building occupants. Products used in the facility must minimize the risk of exposure to harmful chemicals and reduce the risk for potential health problems. Cleaning products allowed for use in the Barrister Complex facilities must:

1. Have controlled or moderate pH levels.
2. Contain no hazardous ingredients (confirmed by SDS).
3. Be noncarcinogenic.
4. Be nonirritating or mildly irritating to the skin and eyes of users.
5. Protect against accidental poisoning (LD50 above 5 grams per kilogram).

6. Be nonreactive to avoid toxic gases created by mixing.
7. Have distinctive dye colors and fragrance to avoid product misuse.
8. Not require special respiratory protection. However, SDS precautions must be followed.
9. Have clear and understandable SDS information and instructions.

Environmental Requirements

Further, Ada County recognizes that emissions to the air, land, and water from chemical cleaning products will have a direct impact on the environment. The following chemical attributes are required:

1. Must be biodegradable.
2. Must have no aquatic toxicity.
3. Must have no ozone depleting compounds.
4. Must have no Volatile Organic Compounds (VOCs).
5. Must have no heavy metals.
6. Are not considered hazardous waste.
7. Must work in cold water.

Packaging Requirements

Ada County recognizes that packaging can make an enormous impact on solid waste disposal and the associated hauling and tipping fees. The use of products packaged in materials that can be reused or constructed of materials made with recycled content is encouraged.

1. The use of concentrated products is encouraged to reduce packing material on site.
2. Portion control equipment is required to reduce chemical misuse.
3. Consider package material for recycling.

Quality Control and Program Compliance

Ada County monitors compliance with its Housekeeping Program on a daily, weekly, and yearly basis. The Operations Department is in constant contact with custodial staff and Vendors that perform work in the facility.

Operations staff perform scheduled inspections of equipment and building systems as required. The Operations maintenance staff documents the overall condition of the facility and conducts daily, weekly, monthly, and yearly inspections of the entire facility. Inspections may be coordinated with support from journeymen, tradesmen, and/or outside consultants designed to ensure safe, efficient and clean facilities. Routine inspections are designed to identify problems before they appear as customer complaints or problems logged by the Operations maintenance staff. Inspections also help identify problems that may be stressing or damaging to equipment.

EXHIBIT B
SAMPLE AGREEMENT

**CUSTODIAL SERVICES AGREEMENT FOR
SELECT ADA COUNTY FACILITIES**

THIS CUSTODIAL SERVICES AGREEMENT (“Agreement”) is entered into this _____, by and between Ada County, a duly formed and existing county pursuant to the laws and Constitution of the State of Idaho, hereinafter ("County"), and _____ hereinafter ("Vendor"). County and Vendor may be collectively referred to herein as the “Parties” and individually, as a “Party.”

WHEREAS, County issued RFP 26057 Custodial Services for Select Ada County Facilities, which is incorporated herein by reference as if set forth in full; and

WHEREAS, Vendor submitted a proposal in response to RFP 26057, which is incorporated herein by reference as if set forth in full; and

WHEREAS, County selected Vendor’s proposal as the most qualified and seeks to enter into this Agreement accordingly.

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree:

I. DUTIES AND RESPONSIBILITIES OF VENDOR

A. **SCOPE OF WORK:** Vendor shall provide custodial services described in RFP 26057 Scope of Work attached hereto as **Exhibit A** at the following locations (collectively referred to as “Facilities”):

- a. **Ada County 911 Dispatch Center** (911 Dispatch), 945 E. Pine Ave., Meridian, Idaho 83642
- b. **Ada County Weed, Pest, & Mosquito**, 975 Pine Ave., Meridian, Idaho 83642
- c. **Ada County Extension Office**, 5880 Glenwood St., Garden City, Idaho 83714
- d. **Expo Idaho Office**, 5610 Glenwood St., Garden City, Idaho 83714
- e. **Juvenile Court Services – Meridian** (“Meridian Juvenile Court”), 124 W. Franklin Rd., Meridian, Idaho 83642
- f. **Meridian Driver’s License**, 736 S. Progress Ave., Meridian, Idaho 83642
- g. **Motor Vehicle Services – Boise**, 8655 W. Franklin Rd., Boise, Idaho 83709
- h. **Motor Vehicle Services – Garden City**, 9115 Chinden Blvd., Ste. 103, Garden City, Idaho 83714
- i. **Motor Vehicle Services – Meridian**, 1769 N. Lakes Pl., Ste. 100, Meridian, Idaho 83646
- j. **Morris Hill Warehouse**, 5550 W. Morris Hill Rd., Boise, Idaho 83706

B. **CLEANING SERVICE FREQUENCY:** Unless otherwise mutually agreed upon by the parties, cleaning services will be provided to the Facilities as set forth in the RFP 26057 Scope of Work attached hereto as **Exhibit A**. Failure to provide the service will result in a deduction owed Vendor based on the hourly rate established for the service.

C. **INSURANCE:** Vendor shall comply with the insurance requirements in **Exhibit B**.

II. GENERAL PROVISIONS

PAYMENT:

1. Contractor shall be compensated on a month-to-month basis for custodial services described herein as provided. To receive such compensation, Contractor shall submit monthly invoices to the County for all work actually performed, each to be paid within thirty (30) days of the close of each month for which services were provided.

County reserves the right to withhold payment, in full or in part, for services that are not performed to industry standard or for any other material breach of this Contract.

2. Total Compensation shall be provided to Contractor for services rendered pursuant to this Contract as follows:

Monthly Service, billed monthly:

Ada County 911 Dispatch Center	\$_____	per month
Ada County Weed, Pest & Mosquito	\$_____	per month
Ada County Extension Office	\$_____	per month
Expo Idaho Office	\$_____	per month
Juvenile Court Services – Meridian	\$_____	per month
Meridian Driver's License	\$_____	per month
Motor Vehicle Services – Boise	\$_____	per month
Motor Vehicle Services – Garden City	\$_____	per month
Motor Vehicle Services – Meridian	\$_____	per month
Morris Hill Warehouse	\$_____	per month

Quarterly Carpet Cleaning Fee, billed quarterly:

Ada County 911 Dispatch Center	\$_____	per quarter
Ada County Weed, Pest & Mosquito	\$_____	per quarter
Ada County Extension Office	\$_____	per quarter
Juvenile Court Services – Meridian	\$_____	per quarter
Meridian Driver's License	\$_____	per quarter
Motor Vehicle Services – Boise	\$_____	per quarter
Motor Vehicle Services – Garden City	\$_____	per quarter
Motor Vehicle Services – Meridian	\$_____	per quarter
Morris Hill Warehouse	\$_____	per quarter

Quarterly Hard Surface Floor Stripping and Sealing Fee, billed quarterly:

Ada County 911 Dispatch Center	\$_____	per quarter
Ada County Weed, Pest & Mosquito	\$_____	per quarter
Ada County Extension Office	\$_____	per quarter
Expo Idaho Office	\$_____	per quarter
Juvenile Court Services – Meridian	\$_____	per quarter
Meridian Driver's License	\$_____	per quarter
Motor Vehicle Services – Boise	\$_____	per quarter
Motor Vehicle Services – Garden City	\$_____	per quarter
Motor Vehicle Services – Meridian	\$_____	per quarter
Morris Hill Warehouse	\$_____	per quarter

Quarterly External Window Cleaning Services, billed quarterly:

Ada County 911 Dispatch Center	\$_____	per quarter
Ada County Weed, Pest & Mosquito	\$_____	per quarter
Ada County Extension Office	\$_____	per quarter
Expo Idaho Office	\$_____	per quarter
Juvenile Court Services – Meridian	\$_____	per quarter
Meridian Driver's License	\$_____	per quarter
Motor Vehicle Services – Boise	\$_____	per quarter
Motor Vehicle Services – Garden City	\$_____	per quarter
Motor Vehicle Services – Meridian	\$_____	per quarter
Morris Hill Warehouse	\$_____	per quarter

Bi-Annual Floor Stripping and Sealing, billed bi-annually:

Ada County 911 Dispatch Center	\$ _____	bi-annually
Ada County Weed, Pest & Mosquito	\$ _____	bi-annually
Ada County Extension Office	\$ _____	bi-annually
Expo Idaho Office	\$ _____	bi-annually
Juvenile Court Services – Meridian	\$ _____	bi-annually
Meridian Driver’s License	\$ _____	bi-annually
Motor Vehicle Services – Boise	\$ _____	bi-annually
Motor Vehicle Services – Garden City	\$ _____	bi-annually
Motor Vehicle Services – Meridian	\$ _____	bi-annually
Morris Hill Warehouse	\$ _____	bi-annually

Bi-Annual Interior Windows, billed bi-annually:

Ada County 911 Dispatch Center	\$ _____	bi-annually
Ada County Weed, Pest & Mosquito	\$ _____	bi-annually
Ada County Extension Office	\$ _____	bi-annually
Expo Idaho Office	\$ _____	bi-annually
Juvenile Court Services – Meridian	\$ _____	bi-annually
Meridian Driver’s License	\$ _____	bi-annually
Motor Vehicle Services – Boise	\$ _____	bi-annually
Motor Vehicle Services – Garden City	\$ _____	bi-annually
Motor Vehicle Services – Meridian	\$ _____	bi-annually
Morris Hill Warehouse	\$ _____	bi-annually

Bi-Annual Carpet Cleaning Fee, billed bi-annually:

Expo Idaho Office	\$ _____	bi-annually
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Should County not desire services to be provided by Vendor to the facilities described above for a consecutive seven (7) day period or longer, then Vendor shall accept such amount as County shall determine to be a fair and reasonable payment for services rendered by Vendor.

Before the end of March of year 2 of the Agreement, Vendor may request a price increase in accordance with the current Consumer Price Index (CPI), defined as the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers, US City Average All Items, and calculated as the CPI of February of the previous year through February of the current year, which increase would be reflected in year 3 if the Agreement is renewed as set out Section D “TERM, RENEWAL & TERMINATION” below.

B. **SUPERVISION:** Vendor shall provide adequate and reasonable supervision of its employees at all times.

C. **INDEMNIFICATION:** Vendor shall defend, indemnify, and hold County, its officers, agents, and employees harmless for all claims, losses, actions, damages, judgments, costs, expenses, and/or injuries to persons or property arising out of or in connection with any activities, acts, or omissions of Vendor, its officers, agents or employees. In the event County is alleged to be liable on account of any activities, acts, or omissions of Vendor, its officers, agents or employees, then Vendor shall defend such allegations through counsel chosen by County and Vendor shall bear all costs, fees, and expenses of such defense, including, but not limited to, all attorney fees and expenses, court costs, and expert witness fees and expenses.

Vendor guarantees County that all services, programs, or activities provided under this Agreement will be in accordance with all applicable federal, state, and local statutes, regulations, and requirements, including, but not limited to, the Americans with Disabilities Act (ADA). Further, Vendor shall indemnify, defend, and hold harmless County for any loss, expense, or damage of any type experienced by County as a result of Vendor's violation of the guarantee requirements of this paragraph.

D. **TERM, RENEWAL & TERMINATION:** The term of this Agreement shall be from October 1, 2026 to September 30, 2027, and may, by a mutually executed writing, be renewed for four (4) additional one-year terms commencing October 1 and ending September 30 of the next calendar year. Either party hereto may terminate this Agreement without cause upon ninety (90) days written notice. In the event of such a termination, County shall pay Vendor for all services rendered prior to the termination, plus any expenses incurred and unpaid which would otherwise be payable hereunder. In such event, Vendor shall promptly submit to County its invoice for final payment.

E. **MERGER AND INTEGRATION:** This writing embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained in this Agreement. All previous and contemporaneous communications, representations, or agreements,

either verbal or written, between the parties are superseded by this Agreement.

F. **NOTICE:** Notice or notification, when called for in this Agreement, shall mean written notice, posted by regular mail, effective upon receipt. Notice to County shall be addressed to: Director of Operations, 252 W. Front Street, Boise, Idaho, 83702. Notice to Vendor shall be addressed to _____.

G. **CHOICE OF LAW:** This Agreement and its performance shall be construed in accordance with and governed by the laws of the State of Idaho, with venue for any action brought pursuant to this Agreement to be in the Fourth Judicial District, State of Idaho.

H. **SEVERABILITY:** In the event any provision or section of this Agreement conflicts with applicable law, or is otherwise held to be unenforceable, the remaining provisions shall nevertheless be enforceable and shall be carried into effect.

I. **PERFORMANCE/WAIVER:** The failure of County to require strict performance of any term or condition of this Agreement or to exercise any option herein conferred in any one or all instances shall not be construed to be a waiver or relinquishment of any such term or condition, but the same shall be and remain in full force and effect, unless such waiver is evidenced by the prior written consent of County.

J. **SUCCESSORS AND ASSIGNS:** This Agreement may not be assigned in whole or part by either of the parties hereto without the prior express written consent of the other party.

K. **THIRD PARTY BENEFICIARIES:** Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party. Nothing contained herein shall extend the liability of either party beyond that provided by governing law.

L. **INDEPENDENT CONTRACTOR:** Vendor is, and shall perform this Agreement as, an independent contractor and, as such, shall have and maintain complete control over all its employees and operations, except as otherwise provided herein. Neither Vendor, nor anyone

employed by it, shall represent, act, purport to act, or be deemed to be the agent, representative, employee, or servant of County. As an independent contractor, Vendor shall be solely responsible for payment of wages, all federal and state withholding taxes, liability insurance, and such compensation insurance and such other obligations as are the legal responsibility of an employer.

M. **MODIFICATIONS:** This Agreement may be modified or amended only by a writing duly executed by both parties.

N. **INCORPORATION OF EXHIBITS:** All attached Exhibits are essential to this Agreement and shall be considered part of this Agreement. An Exhibit shall be considered fully incorporated and set forth in full by any reference to it in the Agreement or in another Exhibit.

O. **AUTHORITY TO EXECUTE:** Each individual executing this Agreement on behalf of Vendor represents and warrants that the individual has authority to legally bind Vendor and that such authority has been validly obtained in accordance with the articles of incorporation, bylaws, or other organizational documents of Vendor and the laws of the state of Vendor's organization.

P. **CERTIFICATIONS:**

Certification Regarding Antiboycott of Israel: Pursuant to Idaho Code § 67-2346, if this contract has a total potential value of one hundred thousand dollars (\$100,000) or more and/or Vendor employs ten (10) or more persons, Vendor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control.

Certification Regarding Anti-Boycott of Certain Sectors: Pursuant to Idaho Code § 67-2347A, if this Agreement is One Hundred Thousand Dollars (\$100,000) or more and if Vendor employs ten (10) or more persons full-time, Vendor certifies that it is not currently engaged in and will not, for the duration of this Agreement engage in, a boycott of any individual or

company because that individual or company: (1) engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or (2) engages in or supports the manufacture, distribution, sale, or use of firearms.

Certification Regarding China: Pursuant to Idaho Code § 67-2359, Vendor certifies that it is not currently owned or operated by the government of China and will not, for the duration of this Contract, be owned or operated by the government of China.

///Signatures on following page

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year written above.

Board of Ada County Commissioners

By: _____
Rod Beck, Commissioner

By: _____
Ryan Davidson, Commissioner

By: _____
Thomas Dayley, Commissioner

ATTEST:

Trent Tripple, Ada County Clerk

[CONTRACTOR/VENDOR NAME]

By: _____

Name: _____

Title: _____

EXHIBIT A

SCOPE OF WORK

General Requirements Applicable to All Custodial Services

The requirements set forth in this Exhibit apply to all services performed under the Request for Proposal, including but not limited to services described in this Scope of Work.

1. **SCOPE OF WORK**

Vendor shall provide custodial services in accordance with the duties, service frequencies, staffing requirements, and performance standards set forth in this Exhibit A and the Attachments 1-5 attached hereto (collectively, the “Scope of Work”). Services shall be performed at the Ada County Facilities identified in Attachment 1-3 and depicted in Attachment 4 (Facility Maps). All work must comply with the Interior Cleaning and Housekeeping Program outlined in Attachment 5 and all applicable federal, state, and local laws, regulations, health standards, correctional facility requirements, and County policies. Vendor is responsible for the full and timely completion of all required services within the Facilities as defined herein.

2. **BUILDING LOCATIONS**

- a. **Ada County 911 Dispatch Center** (911 Dispatch), 945 E. Pine Ave., Meridian, Idaho 83642
- b. **Ada County Weed, Pest, & Mosquito**, 975 Pine Ave., Meridian, Idaho 83642
- c. **Ada County Extension Office**, 5880 Glenwood St., Garden City, Idaho 83714
- d. **Expo Idaho Office**, 5610 Glenwood St., Garden City, Idaho 83714
- e. **Juvenile Court Services – Meridian** (“Meridian Juvenile Court”), 124 W. Franklin Rd., Meridian, Idaho 83642
- f. **Meridian Driver’s License**, 736 S. Progress Ave., Meridian, Idaho 83642
- g. **Motor Vehicle Services – Boise**, 8655 W. Franklin Rd., Boise, Idaho 83709
- h. **Motor Vehicle Services – Garden City**, 9115 Chinden Blvd., Ste. 103, Garden City, Idaho 83714
- i. **Motor Vehicle Services – Meridian**, 1769 N. Lakes Pl., Ste. 100, Meridian, Idaho 83646
- j. **Morris Hill Warehouse**, 5550 W. Morris Hill Rd., Boise, Idaho 83706

3. **GENERAL REQUIREMENTS**

- a. Vendor personnel shall comply with all applicable County facility access, identification, and security requirements at all times.
- b. Vendor shall provide sufficient staffing, supervision, and oversight to ensure the full and timely completion of all required services. All services shall be completed within the designated service window, and Vendor shall not defer required work due to staffing limitations or operational conditions without County approval. Assignment of duties and staffing levels shall not reduce or delay required services.
- c. Missed or deficient services shall be corrected at the Vendor’s expense or may result in a deduction, as determined by the County. The Vendor remains solely

responsible for ensuring that all services are completed in accordance with this Agreement.

- d. All furniture and equipment moved during cleaning shall be returned to its original position unless otherwise directed by the County.
- e. All areas shall be properly secured upon completion of work.
- f. Warning signage and physical barriers shall be used whenever wet floors, overhead work, or other temporary hazards are present.
- g. Vendor shall report observed facility maintenance or safety concerns through County-designated reporting procedures.

4. SUPPLIES

- a. The Vendor shall furnish all materials, chemicals, equipment, and supplies (except toilet tissue, paper towels, can liners, seat covers, and liquid hand soap) as needed to complete the required services.
- b. The County shall provide the Vendor with toilet tissue, paper towels, can liners, seat covers, and liquid hand soap. The Vendor shall be responsible for inventory control and storage of these products and shall coordinate with proper County personnel to ensure adequate supply levels and timely reorder.
- c. All equipment used in conjunction with this Agreement shall be standard industrial use equipment and Vendor shall maintain all equipment in a clean, safe and serviceable condition at all times.
- d. All chemicals and/or cleaning materials shall be maintained in clearly labeled product containers and shall be stored and used in a safe manner as described in the Interior Cleaning and Housekeeping Program outlined in "Attachment 5" hereto.
- e. The Vendor shall maintain a file of Safety Data Sheets (SDS) for all cleaning supplies and chemicals. The SDS will be on-site in areas of chemical use and storage. Copies of the SDS will be provided to the COUNTY for each product used.
- f. The County shall provide the Vendor with dedicated storage space for supplies and equipment. It shall be the Vendor's responsibility to maintain the storage/custodial rooms in a high state of order and cleanliness.
- g. The Vendor shall provide, service, and maintain coin-operated feminine hygiene product dispensers in women's restrooms where required. Vendor shall collect monies from coin boxes to be used as offset for cost of supplies. The cost of providing, installing, and servicing shall be the responsibility of the Vendor.
- h. The Vendor shall not use bonnet cleaning or similar surface-cleaning methods on carpeted areas, as such methods will void manufacturer warranties. For carpet cleaning, Vendor shall follow the manufacturer's guidelines/specifications, if any, and Vendor shall use such methods that will not void manufacturer warranties. Carpet cleaning shall be performed only using County-approved methods in accordance with this Agreement.
- i. For hard surface floor maintenance, including, but not limited to, stripping, sealing, waxing and/or polishing, Vendor shall follow the manufacturer's guidelines/specifications, if any, and Vendor shall use such methods that will not void manufacturer warranties.

5. ADDITIONAL WORK

On rare occasions, the County may request Vendor provide additional janitorial work outside the scope of the regular work provided in the Agreement. If such additional work is needed, County will negotiate a price with the Vendor for such additional work. If an agreeable price for the additional work cannot be negotiated, County retains the right to have the additional work performed by other Vendors.

6. QUALITY ASSURANCE AND INSPECTIONS

The County requires the Vendor utilize a digital inspection and reporting application (“App”) to conduct, document, and share quality assurance inspections. The App shall provide the County with real-time access to inspection results, identified deficiencies, and corrective actions, and will also serve as a primary method for the County to report issues. Use of an App is intended to improve transparency, accountability, and tracking of recurring issues.

- a. The Vendor shall conduct inspections of work performed at least once per week. Upon execution of the Agreement, the Vendor shall provide the County with the proposed inspection report form for review and approval.
- b. Inspection reports shall identify the date, areas inspected, inspector, deficiencies noted, and corrective actions taken. Reports shall be submitted to the County on a monthly basis, or more frequently upon request.
The Vendor shall correct deficient work within twenty-four (24) hours for routine issues and immediately, or within a timeframe directed by the County, for health safety, or security-related issues. Verification of corrective action shall be documented in the inspection report.
- c. The County may conduct announced or unannounced inspections at any time, and Vendor supervisory personnel shall participate in joint inspections upon request.

7. IDENTIFICATION

Vendor shall have on-site Personnel wear a photo identification badge or clearly identifiable company attire while performing work on County properties. Said badges/attire shall be always worn in a conspicuous manner.

8. EMERGENCY RESPONSE PLAN

The Vendor shall develop a plan for response to after-hour emergency situations, which, at a minimum, must include the names and telephone numbers of persons (primary and backup) capable of responding to emergency situations within two (2) hours from notification. The Emergency Response Plan shall be approved by and kept on file with the County and shall be kept current by the Vendor.

9. QUARTERLY AND BI-ANNUAL SERVICES

The County may, at its discretion, cancel, reduce, postpone, or discontinue any quarterly, bi-annual, or other non-monthly custodial services identified in this Scope of Work during the term of the Agreement.

The County will provide the Vendor at least five (5) business days’ written notice of any cancellation, reduction, postponement, or discontinuation unless a shorter notice period is mutually agreed upon.

The Vendor shall not invoice the County for any services canceled, reduced, postponed, or discontinued before they are performed.

ATTACHMENT 1
GENERAL FACILITIES
(Excludes 911 Dispatch and Expo Idaho Offices)

1. **FACILITIES COVERED**

- a. Ada County Weed, Pest, & Mosquito
- b. Ada County Extension Office
- c. Juvenile Court Services – Meridian (“Meridian Juvenile Court”)
- d. Meridian Driver’s License
- e. Motor Vehicle Services – Boise
- f. Motor Vehicle Services – Garden City
- g. Motor Vehicle Services – Meridian
- h. Morris Hill Warehouse

2. **CLEANING SCHEDULE AND STAFFING REQUIREMENTS**

a. **Standard Cleaning Schedule**

Except as otherwise specified in this Attachment, Vendor shall provide custodial services for all Facilities listed above using a night crew schedule as follows:

- i. **Days:** Monday through Friday (excluding County-recognized holidays)
- ii. **Hours:** 5:30 p.m. to 2:00 a.m.

b. **Morris Hill Warehouse – Modified Cleaning Schedule**

Vendor shall provide custodial services at the Morris Hill Warehouse in accordance with the following schedule:

- i. **Days:** Two (2) days per week (Wednesday and Friday)
- ii. **Hours:** 5:30 p.m. to 2:00 a.m.

All applicable service requirements set forth in this Attachment shall be performed at the Morris Hill Warehouse during each scheduled service day, and all required services shall be completed within the applicable scheduled service hours for each Facility, unless otherwise approved in writing by the County. Vendor shall comply with all staffing and performance requirements set forth in Exhibit A and shall maintain sufficient staffing, supervision, and on-site coverage to meet all required service levels under this Attachment. Assignment of duties and staffing levels shall not reduce or delay required services.

3. **DAILY SERVICES**

General Daily Services – All Applicable Areas

For purposes of this Attachment, “Applicable Areas” include all rooms, spaces, corridors, restrooms, stairwells, lobbies, and support areas within the Facilities listed in Section 1, unless expressly excluded. The Vendor shall perform the following services on each scheduled custodial service day:

- a. **Waste Removal and Recycling**
 - i. Empty all trash receptacles and replace liners as needed.
- b. **Entrances and Exterior Immediate Areas**

- i. Clean and empty all ashtrays, sand urns, and exterior trash receptacles at building entrances and around the facility perimeter; replace liners nightly.
 - ii. Clean exterior entranceway landings nightly; remove gum, spills, and litter.
 - iii. Sweep and damp mop all building entrances used by staff and the public.
- c. **Surface Cleaning and Sanitization**
 - i. Spot clean and sanitize high-touch surfaces, including light switches and door handles.
 - ii. Clean and sanitize all drinking fountains.
 - iii. Clean microwaves inside and out.
 - iv. Clean and sanitize all counter surfaces and edges.
 - v. Dust all tables, file cabinets, counters, and other horizontal surfaces.
 - vi. Wipe down all doors, door hardware, and frames; remove visible handprints, dirt, dust, and grime.
- d. **Glass and Windows**
 - i. Clean interior and exterior surfaces of entry glass doors (front and back), side glazing, entranceway glass, and frames; remove fingerprints, streaks, smudges, and visible soil.
 - ii. Clean all interior windows with visible streaks, dirt, or grime.
- e. **Spot Cleaning and Detail Work**
 - i. Remove gum and similar materials from floors, carpets, furniture, and entrance areas.
- f. **Restrooms**
 - i. Clean and sanitize all fixtures, including bowls, urinals, sinks, showers, and similar items; fixtures shall be free of dirt, grime, residue, foreign matter, and odors. Dispose of personal items left in showers, as appropriate.
 - ii. Polish mirrors and dispensers and remove splatters from restroom walls; surfaces shall be free of dirt, grime, handprints, streaks, and spots.
 - iii. Refill toilet tissue, seat covers, paper towels, and soap dispensers.
 - iv. Clean restroom walls, counters, partitions, and splash areas using disinfectant cleaner.
 - v. Mop restroom floors with disinfectant cleaner.
- g. **Carpeted Areas – Daily and As Needed**
 - i. Vacuum all heavy traffic carpeted areas daily, including entrance mats.
 - ii. Vacuum all areas with visible debris or stains each service day, regardless of any rotating schedule.
 - iii. Vacuum conference rooms and break rooms nightly when used during the business day, as determined by visible use or County direction.
- h. **Carpeted Areas – Rotational Cleaning**
 - i. Vacuum individual office areas on a rotating basis designed to ensure full coverage at least once every three (3) service days.
- i. **Detail and Obstruction Cleaning**
 - i. Vacuum under desks and vacuum or dust mop all chair mats.
 - ii. Move chairs and movable furniture as necessary to complete cleaning and return all items to their original positions.

- j. **Hard Surface Floors and Stairways**
 - i. Dust mop and damp mop all hard surface floors.
 - ii. Sweep and damp mop all open, unenclosed stairways.
 - iii. Scrub all spills and stains and remove all scuff marks from marble, ceramic tile, vinyl, and other hard surface floors.
 - k. **Safety Requirements**
 - i. Provide warning signage and barriers in areas being mopped or otherwise serviced.
 - l. **Cleaning Standard**
 - i. All floors shall be free of visible dirt, dust, debris, stains, streaks, and residue, including in corners, behind doors, and under furniture or equipment.
 - m. **Elevators**
 - i. Clean, disinfect, and polish control panels and all metal surfaces.
 - ii. Clean door tracks and saddles.
 - iii. Damp mop elevator floors with disinfectant cleaner.
4. **WEEKLY SERVICES**
- Once per week, the Vendor shall perform the following:
- a. **Surface and Detail Dusting**
 - i. Dust baseboards, window ledges, moldings, door jambs, and other low-reach surfaces.
 - b. **Stairwells**
 - i. Clean enclosed stairwells, including handrails and guardrails.
 - c. **Carpet Care**
 - i. Edge all carpeted areas.
 - ii. Spot clean carpeted floors and upholstered furniture as needed.
 - d. **Glass and Windows**
 - i. Clean both sides of interior glass in common areas and high-traffic spaces.
 - ii. Clean interior and exterior windows at all entryways.
 - e. **Drains and Fixtures**
 - i. Rinse and flush floor drains in restrooms and janitorial closets, where applicable.
 - f. **Floor Maintenance**
 - i. High-speed buff and spot wax resilient floors as needed to maintain appearance and safety.
 - g. **Administrative Requirements**
 - i. Provide an updated schedule of recurring services to the County.
5. **MONTHLY SERVICES**
- Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once per month, the Vendor shall perform the following:
- a. **Hard Surface Floors**
 - i. Buff all hard surface floors.
 - b. **Stairways and Stairwells**

- i. Clean and recoat all stairways.
 - ii. Perform detailed cleaning of enclosed stairwells, including sweeping, damp mopping, and wiping of handrails and guardrails.
- c. **Blinds and Window Areas**
 - i. Dust all vertical and horizontal blinds.
 - ii. Dust all window ledges.
- d. **High Dusting and Detail Cleaning**
 - i. Dust all high-reach areas above normal line of sight, including door frames, vents, light fixtures, and other elevated surfaces.

6. QUARTERLY SERVICES

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every three (3) months, the Vendor shall perform the following:

- a. **Carpet Cleaning**
 - i. Clean carpets using a County-approved dry chemical or extraction method. The Vendor shall provide all equipment, materials, labor, cords, and hoses necessary to clean all carpeted areas covered under this Scope of Work. Power and water will be provided by the County.
- b. **Furniture Movement and Access**
 - i. Move and return movable furnishings, including chairs, tables, and chair mats. File cabinets, desks, and bookcases shall not be moved. All accessible carpeted areas shall be cleaned.
- c. **Floor Refinishing – Restrooms and Locker Rooms**
 - i. Strip, seal, and wax restroom and locker room floors using County-approved non-slip wax.
- d. **Wall Cleaning**
 - i. Wipe down walls using an approved disinfectant cleaner.
- e. **Scheduling and Coordination Requirements**
 - i. All carpet cleaning and restroom/locker room floor refinishing shall be performed pursuant to a schedule approved in advance by the County.
 - ii. The Vendor shall provide at least seven (7) business days' written notice prior to commencement and shall notify affected departments of the exact date and time of service.
 - iii. Such work shall be performed after 6:00 p.m. on weekdays or during weekends, unless otherwise approved in writing by the County.

7. WINDOW CLEANING SERVICES (QUARTERLY AND BI-ANNUALLY)

Unless otherwise approved in writing by the County, window cleaning services under this Attachment shall be performed quarterly (four (4) times per year) for exterior and bi-annually (two (2) times per year) for all interior windows within the Facilities covered by this Attachment.

- a. **Scope of Work**
 - i. Clean all windows on both interior and exterior surfaces.
 - ii. All glass shall be free of dirt, dust, water spots, streaks, smudges, and other foreign matter upon completion.

- iii. Remove, clean, and properly reinstall all existing solar screens.
- b. **Scheduling and Notification Requirements**
 - i. Submit an annual window-cleaning schedule to the County for review and approval at the commencement of the Agreement.
 - ii. Provide at least forty-eight (48) hours' notice prior to the start of scheduled window cleaning.
- c. **Safety Requirements**
 - i. Provide all required safety equipment and ensure that only properly trained personnel perform window-cleaning services.
 - ii. Upon request, provide written verification of training.
 - iii. Use appropriate warning signage and barriers during overhead or elevated work.
 - iv. Ensure protection of County employees and the public at all times.
- d. **Materials and Equipment**
 - i. Provide all materials, equipment, and supplies necessary to perform the work, unless otherwise approved in writing by the County.
 - ii. All chemicals and cleaning compounds must be approved by the County prior to use.

8. **BI-ANNUAL SERVICES**

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every six (6) months, the Vendor shall perform the following:

- a. **Hard Surface Floor Restoration**
 - i. Strip and seal all hard surface floors.
- b. **Marble and Tile Floor Refinishing**
 - i. Strip, seal, wax, and polish all marble and tile floors.
- c. **Scheduling and Coordination Requirements**
 - i. All bi-annual services shall be performed pursuant to a schedule approved in advance by the County.
 - ii. Provide at least seven (7) business days' written notice prior to commencement.

9. **SPECIAL CLEANING TIMES AND INSTRUCTIONS**

- a. **Quarterly Window Cleaning – Weed and Pest Building**
 - i. The high windows in the main lobby shall be cleaned on the exterior only during quarterly window cleaning; interior cleaning is excluded.
- b. **Excluded Areas:**
 - i. All areas identified in RED on the facility maps are excluded from the Vendor's scope of work.
 - ii. Weed & Pest Control Facility: all garage areas.
- c. **Restricted Access Protocol – Offices**
 - i. If an office is closed, even if unlocked, the Vendor shall not enter or clean the office.
 - ii. Any trash containers placed outside the office door shall be serviced.

ATTACHMENT 2 911 DISPATCH CENTER

1. FACILITIES COVERED

- a. 911 Dispatch Center

2. CLEANING SCHEDULE AND STAFFING REQUIREMENTS

Vendor shall provide custodial services for the 911 Dispatch Facility in accordance with the color-coded service areas depicted in the Facility floorplans (**Attachment 4**) and shall maintain sufficient staffing, supervision, and on-site coverage to meet all required service levels.

a. **Day Crew (Green Areas):**

The Day Crew shall perform janitorial services in the designated green shaded areas during normal County operating hours, seven (7) days per week, including holidays. The Day Crew shall maintain cleanliness in continuously occupied and high-traffic areas, including performing routine cleaning, restocking supplies, and addressing immediate custodial needs during operational hours.

- i. **Green Areas:** Seven (7) days per week, including holidays
- ii. **Hours:** 8:00 a.m. to 2:00 p.m.

b. **Night Crew (Blue and Yellow Areas):**

The Night Crew shall perform services after normal County operating hours in designated blue and yellow areas and complete all required services prior to 2:00 a.m., unless otherwise approved in writing by the County or delayed by County operations. The Night Crew is responsible for all comprehensive cleaning necessary to restore the Facility to the required standard.

- i. **Blue Areas:** Seven (7) days per week, including holidays
- ii. **Yellow Areas:** Five (5) days per week (Monday through Friday), excluding County-recognized holidays
- iii. **Hours:** 5:30 p.m. to 2:00 a.m.

Vendor shall comply with all staffing and performance requirements set forth in Exhibit A. Assignment of duties between crews shall not reduce or delay required services.

3. DAILY SERVICES

General Daily Services – All Applicable Areas

For purposes of this Attachment, “Applicable Areas” include all rooms, spaces, corridors, restrooms, stairwells, lobbies, and support areas within the Facilities listed in Section 1, unless expressly excluded. The Vendor shall perform the following services on each scheduled custodial service day:

- a. **Waste Removal and Recycling**
 - i. Empty all trash receptacles and replace liners as needed.
- b. **Entrances and Exterior Immediate Areas**

- i. Clean and empty all ashtrays, sand urns, and exterior trash receptacles at building entrances and around the facility perimeter; replace liners nightly.
 - ii. Clean exterior entranceway landings nightly; remove gum, spills, and litter.
 - iii. Sweep and damp mop all building entrances used by staff and the public.
- c. **Surface Cleaning and Sanitization**
 - i. Spot clean and sanitize high-touch surfaces, including light switches and door handles.
 - ii. Clean and sanitize all drinking fountains.
 - iii. Clean microwaves inside and out.
 - iv. Clean and sanitize all counter surfaces and edges.
 - v. Dust all tables, file cabinets, counters, and other horizontal surfaces.
 - vi. Wipe down all doors, door hardware, and frames; remove visible handprints, dirt, dust, and grime.
- d. **Glass and Windows**
 - i. Clean interior and exterior surfaces of entry glass doors (front and back), side glazing, entranceway glass, and frames; remove fingerprints, streaks, smudges, and visible soil.
 - ii. Clean all interior windows with visible streaks, dirt, or grime.
- e. **Spot Cleaning and Detail Work**
 - i. Remove gum and similar materials from floors, carpets, furniture, and entrance areas.
- f. **Restrooms**
 - i. Clean and sanitize all fixtures, including bowls, urinals, sinks, showers, and similar items; fixtures shall be free of dirt, grime, residue, foreign matter, and odors. Dispose of personal items left in showers, as appropriate.
 - ii. Polish mirrors and dispensers and remove splatters from restroom walls; surfaces shall be free of dirt, grime, handprints, streaks, and spots.
 - iii. Refill toilet tissue, seat covers, paper towels, and soap dispensers.
 - iv. Clean restroom walls, counters, partitions, and splash areas using disinfectant cleaner.
 - v. Mop restroom floors with disinfectant cleaner.
- g. **Carpeted Areas – Daily and As Needed**
 - i. Vacuum all heavy traffic carpeted areas daily, including entrance mats.
 - ii. Vacuum all areas with visible debris or stains each service day, regardless of any rotating schedule.
 - iii. Vacuum conference rooms and break rooms nightly when used during the business day, as determined by visible use or County direction.
 - iv. **Day Crew shall vacuum** all carpeted areas within designated green areas daily, including entrance mats. This requirement is separate from and not subject to the rotational cleaning requirements outlined below. All areas with visible debris or stains shall be vacuumed during each service day regardless of any rotating schedule. Break rooms and quiet rooms shall be vacuumed daily as required by usage.
- h. **Carpeted Areas – Rotational Cleaning**

- i. Vacuum individual office areas on a rotating basis such that all carpeted areas within the Facility are cleaned at least once every three (3) service days, regardless of use or occupancy.
 - i. **Detail and Obstruction Cleaning**
 - i. Vacuum under desks and vacuum or dust mop all chair mats.
 - ii. Move chairs and movable furniture as necessary to complete cleaning and return all items to their original positions.
 - j. **Hard Surface Floors and Stairways**
 - i. Dust mop and damp mop all hard surface floors.
 - ii. Sweep and damp mop all open, unenclosed stairways.
 - iii. Scrub all spills and stains and remove all scuff marks from marble, ceramic tile, vinyl, and other hard surface floors.
 - k. **Safety Requirements**
 - i. Provide warning signage and barriers in areas being mopped or otherwise serviced.
 - l. **Cleaning Standard**
 - i. All floors shall be free of visible dirt, dust, debris, stains, streaks, and residue, including in corners, behind doors, and under furniture or equipment.
 - m. **Kitchen and Break Area**
 - i. Clean and disinfect all sinks, kitchen counters, cabinet surfaces, and appliances, including fronts of refrigerators.
 - ii. Clean and disinfect all tables and wipe down chairs.
 - iii. Clean interior and exterior surfaces of patio entry glass doors and adjacent side glazing; remove fingerprints, streaks, and visible soil.
4. **WEEKLY SERVICES**
- Once per week, the Vendor shall perform the following:
- a. **Surface and Detail Dusting**
 - i. Dust baseboards, window ledges, moldings, door jambs, and other low-reach surfaces.
 - b. **Carpet Care**
 - i. Edge all carpeted areas.
 - ii. Spot clean carpeted floors and upholstered furniture as needed.
 - c. **Glass and Windows**
 - i. Clean both sides of interior glass in common areas and high-traffic spaces.
 - ii. Clean interior and exterior windows at all entryways.
 - d. **Drains and Fixtures**
 - i. Rinse and flush floor drains in restrooms and janitorial closets, where applicable.
 - e. **Floor Maintenance**
 - i. High-speed buff and spot wax resilient floors as needed to maintain appearance and safety.
 - f. **Administrative Requirements**
 - i. Provide an updated schedule of recurring services to the County.

5. MONTHLY SERVICES

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once per month, the Vendor shall perform the following:

- a. **Hard Surface Floors**
 - i. Buff all hard surface floors.
- b. **Blinds and Window Areas**
 - i. Dust all vertical and horizontal blinds.
 - ii. Dust all window ledges.
- c. **High Dusting and Detail Cleaning**
 - i. Dust all high-reach areas above normal line of sight, including door frames, vents, light fixtures, and other elevated surfaces.

6. QUARTERLY SERVICES

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every three (3) months, the Vendor shall perform the following:

- a. **Carpet Cleaning**
 - i. Clean carpets using a County-approved dry chemical or extraction method. The Vendor shall provide all equipment, materials, labor, cords, and hoses necessary to clean all carpeted areas covered under this Scope of Work. Power and water will be provided by the County.
- b. **Furniture Movement and Access**
 - i. Move and return movable furnishings, including chairs, tables, and chair mats. File cabinets, desks, and bookcases shall not be moved. All accessible carpeted areas shall be cleaned.
- c. **Floor Refinishing – Restrooms and Locker Rooms**
 - i. Strip, seal, and wax restroom and locker room floors using County-approved non-slip wax.
- d. **Wall Cleaning**
 - i. Wipe down walls using an approved disinfectant cleaner.
- e. **Scheduling and Coordination Requirements**
 - i. All carpet cleaning and restroom/locker room floor refinishing shall be performed pursuant to a schedule approved in advance by the County.
 - ii. The Vendor shall provide at least seven (7) business days' written notice prior to commencement and shall notify affected departments of the exact date and time of service.
 - iii. Such work shall be performed after 6:00 p.m. on weekdays or during weekends, unless otherwise approved in writing by the County.

7. WINDOW CLEANING SERVICES (QUARTERLY AND BI-ANNUALLY)

Unless otherwise approved in writing by the County, window cleaning services under this Attachment shall be performed **quarterly (four (4) times per year) for exterior and bi-annually (two (2) times per year) for all interior** windows within the Facilities covered by this Attachment.

- a. **Scope of Work**

- i. Clean all windows on both interior and exterior surfaces.
 - ii. All glass shall be free of dirt, dust, water spots, streaks, smudges, and other foreign matter upon completion.
 - iii. Remove, clean, and properly reinstall all existing solar screens.
- b. **Scheduling and Notification Requirements**
 - i. Submit an annual window-cleaning schedule to the County for review and approval at the commencement of the Agreement.
 - ii. Provide at least forty-eight (48) hours' notice prior to the start of scheduled window cleaning.
- c. **Safety Requirements**
 - i. Provide all required safety equipment and ensure that only properly trained personnel perform window-cleaning services.
 - ii. Upon request, provide written verification of training.
 - iii. Use appropriate warning signage and barriers during overhead or elevated work.
 - iv. Ensure protection of County employees and the public at all times.
- d. **Materials and Equipment**
 - i. Provide all materials, equipment, and supplies necessary to perform the work, unless otherwise approved in writing by the County.
 - ii. All chemicals and cleaning compounds must be approved by the County prior to use.

8. **BI-ANNUAL SERVICES**

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours. Once every six (6) months, the Vendor shall perform the following:

- a. **Hard Surface Floor Restoration**
 - i. Strip and seal all hard surface floors.
- b. **Marble and Tile Floor Refinishing**
 - i. Strip, seal, wax, and polish all marble and tile floors.
- c. **Scheduling and Coordination Requirements**
 - i. All bi-annual services shall be performed pursuant to a schedule approved in advance by the County.
 - ii. Provide at least seven (7) business days' written notice prior to commencement.

9. **SPECIAL CLEANING TIMES AND ACCESS REQUIREMENTS**

- a. **Dispatch Area Carpet Cleaning**
Carpet cleaning performed as part of Quarterly Services within the Dispatch area shall be completed between the hours of 2:30 a.m. and 4:30 a.m. on scheduled cleaning days.
- b. **Quarterly Window Cleaning – 911 Dispatch Building**
The high windows in the dispatch area shall be cleaned on the exterior only during quarterly window cleaning; interior cleaning is excluded.

c. **Excluded Areas:**

All areas identified in RED on the facility maps are excluded from the Vendor's scope of work.

d. **Restricted Access Protocol – Offices**

- i. If an office is closed, even if unlocked, the Vendor shall not enter or clean the office.
- ii. Any trash containers placed outside the office door shall be serviced.

**ATTACHMENT 3
EXPO IDAHO OFFICES**

1. **FACILITIES COVERED**

- a. Expo Idaho Office

2. **CLEANING SCHEDULE AND STAFFING REQUIREMENTS**

Vendor shall ensure that all required services are completed during the designated service window and in a manner that supports Facility operations and public use.

a. **Standard Cleaning Schedule**

Vendor shall provide custodial services for the Expo Idaho Offices as follows:

- i. **Days:** One (1) day per week, Monday through Friday (excluding County-recognized holidays)
- ii. **Hours:** 7:00 a.m. to 4:00 p.m.

b. **Annual Fair Cleaning Requirement**

- i. Vendor shall provide custodial services daily for a period of ten (10) to fourteen (14) consecutive days, including weekends, during the annual Western Idaho Fair. Exact dates and service expectations shall be coordinated in advance with the County.
- ii. Vendor shall adjust staffing levels as necessary to meet increased service demands during this period.

Vendor shall comply with all staffing and performance requirements set forth in Exhibit A. Assignment of duties between crews shall not reduce or delay required services.

3. **WEEKLY SERVICES (PER SERVICE VISIT)**

General Daily Services – All Applicable Areas

Vendor shall perform the following services on each scheduled service visit at the Expo Idaho Office Facilities:

a. **Waste Removal and Recycling**

- i. Empty all trash receptacles and replace liners as needed.

b. **Entrances and Exterior Immediate Areas**

- i. Clean and empty all ashtrays, sand urns, and exterior trash receptacles at building entrances and around the facility perimeter; replace liners.
- ii. Clean exterior entranceway landings; remove gum, spills, and litter.
- iii. Sweep and damp mop all building entrances used by staff and the public.

c. **Surface Cleaning and Sanitization**

- i. Spot clean and sanitize high-touch surfaces, including light switches and door handles.
- ii. Clean and sanitize all drinking fountains.
- iii. Clean microwaves inside and out.
- iv. Clean and sanitize all counter surfaces and edges.
- v. Dust all tables, file cabinets, counters, and other horizontal surfaces.
- vi. Wipe down all doors, door hardware, and frames; remove visible handprints, dirt, dust, and grime.

- d. **Glass and Windows**
 - i. Clean all entry glass (front, rear, and side entrances) and frames; remove fingerprints, streaks, and smudges.
 - ii. Clean partition glass and all interior windows with visible soil.
- e. **Spot Cleaning and Detail Work**
 - i. Remove gum and similar materials from floors, carpets, furniture, and entrance areas.
 - ii. Remove scuff marks from floors where possible.
- f. **Restrooms**
 - i. Clean and disinfect toilets, urinals, sinks, and fixtures; surfaces shall be free of dirt, grime, residue, and odors.
 - ii. Clean and disinfect both sides of toilet seats.
 - iii. Remove splash marks from walls and partitions.
 - iv. Sweep and mop floors with disinfectant cleaner.
 - v. Clean and polish mirrors and dispensers.
 - vi. Empty trash and sanitary receptacles; replace liners.
 - vii. Restock consumables using County-provided supplies.
 - viii. Clean and disinfect partitions, dispensers, and other restroom fixtures.
- g. **Carpeted Areas**
 - i. Vacuum all carpeted areas, including entrance mats.
 - ii. Vacuum under desks and vacuum or dust mop all chair mats.
 - iii. Move chairs and movable furniture as necessary to complete cleaning and return all items to their original positions.
 - iv. Vacuum all areas with visible debris or stains.
 - v. Edge all carpeted areas.
- h. **Hard Surface Floors**
 - i. Sweep, dust mop, and damp mop all hard surface floors.
 - ii. Remove visible stains and scuff marks.
- i. **Kitchen and Break Areas**
 - i. Clean and disinfect sinks, counters, and backsplash areas.
 - ii. Clean microwaves inside and out.
 - iii. Wipe exterior surfaces of refrigerators and appliances.
 - iv. Clean tables and chairs.
 - v. Clean coffee stations and rinse coffee pots.
- j. **Janitorial Closets**
 - i. Maintain janitorial closets in a clean, neat, and orderly condition.
 - ii. Ensure cleaning supplies are properly stored and labeled.
- k. **Safety Requirements**
 - i. Provide warning signage and barriers in areas being mopped or otherwise serviced.
- l. **Cleaning Standard**
 - i. All areas shall be left in a clean and sanitary condition, free of visible dirt, dust, debris, stains, streaks, and residue.

4. **MONTHLY SERVICES**

Unless otherwise approved in writing by the County, all services below shall be

performed after normal business hours. Once per month, the Vendor shall perform the following:

- a. **Blinds and Window Areas**
 - i. Dust all vertical and horizontal blinds.
 - ii. Dust all window ledges.
- b. **High Dusting and Detail Cleaning**
 - i. Dust all high-reach areas above normal line of sight, including door frames, vents, light fixtures, and other elevated surfaces.
 - ii. Vacuum upholstered furniture.
 - iii. Spot clean walls, doors, frames, and switches.

5. **WINDOW CLEANING SERVICES (QUARTERLY AND BI-ANNUALLY)**

Unless otherwise approved in writing by the County, window cleaning services under this Attachment shall be performed quarterly (four (4) times per year) for exterior and bi-annually (two (2) times per year) for all interior windows within the Facilities covered by this Attachment.

- a. **Scope of Work**
 - i. Clean all windows on both interior and exterior surfaces.
 - ii. All glass shall be free of dirt, dust, water spots, streaks, smudges, and other foreign matter upon completion.
 - iii. Remove, clean, and properly reinstall all existing solar screens.
- b. **Scheduling and Notification Requirements**
 - i. Submit an annual window-cleaning schedule to the County for review and approval at the commencement of the Agreement.
 - ii. Provide at least forty-eight (48) hours' notice prior to the start of scheduled window cleaning.
- c. **Safety Requirements**
 - i. Provide all required safety equipment and ensure that only properly trained personnel perform window-cleaning services.
 - ii. Upon request, provide written verification of training.
 - iii. Use appropriate warning signage and barriers during overhead or elevated work.
 - iv. Ensure protection of County employees and the public at all times.
- d. **Materials and Equipment**
 - i. Provide all materials, equipment, and supplies necessary to perform the work, unless otherwise approved in writing by the County.
 - ii. All chemicals and cleaning compounds must be approved by the County prior to use.

6. **BI-ANNUAL SERVICES**

Unless otherwise approved in writing by the County, all services below shall be performed after normal business hours.

- a. **Carpet Cleaning (April and September Requirement)**

The following services shall be performed in April and September of each contract year:

- i. Clean carpets using a County-approved dry chemical or extraction method. The Vendor shall provide all equipment, materials, labor, cords, and hoses necessary to clean all carpeted areas covered under this Scope of Work. Power and water will be provided by the County.
 - ii. Move and return movable furnishings, including chairs, tables, and chair mats. File cabinets, desks, and bookcases shall not be moved. All accessible carpeted areas shall be cleaned.
- b. **Wall Cleaning**
 - i. Wipe down walls using an approved disinfectant cleaner.
- c. **Scheduling and Coordination Requirements**
 - i. All bi-annual services shall be performed pursuant to a schedule approved in advance by the County.
 - ii. The Vendor shall provide at least seven (7) business days' written notice prior to commencement and shall notify affected departments of the exact date and time of service.

7. **SPECIAL CLEANING TIMES AND INSTRUCTIONS**

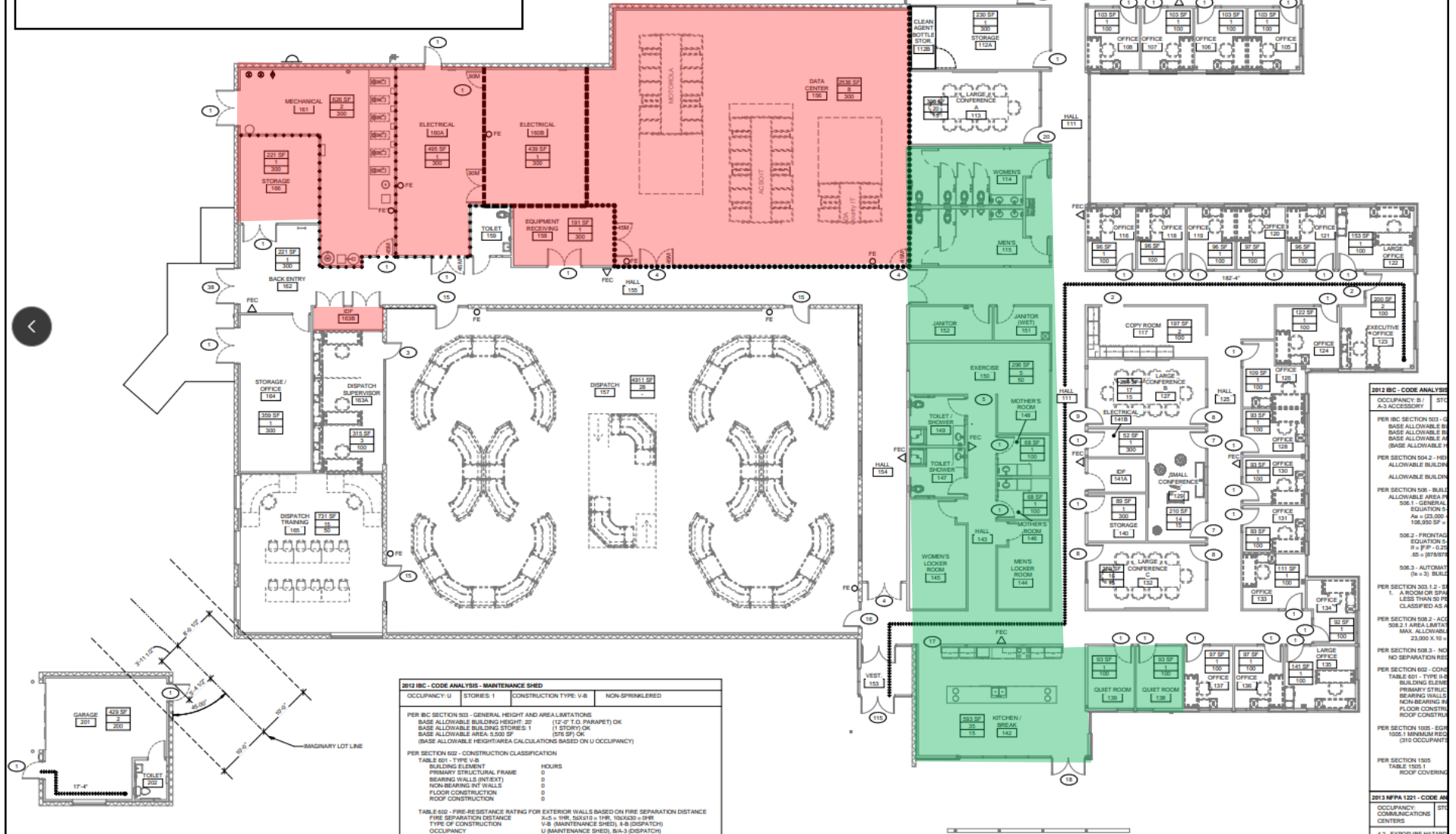
- a. **Excluded Areas:**
 - i. All areas identified in RED on the facility maps are excluded from the Vendor's scope of work.
- b. **Restricted Access Protocol – Offices**
 - i. If an office is closed, even if unlocked, the Vendor shall not enter or clean the office.
 - ii. Any trash containers placed outside the office door shall be serviced.

ATTACHMENT 4
FACILITY FLOOR PLANS

911 Dispatch – Day Crew

945 E. Pine St, Meridian ID 83642

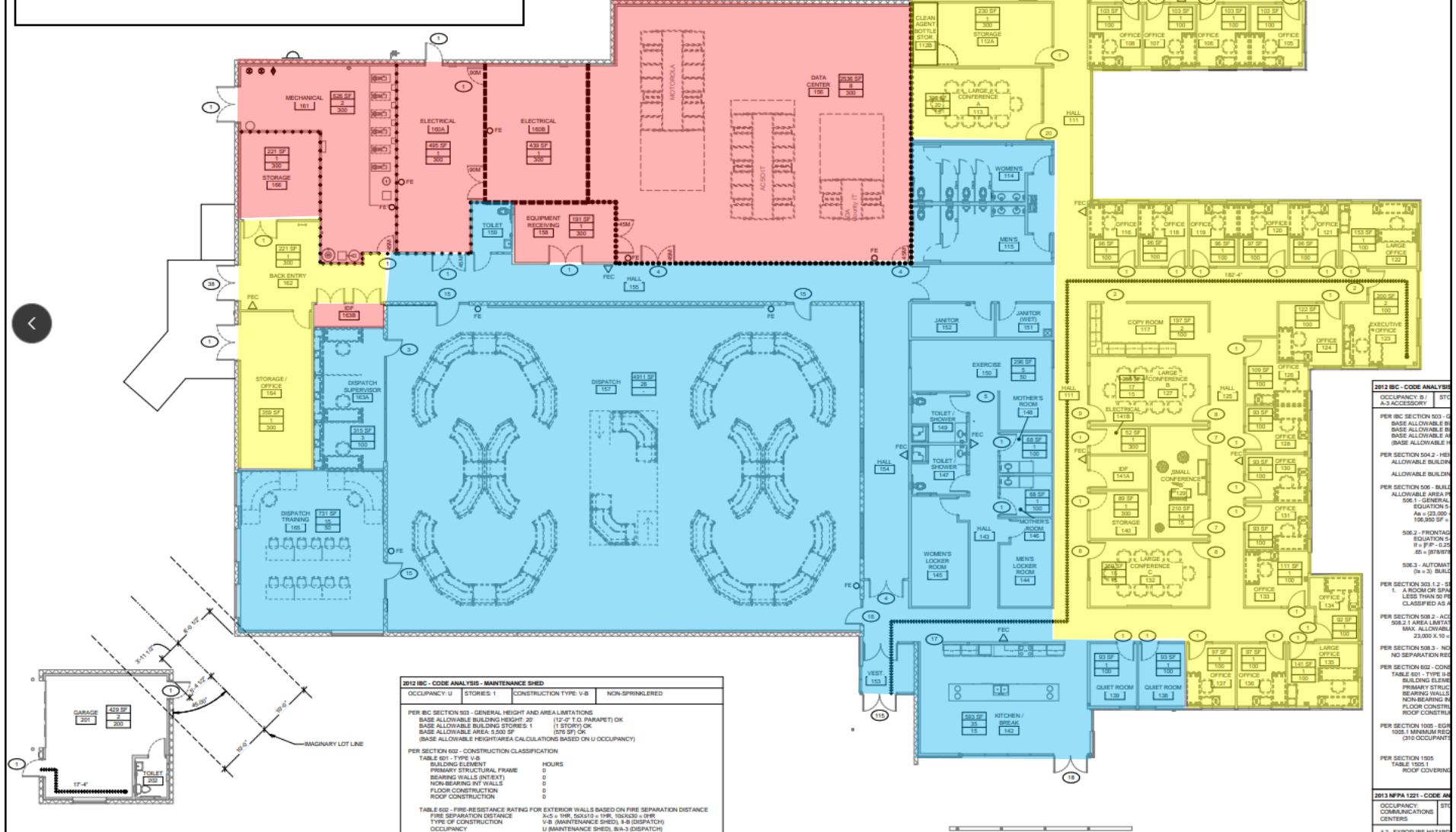
- ⇒ **Green Areas (Day Crew):**
Seven (7) days per week, including holidays
- ⇒ **Blue Areas (Night Crew):**
Seven (7) days per week, including holidays
- ⇒ **Yellow Areas (Night Crew):**
Five (5) days per week (Monday through Friday), excluding County-recognized holidays
- ⇒ **Red Areas:**
Excluded from Contract



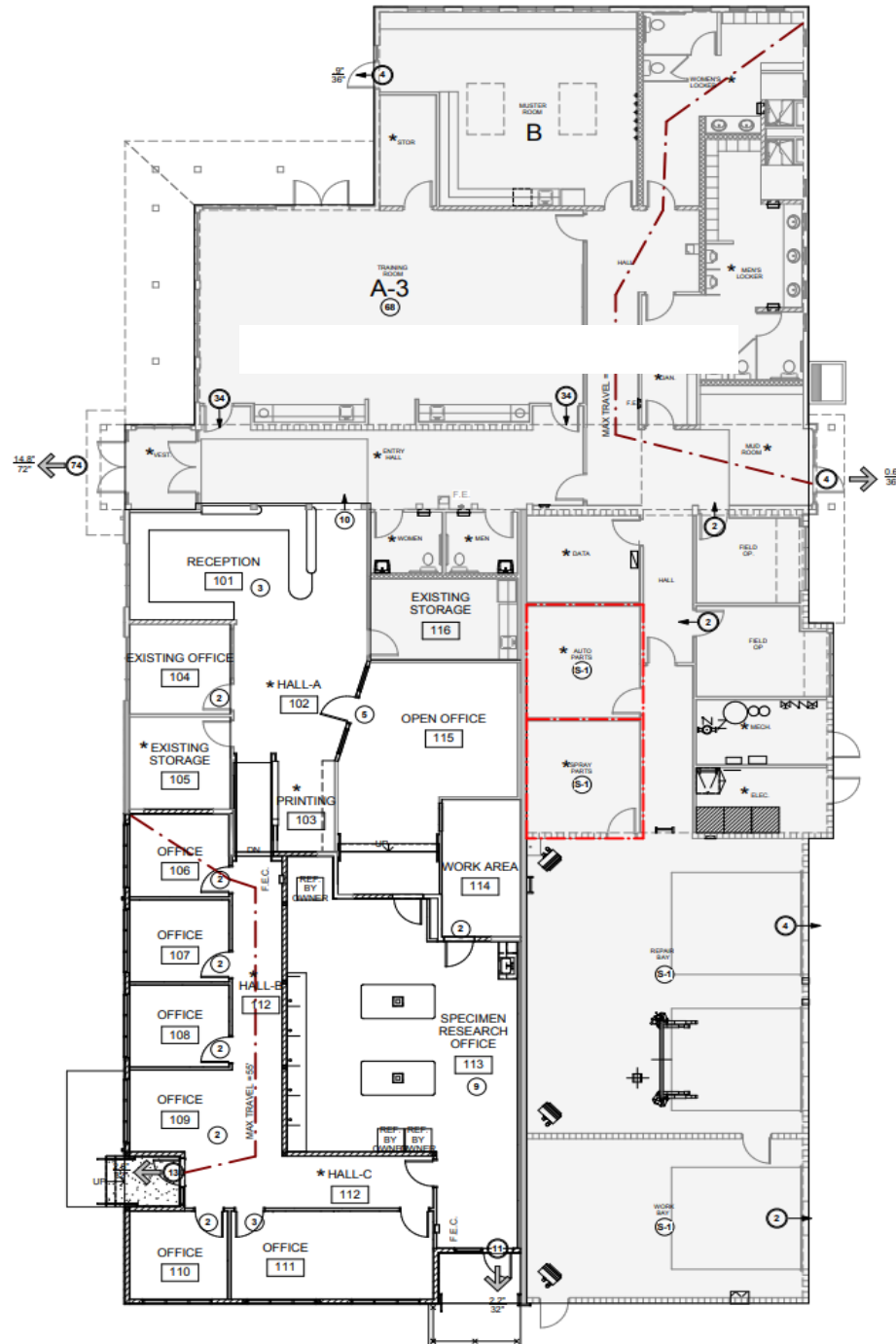
911 Dispatch – Night Crew

945 E. Pine St, Meridian ID 83642

- ⇒ **Green Areas (Day Crew):**
Seven (7) days per week, including holidays
- ⇒ **Blue Areas (Night Crew):**
Seven (7) days per week, including holidays
- ⇒ **Yellow Areas (Night Crew):**
Five (5) days per week (Monday through Friday), excluding County-recognized holidays
- ⇒ **Red Areas:**
Excluded from Contract

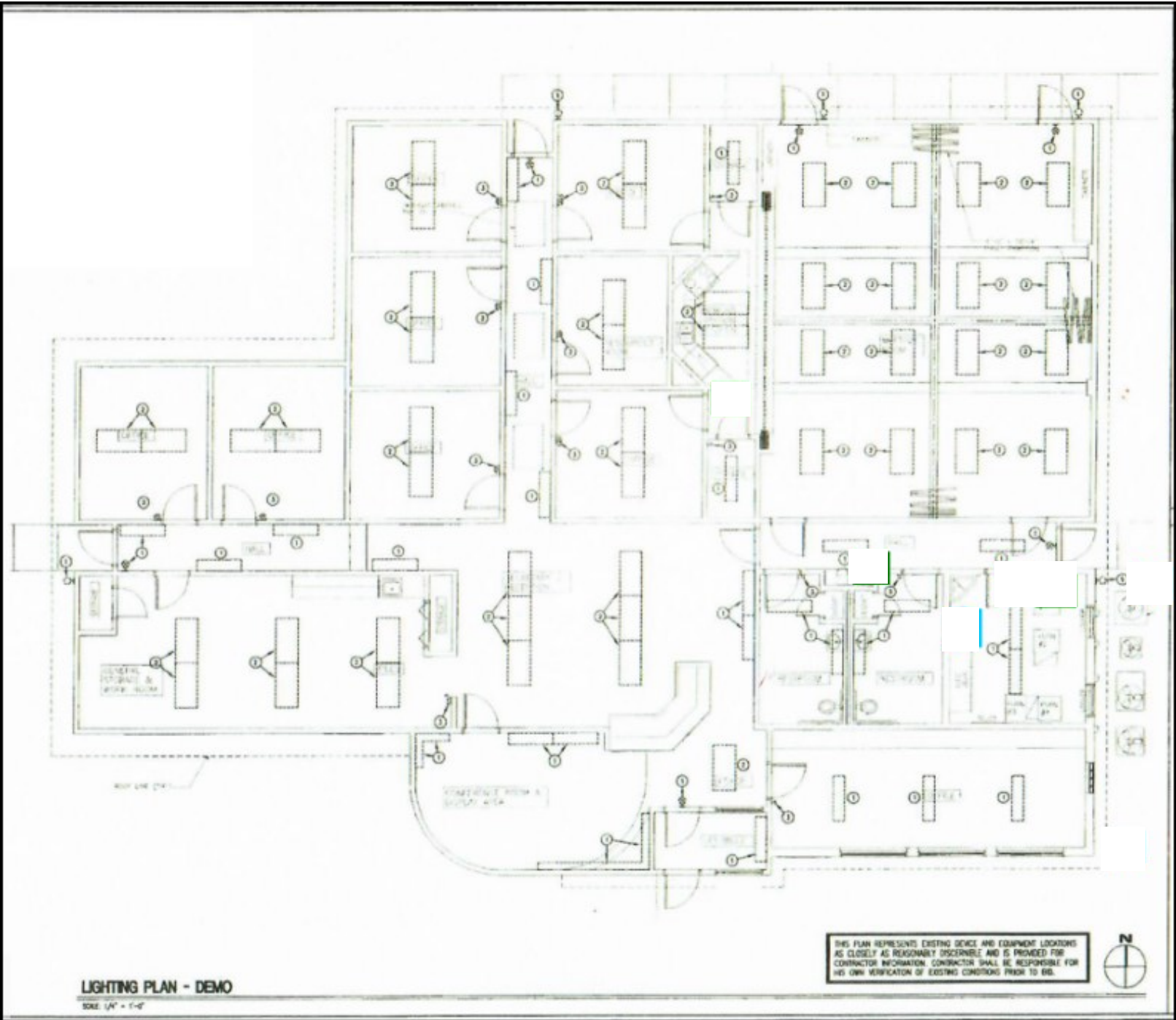


975 E. Pine Street, Meridian ID 83642



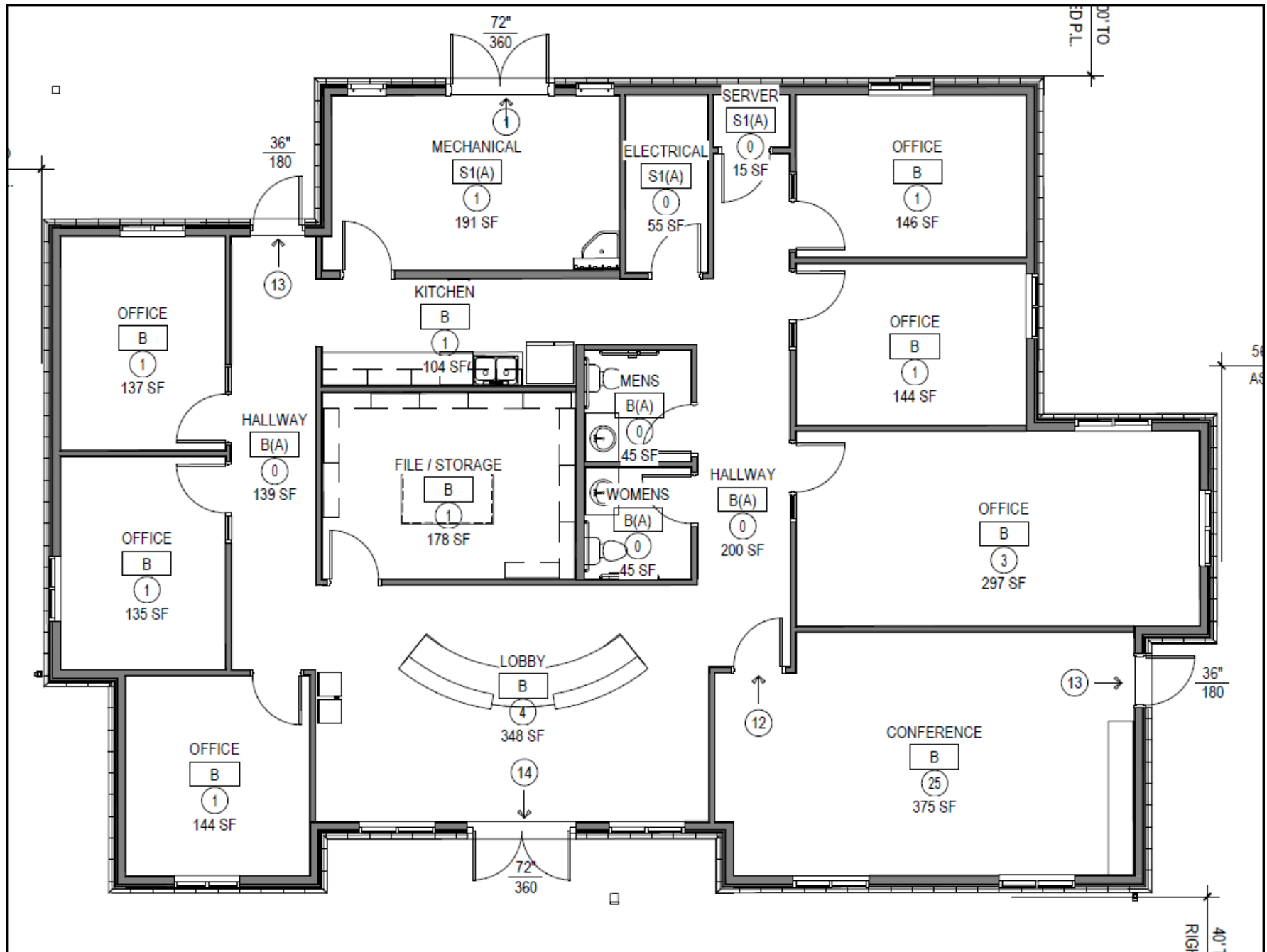
Extension Office

5880 Glenwood Street,
Boise ID 83714



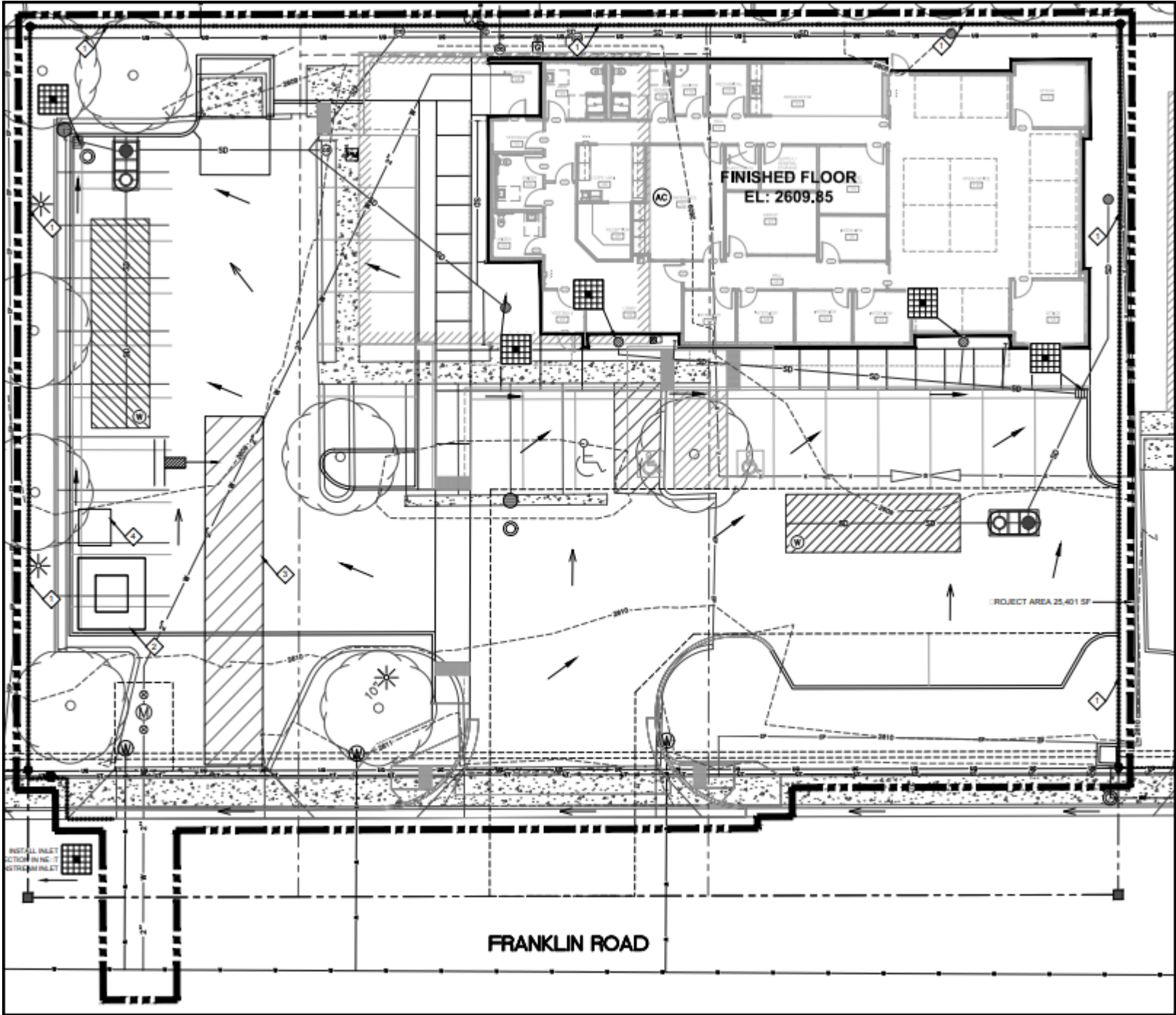
Expo Idaho Offices

5610 Glenwood St., Garden City, Idaho 83714



Juvenile Court Services—
Meridian

124 W. Franklin Road,
Meridian ID 83642



Meridian Drivers License

736 S Progress Ave, Meridian, ID 83642

Floor Plan Not Available

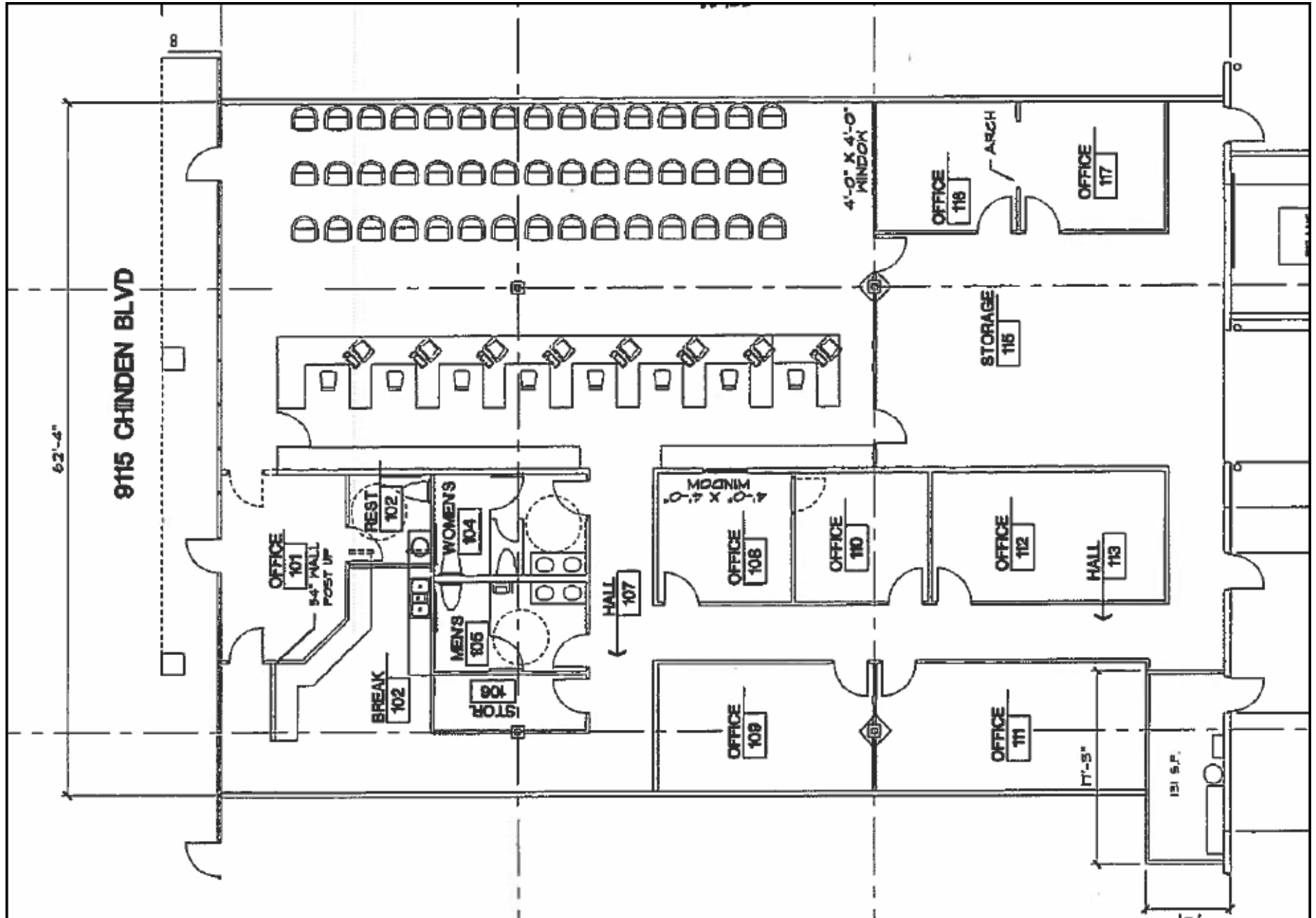
Motor Vehicle Services – Boise

8655 W. Franklin Rd., Boise, Idaho 83709

Floor Plan Not Available

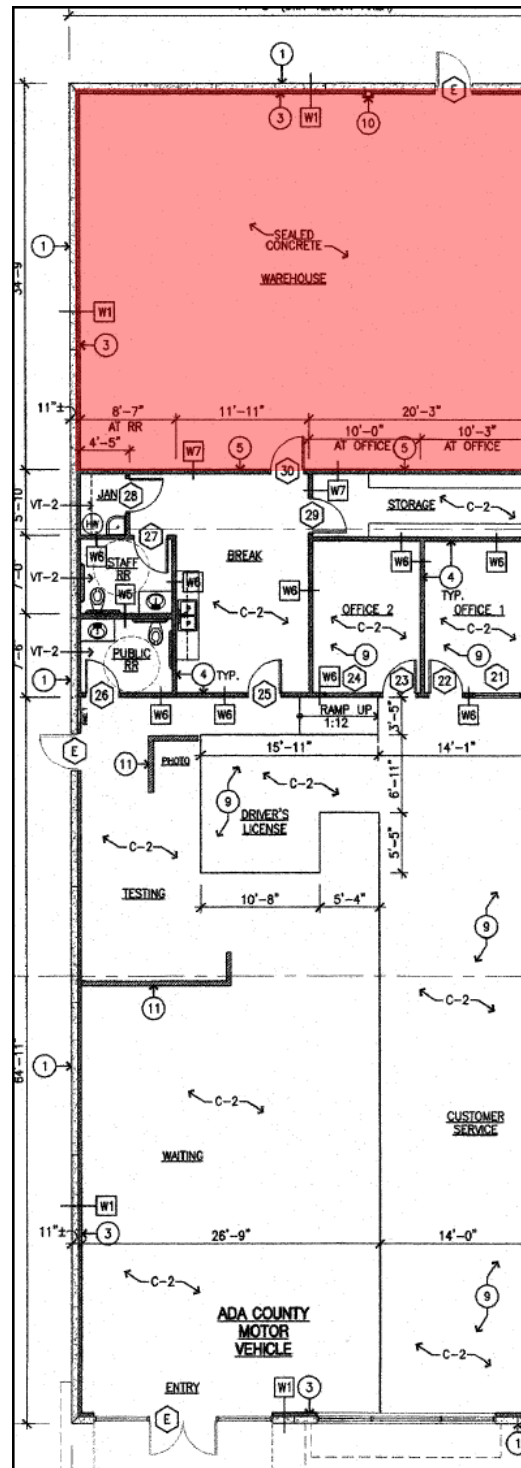
Motor Vehicle Services – Garden City

9115 Chinden Blvd., Ste. 103, Garden City, Idaho 83714



Motor Vehicle Services – Meridian

1769 N. Lakes Pl., Ste. 100, Meridian,
Idaho 83646



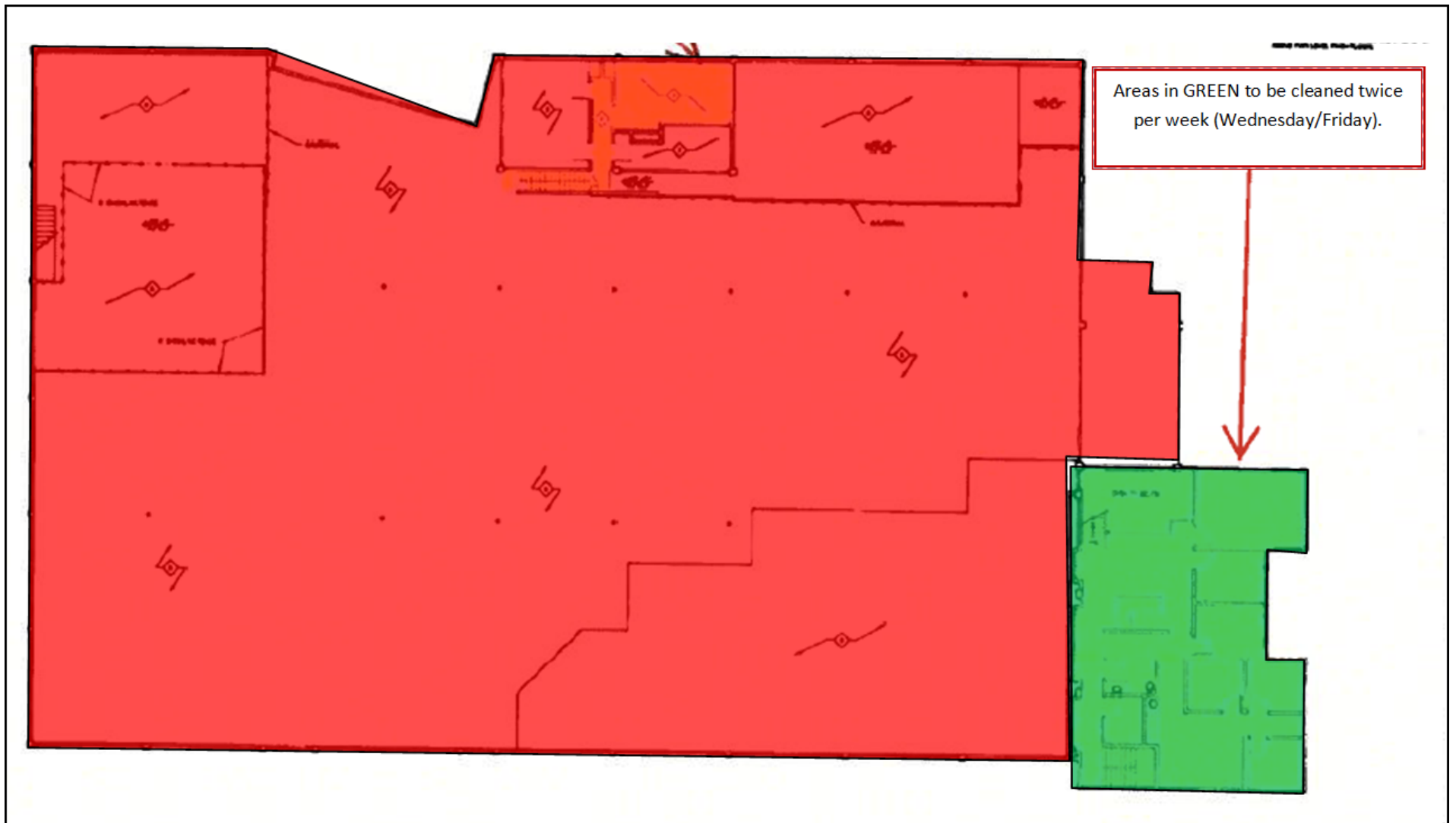
Morris Hill Warehouse– Main Level

5550 W. Morris Hill Rd., Boise, Idaho 83706



Morris Hill Warehouse- Upper Level

5550 W. Morris Hill Rd., Boise, Idaho 83706



ATTACHMENT 5

INTERIOR CLEANING AND HOUSEKEEPING PROGRAM

Ada County Housekeeping Policy

The Ada County Housekeeping Policy is intended to be part of a management strategy that establishes goals and policies to ensure that the facility's environment is safe, comfortable, and nonpolluting. Ada County uses environmentally friendly cleaning products from the Spartan Chemical Company in order to minimize the impact of cleaning on the building occupants. The Spartan's Green Solutions cleansers meet the Green Seal Standard GS-37 and are listed with the certified products on the Green Seal website, www.greenseal.org.

Management Principles

1. Ada County is committed to the building occupants and workers that maintain the facility. Education, constant communication, and evaluation are important aspects of the policy.
2. Ada County is committed to protecting health first, appearance second. The focus of the policy is for cleaning for health, and in most cases, the appearance of the facility will be addressed at the same time.
3. Ada County's approach is to clean and maintain the facility as a whole, not just as separate components.
4. Ada County is committed to scheduled routine maintenance.
5. Ada County is committed to plan for accidents and emergency situations such as water leaks, contamination by noxious chemicals and smoke, as well as common spills.
6. Ada County is committed to minimize human exposure to harmful contaminants and cleaning residues. Workers are required to use protective equipment and ensure that adequate ventilation is maintained under all building conditions and situations.
7. The policy minimizes chemical, particle, and moisture residue when cleaning.
8. Ada County is committed to ensure worker and building occupant safety at all times.
9. The policy is intended to minimize the amount of pollutants entering the building, while maximizing the amount of pollutants extracted.
10. The policy is intended to ensure cleaning waste is disposed of in environmentally safe ways.

Safety Considerations

This policy recognizes that chemical cleaning products impact both the users of the products and the building occupants. Products used in the facility must minimize the risk of exposure to harmful chemicals and reduce the risk for potential health problems. Cleaning products allowed for use in the Barrister Complex facilities must:

1. Have controlled or moderate pH levels.
2. Contain no hazardous ingredients (confirmed by SDS).
3. Be noncarcinogenic.
4. Be nonirritating or mildly irritating to the skin and eyes of users.
5. Protect against accidental poisoning (LD50 above 5 grams per kilogram).
6. Be nonreactive to avoid toxic gases created by mixing.

7. Have distinctive dye colors and fragrance to avoid product misuse.
8. Not require special respiratory protection. However, SDS precautions must be followed.
9. Have clear and understandable SDS information and instructions.

Environmental Requirements

Further, Ada County recognizes that emissions to the air, land, and water from chemical cleaning products will have a direct impact on the environment. The following chemical attributes are required:

1. Must be biodegradable.
2. Must have no aquatic toxicity.
3. Must have no ozone depleting compounds.
4. Must have no Volatile Organic Compounds (VOCs).
5. Must have no heavy metals.
6. Are not considered hazardous waste.
7. Must work in cold water.

Packaging Requirements

Ada County recognizes that packaging can make an enormous impact on solid waste disposal and the associated hauling and tipping fees. The use of products packaged in materials that can be reused or constructed of materials made with recycled content is encouraged.

1. The use of concentrated products is encouraged to reduce packing material on site.
2. Portion control equipment is required to reduce chemical misuse.
3. Consider package material for recycling.

Quality Control and Program Compliance

Ada County monitors compliance with its Housekeeping Program on a daily, weekly, and yearly basis. The Operations Department is in constant contact with custodial staff and Vendors that perform work in the facility.

Operations staff perform scheduled inspections of equipment and building systems as required. The Operations maintenance staff documents the overall condition of the facility and conducts daily, weekly, monthly, and yearly inspections of the entire facility. Inspections may be coordinated with support from journeymen, tradesmen, and/or outside consultants designed to ensure safe, efficient and clean facilities. Routine inspections are designed to identify problems before they appear as customer complaints or problems logged by the Operations maintenance staff. Inspections also help identify problems that may be stressing or damaging to equipment.

EXHIBIT B

INSURANCE

- A. Vendor, at its sole expense, shall procure and maintain in full force and effect insurance written by an insurance company or companies with AM Best's rating(s) of A VIII or better. All insurance companies must be authorized to do business in the state of Idaho. By requiring insurance herein, Ada County does not represent that coverage and limits are necessarily adequate to protect Vendor, and such coverage and limits shall not be deemed as a limitation on Vendor's liability under the indemnities granted to Ada County in this contract.
- B. Certificates of Insurance evidencing the coverages required herein shall be provided to Ada County prior to the start date of the project. All certificates must be signed by an authorized representative of Vendor's Insurance carrier and must state that the issuing company, its agents, or representatives will provide Ada County thirty (30) days written notice prior to any policies being canceled or materially changed. Renewal certificates or binders must be provided to Ada County a minimum of five (5) days prior to the effective date of the renewal. If binders are used, they must be replaced by appropriate insurance certificates no more than thirty (30) days after the effective date.
- C. Certificates shall be mailed to:
- Ada County Operations
200 W. Front Street
Boise, Idaho 83702-7300
- D. Certificates must evidence the following minimum coverages:
1. WORKERS' COMPENSATION insurance meeting the statutory requirements of the State of Idaho.
 2. EMPLOYERS' LIABILITY insurance providing limits of liability in the following amounts:

Bodily Injury by Accident:	\$100,000 each accident
Bodily Injury by Disease:	\$500,000 policy limit
Bodily Injury by Disease:	\$100,000 each employee
 3. COMMERCIAL GENERAL LIABILITY insurance providing limits of liability in the following amounts, with aggregates applying separately on a "per location" basis:

General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Personal & Advertising Injury Liability:	\$1,000,000
Per Occurrence:	\$1,000,000
Fire Legal Liability:	\$ 50,000

The Commercial General Liability (“CGL”) insurance policy shall be written on an “Occurrence” form and shall cover liability arising from premises, operations, independent Vendors, products, completed operations, personal injury, advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a contract). Ada County and its elected officials, agents, employees, successors and assigns shall be included as Additional Insureds under the CGL using ISO endorsement CG 20 10. The Additional Insured endorsement CG 20 10, or its equivalent, must be provided with the certificate of insurance.

4. BUSINESS AUTOMOBILE LIABILITY insurance providing bodily injury and property damage liability coverage for not less than \$1,000,000 each accident limit. Business Automobile Liability insurance shall be written on a standard ISO policy form, or an equivalent form, providing coverage for liability arising out of owned, hired, or non-owned vehicles in connection with this agreement.
 5. THIRD PARTY FIDELITY insurance written on a blanket basis, with limits of not less than \$500,000 per loss, naming Ada County as beneficiary. Policy must provide coverage for dishonest acts committed by Vendor’s owners, agents or employees whether acting alone or in collusion with others, for theft of money, securities, property other than money and securities as well as clients’ property on clients’ premises. This coverage shall include ISO form CR 04 01 (“Client’s Property”) or its equivalent.
- E. Each of Vendor’s subcontractors, independent Vendors, and suppliers shall procure and maintain equivalent insurance coverage as described in subparagraphs 1 through 5 above and certificates evidencing such coverage must be presented to Vendor before the subcontractors, independent Vendors, or suppliers are permitted on the site of the project. If the subcontractors, independent Vendors, and suppliers do not have the required insurance, Vendor’s policies must provide equivalent coverage for the subcontractors, independent Vendors, and suppliers and their work.

EXHIBIT C

PROPOSAL SUBMISSION INSTRUCTIONS

PLEASE READ CAREFULLY:

Sealed Proposals are to be submitted online to Ada County Procurement at <https://adacounty.bonfirehub.com> **no later than 4:00 p.m. local time, on July 13, 2026**. All Proposals will be electronically date and time stamped as they are submitted. **Proposals cannot be accepted if submitted by hard copy, mail, facsimile, or e-mail.**

Important Notes:

- **Logging in and/or uploading your file(s) does not mean your proposal is submitted.** Proposers must successfully upload all the file(s) and **MUST** click the submit button before the closing time of 4:00 p.m. local time.
- You will receive an email confirmation receipt with a unique confirmation number once you have submitted your proposal. This receipt will confirm that you have successfully submitted your proposal.
- Each submitted item of requested information will only be visible to Ada County upon its opening of proposals on **July 14, 2026**, at 9:00 am, local time.
- If the Requested Information is listed as required, you will not be able to complete your Proposal submission until the requirement is met.
- **Uploading large documents may take significant time**, depending on the size of the file(s) and your Internet connection speed. **Please plan accordingly!**
- Please note the type and number of files allowed. The maximum upload file size is 1000 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.
- Mac users: When a BidTable is required for Proposal submission, in order for it to be formatted correctly you will need to download Microsoft Excel. The BidTables will not work with another Spreadsheet tool.
- Emails received from Bonfire do not have attachments; click the View Opportunity link and login to Bonfire to view attachments under the Messages section, then click Vendor Discussions. You can then download the message attachment.

Need Help? Please contact Bonfire directly at support.procurement@eunasolutions.com for technical questions or issues related to your submission. You can also visit their help forum at <https://procurement-help.eunasolutions.com/hc/en-us>.

CHECK-OFF LIST FOR PROPOSAL SUBMITTAL

RFP 26057

Ada County Custodial Services for Select Ada County Facilities



Verify that the following has been done before submitting your proposal:

- ☐ Attend Mandatory Pre-Proposal Meeting on **June 25, 2026**, at **9:00 p.m. local time**, at the Ada County Dispatch Center, located at, 945 E. Pine Ave., Meridian, ID 83642.
- ☐ The completed **Proposal Response Cover Sheet** must be the first document of all the documents the proposer is uploading into Bonfire.
- ☐ Acknowledgment of all addenda on the **Proposal Response Cover Sheet**.
- ☐ Upload proposal and proposal content requirements as per the Instructions to Proposers (e.g. letter of introduction, company history, etc.) into Bonfire.
- ☐ Completed **Cost Proposal (BT-36WX)** and uploaded onto Bonfire.

Non-compliance with the submittal requirements as detailed in the Instructions to Proposers may deem your proposal non-responsive.

The right is reserved by the Board to accept or reject any or all proposals.