

## NAPA COUNTY AGREEMENT NO. 250378B

### GOODS AND SERVICES AGREEMENT

THIS AGREEMENT is made and entered into in Napa County, California, this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Napa County, a political subdivision of the State of California, hereinafter referred to as “County,” and Universal Building Services and Supply Co., a California corporation; whose address is 3120 Pierce Street, Richmond, CA, 94804, hereinafter referred to as “Contractor.”

### RECITALS

- A. County wishes to obtain goods or services in order to maintain safe and clean environments for staff, clients, and the public through routine, non-routine, and emergency custodial services and supplies.
- B. Contractor was selected to provide the goods or services after a competitive process conducted pursuant to RFP No. PM112401.
- C. For good and valuable consideration, the sufficiency of which is acknowledged, County and Contractor agree as follows:

### AGREEMENT

#### ARTICLE I – SCOPE OF SERVICES

**1.1 Scope of Services.** Contractor shall provide goods and/or services to County described in Exhibit A to this Agreement, and in accordance with the Contract Documents. The Contract Documents consist of this Agreement and its Exhibits, the Request for Proposals or Quotes issued by County (if any), and Contractor’s proposal or bid.

**1.2 Schedule.** Contractor shall perform and complete the scope of services in accordance with the schedule set forth in Exhibit A. Contractor shall further perform the scope of services in compliance with any interim milestones or deadlines, as may be set forth in Exhibit A.

**1.3 Warranty for Goods.** Contractor warrants to County that all goods or products provided under this Agreement shall be new unless otherwise specified in the Contract Documents, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship. Contractor shall correct or replace any goods or products not in conformance with this warranty at its own cost and expense, if notified by County within one year after the date of delivery, unless a longer period is specified by the Contract Documents.

**1.4 Warranty for Services.** Contractor warrants to County that all services provided under this Agreement shall be performed in accordance with the standards customarily adhered to by an experienced and competent provider of the services called for under this Agreement using the degree of care and skill ordinarily exercised by reputable providers of such services. Contractor shall correct or redo any services not in conformance with this warranty at its own cost and expense, if notified by

County within one year after completion of the services, unless a longer period is specified by the Contract Documents.

**1.5 Warranty Response Time.** Contractor shall take reasonable steps to commence performance of warranty work within seven days of receipt of written notice from County unless otherwise agreed by the parties. If Contractor fails to commence such steps within the seven day or other agreed-upon period, County may, in addition to any other remedies provided under the Contract Documents, commence correction of such warranty work without further written notice to Contractor. If County takes such corrective action, Contractor shall be responsible for all reasonable costs incurred by County in performing the warranty work, including but not limited to the cost of County staff time and the amount paid to another contractor to perform the warranty work.

**1.6 Other Remedies.** This Article applies only to Contractor's obligation to correct warranty work and is not intended to constitute a period of limitations or waiver of any other rights or remedies County may have regarding the Contractor's other obligations under the Contract Documents or federal or state law.

**1.7 Lost or Damaged Shipments.** Contractor bears the risk of loss or damage to goods prior to the time of their receipt and acceptance by County. County has no obligation to accept damaged shipments and reserves the right to return damaged goods, at Contractor's sole expense, even if the damage was not apparent or discovered until after receipt.

**1.8 Key Personnel.** Key personnel identified in Contractor's bid or proposal shall be the individuals who will actually perform the services. Changes in key personnel must be reported by Contractor in writing and approved by County.

**1.9 Government Code Section 7550.** Every document or report prepared by Contractor for or under the direction of County pursuant to this Agreement shall contain the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of the document or written report if the total cost for the work performed by nonemployees of County exceeds five thousand dollars (\$5,000). The contract and subcontract numbers and dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject or product of this Agreement, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

## **ARTICLE II – DURATION OF AGREEMENT**

**2.1 Term of the Agreement.** The term of this Agreement shall begin on the Effective Date entered on page 1 of this Agreement. This Agreement shall expire on June 30, 2028, unless terminated earlier in accordance with this Article. The term of this Agreement shall be automatically renewed for an additional year at the end of each fiscal year, under the terms and conditions then in effect, not to exceed two additional years, unless either party gives the other party written notice of intention not to renew no less than one hundred twenty (120) days prior to the expiration of the then current term. For purposes of this Agreement, "fiscal year" shall mean the period commencing on July 1 and ending on June 30.

**2.2 Suspension for Convenience.** County may suspend all or any portion of Contractor's performance under this Agreement at its sole option and for its convenience at no cost for a period of time not to exceed 60 days. County must give 10 days prior written notice to Contractor of such suspension. County may rescind the suspension prior to or at 60 days by providing Contractor with written notice of the rescission, at which time Contractor will be required to resume performance in compliance with the terms and provisions of this Agreement.

**2.3 Termination for Convenience.** County may terminate all or any portion of this Agreement at its sole option and for its convenience, by giving 30 days prior written notice of such termination to Contractor. The termination of the Agreement shall be effective 30 days after receipt of the notice by Contractor. After receipt of notice of termination of all or any portion of the Agreement, Contractor shall immediately discontinue all affected performance (unless the notice directs otherwise) and complete any additional work necessary for the orderly filing of documents and closing of Contractor's affected performance under the Agreement. Contractor shall deliver to County all data, drawings, specifications, reports, estimates, summaries, and such other information and materials created or received by Contractor in performing this Agreement, whether completed or unfinished. Contractor may keep copies for its own records. County shall pay Contractor for goods and services satisfactorily provided before the effective date of termination, and reasonable costs incurred by Contractor in providing County with the data and documents required by this paragraph. Contractor shall not be compensated for lost or anticipated profit or overhead on the terminated portion of this Agreement.

**2.4 Termination for Cause.** County may terminate this Agreement for default if Contractor fails to satisfactorily perform any material obligation required by this Agreement. Default includes Contractor's failure to timely provide goods or services in accordance with the schedule. If Contractor fails to satisfactorily cure a default within 10 days of receiving written notice from County specifying the nature of the default, County may immediately terminate this Agreement, and terminate each and every right of Contractor, and any person claiming any rights by or through Contractor under this Agreement. The rights and remedies of County enumerated in this paragraph are in addition to and independent of County's rights under any other provision of this Agreement and any right or remedy available to County at law or in equity.

**2.4.1 Absence of Default.** If after County gives notice of termination for cause, it is determined that Contractor was not in default of a material obligation of this Agreement, the termination shall be deemed to be a termination for the convenience of County under paragraph 2.3.

**2.4.2 Cost to Cover.** If County terminates this Agreement for cause, County may procure equivalent goods and services from a different source, and Contractor shall reimburse County for any increased costs.

**2.5 Purchasing Agent's Authority.** The County Purchasing Agent or their designee is hereby authorized to make all decisions and take all actions required under this Article to suspend or terminate this Agreement.

## ARTICLE III – COMPENSATION

**3.1 Amount of Compensation.** County shall pay Contractor for satisfactory performance of the scope of services, as follows:

**3.1.1 Rates.** County shall pay Contractor at the rates set forth in Exhibit B.

**3.1.2 Expenses.** Travel or other expenses will only be reimbursed by County if such expenses are specifically identified in Exhibit B. Any travel expenses must comply with the Napa County Travel Policy found in the Napa County Policy Manual, Part I, Section 43, regardless of anything to the contrary in Exhibit B.

**3.1.3 Maximum Amount.** Notwithstanding paragraphs 3.1.1 and 3.1.2, the maximum payments under this Agreement shall be as follows; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon goods and services actually provided and reimbursable expenses actually incurred.

Fiscal Year	Routine/ Periodic Specialty	Non-Routine/ Emergency	Supplies/ Goods	Annual Total
FY25/26	\$115,651	\$52,000	\$10,200	\$177,851
FY26/27	\$115,651	\$52,000	\$10,200	\$177,851
FY27/28	\$115,651	\$52,000	\$10,200	\$177,851
FY28/29	\$121,989	\$57,000	\$12,250	\$191,239
FY29/30	\$121,989	\$57,000	\$12,250	\$191,239

**3.2 Payment Process.** Contractor may submit one invoice per calendar month in arrears for goods and services provided, to the Public Works Administrative Manager who will review the invoice to confirm its contents match the goods and services provided during the period covered by the invoice. If approved, the invoice will be forwarded to the Napa County Auditor no later than 15 days following receipt of the invoice.

**3.2.1 Content of Invoices.** Invoices shall be in a form acceptable to the Napa County Auditor and include Contractor's name, address, Social Security or Taxpayer Identification Number, and the Napa County Agreement number. If this Agreement provides for payment based on unit prices or tasks completed, invoices shall include itemization of the hours worked, descriptions of the tasks completed during the billing period, the names and positions of person(s) performing the services, and the hourly or task rates. If the Agreement or Exhibit B provides for a fixed or lump sum price and Contractor presents monthly invoices, each invoice must indicate the percentage of work completed (e.g., 50% of design or draft report) or the milestone(s) achieved in Exhibit B, which will allow Contractor to be paid the equivalent percentage of the fixed price.

**3.2.2 Expenses.** If the Agreement provides for reimbursement of expenses, invoices shall describe the nature and cost of the expense, and the date incurred. Receipts must be included with the invoice.

**3.3 Annual Appropriation of Funds.** Contractor acknowledges that the term of this Agreement may extend over multiple County fiscal years, and that compensation under this Agreement is contingent on the Board of Supervisors appropriating funding for this Agreement for those fiscal years. This Agreement may be terminated at the end of the fiscal year for which sufficient funding is not appropriated and authorized. County is not obligated to pay Contractor, nor is Contractor obligated to provide further goods or services, if sufficient funds have not been appropriated and authorized by the Board of Supervisors.

#### **ARTICLE IV – INSURANCE**

**4.1 Insurance.** Prior to commencing the scope of services, Contractor shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the insurance coverage set forth in Exhibit C.

**4.2 Inclusion in Subcontracts.** Contractor shall require its subcontractors and any other entity or person providing services under this Agreement to comply with the Workers Compensation and General Liability insurance requirements set forth in Exhibit C.

#### **ARTICLE V – INDEMNIFICATION**

**5.1 Indemnification and Hold Harmless.** To the fullest extent permitted by law, Contractor shall defend at its own expense, indemnify, and hold harmless County and its officers, agents, employees, volunteers, and representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising from all acts or omissions of Contractor or its officers, agents, employees, volunteers, contractors and subcontractors in providing goods or services under this Agreement, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses to the extent arising from the active or sole negligence or willful misconduct of County or its officers, agents, employees, volunteers, or representatives. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement.

**5.2 Effect of Insurance.** The provisions of this Article are not limited by the requirements of Article IV related to insurance.

**5.3 Enforcement Costs.** Contractor shall reimburse any and all costs County incurs enforcing the indemnity, hold harmless, and defense provisions set forth in this Article.

**5.4 Survival.** This Article shall survive termination or expiration of this Agreement and continue in effect so long as a viable claim may exist.

#### **ARTICLE VI – MANDATORY COUNTY PROVISIONS**

**6.1 Compliance with County Policies.** Contractor shall comply, and require its employees and subcontractors to comply, with the following policies, copies of which are available on County's website at <https://www.countyofnapa.org/771/Purchasing> and are hereby incorporated by reference.

**6.1.1** Napa County "Waste Source Reduction and Recycled Product Content Procurement Policy," which is found in the Napa County Policy Manual Part I, Section 8D.

**6.1.2** Napa County "Discrimination, Harassment and Retaliation Prevention Policy," which is found in the Napa County Policy Manual Part I, Section 37K.

**6.1.3** Napa County "Drug and Alcohol Policy," which is found in the Napa County Policy Manual Part I, Section 37O.

**6.1.4** "Napa County Information Technology Use and Security Policy" which is found in the Napa County Policy Manual Part I, Section 31A.

**6.1.5** Napa County "Workplace Violence Policy," which is found in the Napa County Policy Manual Part I, Section 37U.

**6.2 Inducement of County Employees.** Contractor shall not permit its officers, agents, or employees to engage in any activities during the performance of any of services under this Agreement that would interfere with compliance or induce violation of these policies by County employees or contractors.

## **ARTICLE VII – COMPLIANCE WITH LAWS**

**7.1 Compliance with Controlling Law.** Contractor shall comply with all laws, ordinances, regulations, and policies of federal, California, and local governments applicable to this Agreement. Contractor shall comply immediately with all directives issued by County or its authorized representatives under authority of any laws, statutes, ordinances, rules, or regulations.

**7.2 Conflict of Interest.** Consultant acknowledges that they are aware of the provisions of Government Code sections 1090, et seq., and sections 87100, et seq., relating to conflict of interest of public officers and employees. Contractor hereby covenants that it presently has no interest not disclosed to County and shall not acquire any interest, direct or indirect, which would conflict in any material manner or degree with the performance of the scope of services under this Agreement. Contractor further warrants that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. Violation of this paragraph by Contractor is a material breach of this Agreement which may result in termination of the Agreement for cause.

**7.3 Taxes.** Contractor shall file federal and state tax returns or applicable withholding documents and pay all applicable taxes or make all required withholdings on amounts paid pursuant to this Agreement. Contractor shall be solely liable and responsible to make such withholdings and pay such taxes and other obligations including, without limitation, state and federal income and FICA taxes. Contractor shall indemnify and hold County harmless from any liability it may incur to the United States or the State of California if Contractor fails to pay or withhold, when due, all such taxes and obligations. If County is audited for compliance regarding any withholding or other applicable taxes

or amounts, Contractor shall furnish County with proof of payment of taxes or withholdings on those earnings within 10 business days after notice from County.

## ARTICLE VIII – DISPUTE RESOLUTION

**8.1 Mandatory Non-binding Mediation.** If a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through normal contract negotiations, the parties agree to attempt to settle the dispute in an amicable manner, using mandatory mediation through Judicial Arbitration and Mediation Services (JAMS) or any other neutral organization agreed to by the parties. To initiate mediation, the initiating party shall send written notice of its request for mediation to the opposing party. Mediation is mandatory before either party may initiate litigation or have recourse in a court of law.

**8.2 Mediation Costs.** The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator, and the cost of any proofs or expert advice produced at the direct request of the mediator, shall be borne equally by the parties, unless they agree otherwise.

**8.3 Selection of Mediator.** A single mediator that is acceptable to both parties shall be used to mediate the dispute. The mediator may be selected from lists furnished by JAMS or any other agreed upon mediator. The parties shall endeavor to agree on a mediator within 10 business days, unless a longer period is mutually agreed to in writing by Contractor and County. If the parties cannot agree on a mediator, JAMS or other neutral organization shall select the mediator.

**8.4 Conduct of Mediation Sessions.** Mediation hearings will be conducted in an informal manner and discovery will not be allowed. The discussions, statements, or admissions will be confidential to the proceedings and will be subject to Evidence Code section 1152. The parties may agree to exchange any information they deem necessary. Both parties shall have a representative attend the mediation who is authorized to settle the dispute, though County's recommendation of settlement may be subject to the approval of the Board of Supervisors. Either party may have attorney(s), witnesses, or expert(s) present. Either party may request a list of witnesses and notification whether attorney(s) will be present.

**8.5 Mediation Results.** Any resultant agreements from mediation shall be documented in writing. Mediation results and documentation, by themselves, shall be "non-binding" and inadmissible for any purpose in any legal proceeding, unless such admission into evidence is otherwise agreed to in writing by both parties. Mediators shall not be subject to any subpoena or liability, and their files and actions shall not be subject to discovery.

## ARTICLE IX – GENERAL PROVISIONS

**9.1 Access to Records/Retention.** Contractor shall provide County with access to Contractor's records which are reasonably necessary for County to review or audit Contractor's compliance with the provisions of this Agreement. Contractor shall provide such access within 10 business days after written request by County, either by providing copies of the requested records to County or allowing County to inspect and photocopy the records at Contractor's place of business where the records are

kept. Contractor shall maintain all records related to this Agreement for at least four years after expiration or termination of this Agreement.

**9.2 Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval, or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COUNTY

Napa County Public Works  
1195 Third Street, Suite 101  
Napa, CA 94559

CONTRACTOR

Universal Building Services and Supply Co.  
3120 Pierce Street  
Richmond, CA 94804

**9.3 Independent Contractors.** Contractor and its subcontractors, if any, are independent contractors and not agents of County. Any provisions of this Agreement that may appear to give County any right to direct Contractor concerning the details of performing the scope of services, or to exercise any control over such performance, shall mean only that Contractor shall follow the direction of County concerning the end results of the performance.

**9.4 Contract Interpretation.** This Agreement and all Contract Documents shall be deemed to be made under, and shall be construed in accordance with and governed by, the laws of the State of California without regard to the conflicts or choice of law provisions thereof. It is the intent of the Contract Documents to completely describe the goods and services to be provided. Any work, materials, or equipment that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result shall be supplied whether or not specifically called for or identified in the Contract Documents. When words or phrases which have a well-known technical or industry or trade meaning are used to describe work, materials, equipment, goods, or services such words or phrases shall be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents. In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the order of precedence shall be in descending order as set forth below (the document in paragraph 9.4.1 having the highest precedence). Provisions of the Contract Documents addressing the same subject which are consistent but have different degrees of specificity shall not be considered to be in conflict, and the more specific language shall control. Order of Precedence:

- 9.4.1 This Agreement.
- 9.4.2 The Exhibits to this Agreement.
- 9.4.3 The RFP issued by County.
- 9.4.4 Contractor's bid or proposal.

**9.5 Drafting Ambiguities.** The parties acknowledge that they have the right to be advised by legal counsel with respect to the negotiations, terms, and conditions of this Agreement, and the decision of whether to seek advice of legal counsel with respect to this Agreement is the sole

responsibility of each party. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement.

**9.6 Third Party Beneficiaries.** Unless expressly set forth in this Agreement, none of the provisions of this Agreement are intended to benefit any third party not specifically referenced herein. No person other than County and Contractor shall have the right to enforce any of the provisions of this Agreement.

**9.7 Force Majeure.** In the event either party's performance is delayed due to causes which are outside the control of both parties and their subcontractors, consultants and employees, and could not be avoided by the exercise of due care, which may include, but is not limited to, delays by regulating agencies, wars, floods, adverse weather conditions, labor disputes, unusual delay in transportation, epidemics abroad, earthquakes, fires, terrorism, incidence of disease or other illness that reaches outbreak, epidemic and/or pandemic proportions, unusual delay in deliveries, riots, civil commotion or other unavoidable casualties, and other acts of God, both parties will be entitled to an extension in their time for performance equivalent to the length of delay. Neither party will be entitled to compensation from the other for force majeure events. The party claiming its performance is delayed must demonstrate to the reasonable satisfaction of the other party that a force majeure event is causing the delay; the mere occurrence of a force majeure event is insufficient to extend the time for performance.

**9.8 Confidentiality of Services.** All services performed by Contractor and any subcontractors, including but not limited to all drafts, data, information, correspondence, proposals, reports of any nature, estimates compiled or composed by Contractor, are for the sole use of County. Neither the documents nor their contents shall be released by Contractor or any subcontractor to any third party without the prior written consent of County. Contractor shall not disclose records or other information provided by County under this Agreement to any third party, except as necessary to perform the scope of services, unless the records or information: (1) were publicly known, or otherwise known to Contractor, at the time it was disclosed to Contractor by County; (2) subsequently become publicly known through no act or omission of Contractor; or (3) otherwise become known to Contractor other than through disclosure by County.

**9.9 Insolvency.** Contractor shall notify County if Contractor enters into bankruptcy proceedings. This notification shall be furnished within five days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of County contract numbers and contracting offices for all County contracts against which final payment has not been made. This obligation remains in effect until final payment is made under this Agreement.

**9.10 Attorney's Fees.** If either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action. This paragraph does not apply to attorney's fees or costs incurred during mediation.

**9.11 Venue.** This Agreement is made and entered into in Napa County, California. Venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of

Napa. Venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Northern District of California.

**9.12 Exhibits Incorporated.** All Exhibits referenced in this Agreement are hereby incorporated into the Agreement by this reference.

**9.13 County Powers.** Nothing contained in this Agreement shall be construed as a limitation upon the powers of County as a subdivision of the State of California. Nothing in this Agreement shall be interpreted as limiting the rights and obligations of County in its governmental or regulatory capacity.

**9.14 Survival of Obligations.** All indemnifications, warranties, guarantees and other obligations that by their nature involve performance after the early termination or expiration of this Agreement or after completion and acceptance of the scope of services, shall survive the early termination or expiration of this Agreement. Such obligations include, but are not limited to, paragraphs 1.3 (Warranty for Goods), 1.4 (Warranty for Services), 2.4.2 (Cost to Cover), 9.1 (Access to Records/Retention), 9.8 (Confidentiality of Services), and Article VIII (Dispute Resolution). Obligations related to insurance or indemnity shall continue in full force and effect after the date of early termination or expiration, but only with regard to acts or omissions that occurred during the term of the Agreement.

**9.15 Severability.** Should any provision of this Agreement be held invalid or illegal by a court of competent jurisdiction, such invalidity or illegality shall not invalidate the whole of this Agreement, but rather, the Agreement shall be construed as if it did not contain the invalid or illegal provision, and the rights and obligations of the parties shall be construed and enforced accordingly, except to the extent that enforcement of this Agreement without the invalidated provision would materially and adversely impact either or both parties' consideration for entering into this Agreement.

**9.16 Amendment/Modification.** This Agreement may be modified or amended only in writing and with the prior written consent of both parties. Failure of Contractor to secure such authorization in writing in advance of performing any extra or changed work shall constitute a waiver of any and all rights to adjustment in compensation or contract time.

**9.17 No Waivers.** Any failure by either party to insist upon the strict performance by the other of any obligation of this Agreement, or any failure to exercise any right or remedy for a breach of any term or condition of this Agreement, shall not constitute a waiver of any such failure to perform or breach of any term or condition. A waiver must be express and in writing. The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

**9.18 No Assignments.** Contractor may not assign the obligations under this Agreement, nor any monies due or to become due under this Agreement, without County's prior written approval. Any assignment in violation of this paragraph shall constitute a default and is grounds for termination of this Agreement at County's sole discretion. In no event shall any putative assignment create a contractual relationship between County and any putative assignee.

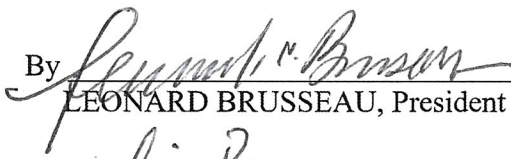
**9.19 Successors in Interest.** All rights and obligations created by this Agreement shall be in force and effect whether or not any parties to the Agreement have been succeeded by another entity, and all rights and obligations created by this Agreement shall be vested and binding on any party's successor in interest.


**9.20 Entirety of Contract.** This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

**9.21 Counterparts.** This Agreement may be executed in counterparts, which when taken together, shall constitute a single signed original as though all parties had executed the same page.

**IN WITNESS WHEREOF,** this Agreement is executed by County, acting by and through the Chair of the Board of Supervisors, and by Contractor through its duly authorized officer(s).

UNIVERSAL BUILDING SERVICES AND SUPPLY CO.

By   
LEONARD BRUSSEAU, President

By   
LIZ BRUSSEAU, Secretary

NAPA COUNTY, a political subdivision of  
the State of California

By \_\_\_\_\_  
ANNE COTTRELL, Chair of the Board of  
Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Jason M. Dooley</u> Chief Deputy County Counsel</p> <p>Date: <u>April 10, 2025</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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## EXHIBIT A

### SCOPE OF SERVICES

#### I. TRANSITIONAL PLAN – Effective upon execution of agreement to June 30, 2025

Contractor shall perform the Scope of Services in accordance with this schedule:

- Upon receipt of the required employee information, begin compliance under the Displaced Janitor Opportunity Act by initiating offers of employment to those currently employed for custodial services at the service locations.
  - The required employee information will be provided to Contractor at delivery of executed contract.
- May 2025: Schedule appointments for backgrounds, fingerprints, etc. for all personnel that would be assigned to this contract.
- June 2, 2025: Begin to schedule tours with each individual service location contact and take notes of equipment and supplies needed.
- June 26th & 27th, 2025: Pick up keys, access cards, and drop off our equipment and supplies at each custodial services location.

#### II. CUSTODIAL SERVICES – Effective 7/1/2025

Contractor shall provide the County with custodial services at various locations. Contractor shall furnish all labor, equipment, materials, supplies, tools, machinery, safety equipment, transportation, and supervision necessary to perform the scope of work. Services may be required after standard business hours and on weekends depending on location needs.

Contractor shall schedule and coordinate custodial services with appropriate County and program staff for each location. All work shall be performed according to best practices and standards of the industry and in strict compliance with all Federal, State, County, and Municipal laws, codes, and regulations in connection with the performance of the work.

#### SERVICE LOCATIONS\*

Location No.	Location Name	Address	See Page(s)
1	American Canyon Branch Library	300 Crawford Way, American Canyon	16-18
2	Calistoga Branch Library	1108 Myrtle Street, Calistoga	19-21
3	Napa Main Library	580 Coombs Street, Napa	22-25
4	Roads Division	7292 Silverado Trail, Napa	26-27
5	Weights & Measures Field Office	7292 Silverado Trail, Napa	28-29
6	South Napa Shelter	100 Hartle Court, Napa	30-33
7	Health & Human Services Agency – American Canyon Satellite Offices	4381 Broadway, Ste. 101 & 108, American Canyon	34-35
8	District 5 County Supervisor Satellite Office	4381 Broadway, Ste. 102, American Canyon	36-37
9	Adult Resource Center (ICC)	3281 Solano Avenue, Napa	38-39
10	The Avenues	2100 Napa-Vallejo Hwy, Napa	40-41
11	Napa County Airport Offices	2000 Airport Road, Napa	42
12	Napa County Fire Department Office	951 California Boulevard, Napa	43-44
13	Evening Reporting Center	1834 Soscol Avenue, Ste. A, Napa	45-46

## EXHIBIT A

14	2 <sup>nd</sup> Street Office	1754 2 <sup>nd</sup> Street, Suite D, Napa	47
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\*During the term of the agreement, County may request changes in service frequency, additional services, additional routine locations, or removal of routine services or locations if services are no longer required.

All work performed will be subject to review and acceptance by the County. Contractor will be responsible if a task is not performed to produce the standard result. Any work that must be re-done will be at Contractor's expense without charge to the County and without interference with the performance of regular scheduled work. The Contractor will be responsible for damages to the facility or contents caused by their personnel during the performance of their duties.

### CLEANING PRODUCTS

Contractor is required to supply industrial and institutional cleaning products that meet Green Seal or UL/EcoLogo certification standards for environmental preferability and performance when appropriate. All surfactants and detergents shall be readily biodegradable and, where practicable, shall not contain phosphates. Contractor must meet the requirements of California Public Contract Code Section 12209. Contractor shall supply all safety data sheets for chemicals being used and a list of disinfectants.

### EQUIPMENT AND SAFETY

All equipment used in performance under the contract must be of quality, of appropriate grade, and in good working order for the scope of the task. Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with services and take all reasonable precautions for safety of the public, property tenants, and employees, County employees, and other persons on or about the service location.

### CONSUMABLE PRODUCTS/SUPPLIES

County may furnish consumable paper, soap, and receptacle liner type products such as paper towels, toilet paper, toilet seat protectors, hand soap, and trash can liners.

Contractor shall make available for purchase various paper products, hand soap, and trash can liner type supplies. Select service locations may elect to procure supplies from Contractor at the rates provided in Exhibit B. Paper products must meet or exceed the requirements of California Public Contract Code Section 12209(c)(2) and SB 1383. (<https://calrecycle.ca.gov/organics/slcp/procurement/recycledpaper/>)

Supplies eligible for procurement through this contract are including but not limited to the items reflected on the Supplies Rates lists in Exhibit B.

**Service Frequency:** Services under this agreement will follow Napa County's fiscal year which runs July 1 through June 30.

- Weekly - Services to be performed the prescribed number of days per calendar week.
- Biweekly – Services to be performed the prescribed number of days every other calendar week.

### Scheduled Periodic Specialty Services

- Quarterly – Services to be performed four times per fiscal year in the first (July-Sept), second (Oct-Dec), third (Jan-Mar), and fourth (Apr-June) quarters of the fiscal year with approximately three (3) months between services.
- Semiannually – Services to be performed two times per fiscal year, once in the first half (July-Dec) and once in the second half (Jan-June) of the fiscal year with approximately six (6) months between services.

## EXHIBIT A

- Annually – Services to be performed one time per fiscal year with approximately 12 months between services.

**Security Considerations & Procedures:** Contractor shall report to the County, immediately upon discovery or occurrence (but in no event later than one (1) hour after knowledge thereof), any vandalism, damage to the service locations, burglary alarm malfunctions, or accidental alarm trips. County will provide Contractor with a list of emergency contact numbers.

Contractor's personnel will ensure that building exit doors are properly closed upon leaving the buildings at the end of the shift. Alarm calls for exterior doors left open because of the Contractor's personnel's negligence or willful misconduct that result in charges by the Fire Department, Police or Sheriff Department and/or the alarm security company will be charged back to Contractor.

The Contractor shall be issued access codes, keys, or fobs, where applicable, for the performance of services. No keys shall be duplicated. Should a key or fob be lost or stolen thereby jeopardizing the security of a particular location, the Contractor shall report the loss immediately upon discovery or occurrence. Contractor shall be solely responsible for all costs incurred by the County in re-keying the lock system.

Contractor's personnel must obtain security clearance before being assigned to the County's Evening Reporting Center location. Security clearance is obtained via an FBI and California DOJ criminal history background check. Contractor's personnel must follow the County Probation Department's instructions to obtain the required security clearance. The County Probation Department will incur the fee for the FBI and DOJ background checks.

**Certifications and Licensing:** Contractor must maintain all required licensing, registrations, permits, and certifications under both state and local jurisdictions that are necessary for the execution of work throughout the entirety of the contract.

**Non-Routine and On-Call/Emergency Services:** Contractor shall provide the County with authorized non-routine and on-call/emergency custodial services such as additional cleanings, deep cleanings, and other related services for facilities Countywide as requested by the County's Director of Public Works or designee at the hourly rates provided in Exhibit B.

Emergency services shall be provided within twenty-four (24) hours of request.

Contractor shall provide quotes for requested non-routine services to requesting department and the Department of Public Works, including a detailed scope of work and obtain a signed task order prior to commencing work. Invoices for work conducted without this specific approval may be denied. Work beyond what is authorized in a task order will not be reimbursed unless approved by the County's Director of Public Works or designee.

County Airport location may request non-routine custodial service, separate from Countywide non-routine services and does not require a task order.

**County Holidays:** No custodial services shall be provided on the Napa County observed holidays below. Holidays are subject to change. Service locations' observance days may vary:

New Year's Day	Juneteenth	Veterans' Day
Martin Luther King, Jr.'s Birthday	Independence Day	Thanksgiving Day
Washington's Birthday	Labor Day	Day after Thanksgiving
Cesar Chavez's Birthday	Indigenous People's Day	December 24 – Winter Holiday
Memorial Day		December 25 – Winter Holiday

## EXHIBIT A

County Winter Recess (December 26-December 31) may cause some service locations to be closed or have reduced operations which could affect the need for routine custodial services during the recess.

**Subcontracting of Services:** If Contractor wishes to use a subcontractor not specified in the Contractor's proposal, prior written approval from the County's Director of Public Works or designee must be obtained. If a subcontract for work or services is performed, the subcontract must contain all required provisions of the prime contract. All invoicing must be through the prime contract. Direct invoicing from subcontractors cannot be accepted.

### **COMPLIANCE WITH GOVERNMENT CODE SECTION 7550.**

As required by Government Code section 7550, each document or report prepared by CONTRACTOR for or under the direction of COUNTY pursuant to this Agreement shall contain the numbers and dollar amounts of the Agreement and all subcontracts under the Agreement relating to the preparation of the document or written report. The Agreement and subcontract dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject of the Agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

### **COMPLIANCE WITH ADA AND REHABILITATION ACT OF 1973 SECTION 508.**

Ensure that any reports, and any deliverable to the County be delivered in a manner to ensure non-discrimination and equal access to County services and digital properties such as websites, documents, and applications by persons with a disability under the Americans with Disabilities Act (ADA) and under Section 508 of the Rehabilitation Act of 1973. Successful respondent shall ensure that any deliverable, including but not limited to, reports, documents, videos, multimedia productions, live broadcasts and any and all other web content and information communications technology are fully accessible and in compliance with federal accessibility standards and laws and with the COUNTY's Web Content Accessibility Standards. Examples of accessibility measures include, but are not limited to, providing closed captions, video descriptions, and 508 compliant players.

*Full scope of service for each location follows*

## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
1	<b>American Canyon Branch Library</b>	300 Crawford Way, American Canyon	5,400	6x weekly, semiannual & annual

The American Canyon Branch Library is a leased single-story building in a commercial property. There is high foot traffic due to visiting patrons and programs held at this location. Services shall be performed six (6) custodial service days per week while the branch is closed to the public. Periodic specialty services shall be performed semiannually and annually while the branch is closed to the public. Library hours of operation may vary. For the purposes of this agreement, "Custodial service days" are defined as the period between daily hours of operation.

Restrooms: 2 restrooms

(1) 2-stalls, (1) 2-stalls with 1-urinal

Windows: 16 windows, 1 skylight

### **Each Day of Service – 6x per week:**

- General Areas including Community Room
  1. Vacuum all carpeted areas, including rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep up dust, dirt, and debris from hard surface floors and spot clean for spills, stains, mud, gum, tar, etc.
  3. Clean and disinfect countertops, sink, and fixtures. (Community Room)
  4. Clean glass entrance doors inside and outside removing dirt, fingerprints, and smudges.
  5. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Kitchen
  6. Sweep up dust, dirt, and debris from hard surface floors and spot clean for spills, stains, mud, gum, tar, etc.
  7. Clean and disinfect countertops, sink, and fixtures.
  8. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Restrooms
  9. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, partitions, stall rails, and dispensers removing all smudges, fingerprints, and water spots.
  10. Clean and disinfect all exposed surfaces of the toilets and urinal.
  11. Clean exterior restroom doors (both sides), door frames, and doorsills of dirt, fingerprints, smudges, and water spots.
  12. Refill empty or low hand soap, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.
  13. Empty trash, compost, and sanitary napkin receptacles and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

## **EXHIBIT A**

### **At least 1x per week**

- General Areas
  14. Wet mop all hard surface floors.
  15. Dust shelves (non-library collections), counters, tables, and various equipment. (including Community Room)
- Kitchen
  16. Wet mop and disinfect hard surface floor.

### **Semiannually**

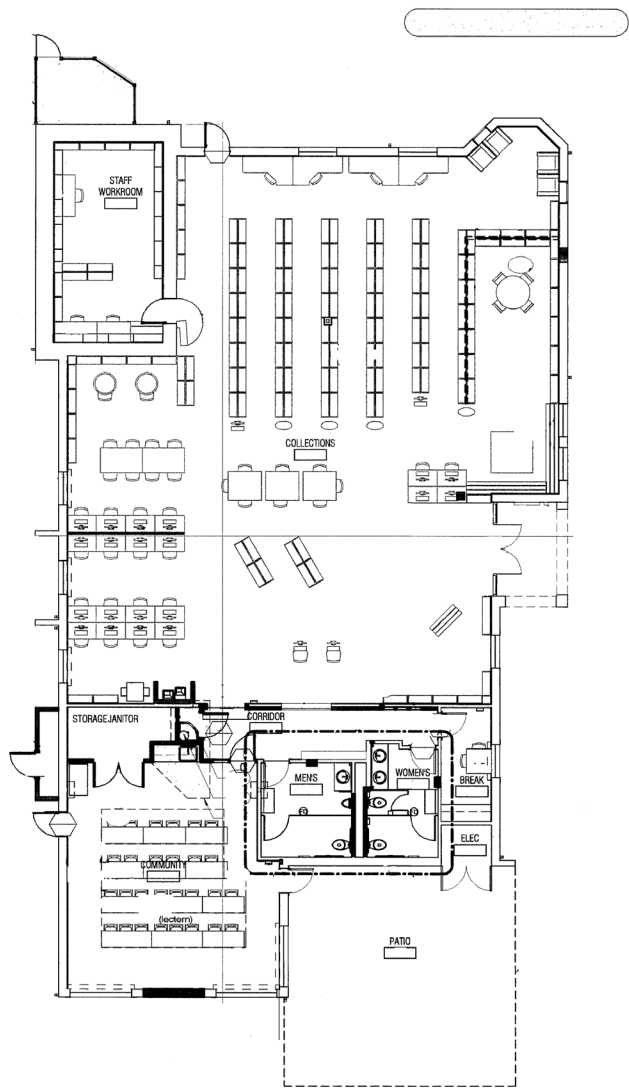
- General Areas
  1. Perform carpet cleaning
    - Bonnet cleaning of all carpeted areas. (1<sup>st</sup> semiannual service)
    - Deep clean extraction of all carpeted areas. (2<sup>nd</sup> semiannual service)
  2. Deep clean light fixtures.
- Community Room
  3. Deep clean all flooring according to manufacturer and industry acceptable standards.
  4. Clean doors, door frames, doorsills, windowsills, and walls removing dirt, fingerprints, and smudges.
  5. Remove webs from vents, ceiling, walls, window frames, and corners.
  6. Deep clean light fixtures.
  7. Deep clean and disinfect countertops and sink area.
- Building Exterior
  8. Remove webs from the building's exterior walls, windows, and eaves.

### **Annually**

- General Areas
  1. Detailed high dusting of hard-to-reach areas removing webs, dirt, and dust from the ceilings, walls, light fixtures, ledges, air vents, ducting, and pipes.
  2. Deep clean the hallway's hard surface floor.
- Kitchen
  3. Deep clean and disinfect hard surface floor.
- Restrooms
  4. Deep clean tile floors in the restrooms and seal with a tile impregnator sealer.
- Building Exterior
  5. Power wash the front entrance, the back entrance, and the walkway from the side entrance in the area between the book drop location to the patio.

While power washing, divert and/or reclaim any water runoff, keeping it from entering storm drains and flowing into the creeks and rivers. Power washing does not include city street sidewalks. Power washing shall comply with California Stormwater Quality Association's (CASQA) best management practices (BMP) for mobile washers.
  6. Wash exterior windows and skylight on both the inside and outside, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.

EXHIBIT A



FLOOR PLAN

COUNTY OF NAPA

AMERICAN  
CANYON  
LIBRARY

300 CRAWFORD WAY  
AMERICAN CANYON, CA  
94503

FLOOR PLAN

## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
2	<b>Calistoga Branch Library</b>	1108 Myrtle Street, Calistoga	2,800	6x weekly, semiannual & annual

The Calistoga Branch Library was built in 1924 as a single-story building on the corner of a residential and commercial street. There is high foot traffic due to visiting patrons and programs held at this location. Services shall be performed six (6) custodial service days per week while the branch is closed to the public. Periodic specialty services shall be performed semiannually and annually while the branch is closed to the public. Library hours of operation may vary. For the purposes of this agreement, "Custodial service days" are defined as the period between daily hours of operation.

Restrooms: 1 single use

Windows: 10 windows

### **Each Day of Service – 6x per week:**

- General Areas
  1. Vacuum all carpeted areas, including rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep up dust, dirt, and debris from the front entry, on both inside and outside.
  3. Damp-dust mop all hardwood floors and spot clean for spills, stains, mud, gum, tar, etc.
  4. Dust and remove webs from light fixtures, air ducts, vents, and windowsills.
  5. Wash windows on inside only, including window frames removing dirt, fingerprints, and smudges. (as needed)
  6. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Breakroom
  7. Clean and disinfect countertop, sink, and fixtures.
  8. Sweep up dust, dirt, and debris from hard surface floors, wet mop, and disinfect.
  9. Remove webs from ceiling, walls, window frames, and corners.
  10. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Restroom
  11. Clean and disinfect floor, walls, door, doorknobs, light switches, wash basin/sink, fixtures, countertops, mirrors, toilet, rails, and dispensers, removing all smudges, fingerprints, and water spots.
  12. Completely clean and disinfect all exposed surfaces of the toilet.
  13. Clean exterior door (both sides), frame, and doorsill removing dirt, dust, smudges, and fingerprints.
  14. Remove webs from ceiling, walls, window frames, and corners.
  15. Refill empty or low hand soap, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.

## **EXHIBIT A**

16. Empty trash, compost, and sanitary napkin receptacle and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

### **Semiannually**

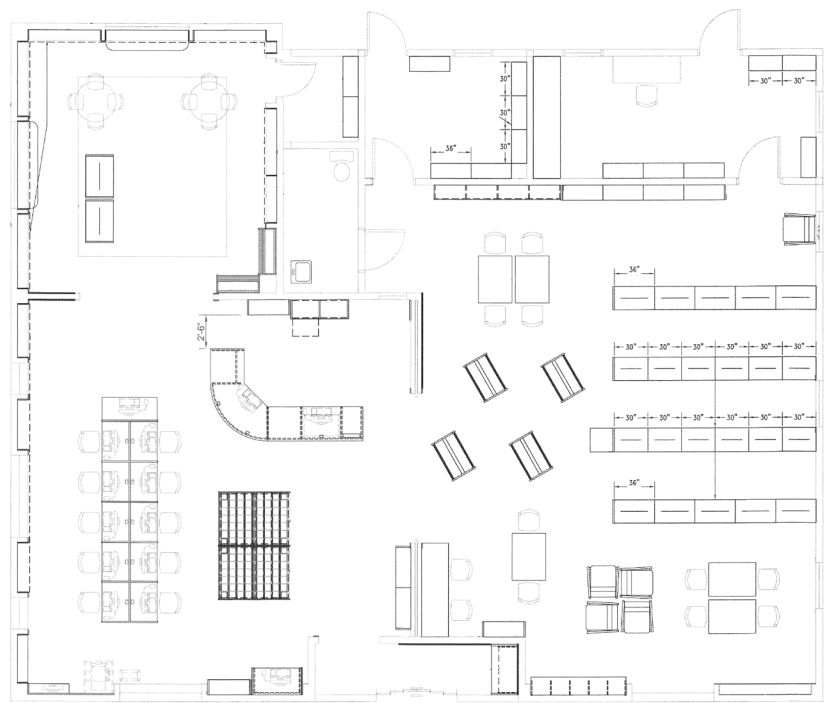
- All Areas
  1. Deep clean all light fixtures.
- Children's Area
  2. Bonnet clean large area rug.
- Building Exterior
  3. Remove the webs on the walls, windows, and eaves of the exterior of the library.

### **Annually**

- General Areas
  1. Deep clean all the hard surface floors.
  2. Detailed high dusting of hard-to-reach areas removing webs, dirt, and dust from the ceilings, walls, light fixtures, ledges, air vents, ducting, and pipes.
- Breakroom
  3. Strip and wax the floor.
- Restroom
  4. Strip and wax the floor.
- Building Exterior
  5. Power wash the library's front walkways including the two (2) stairways, ramp, and the ramp retaining wall.

While power washing, divert and/or reclaim any water runoff, keeping it from entering storm drains and flowing into the creeks and rivers. Power washing does not include city street sidewalks. Power washing shall comply with California Stormwater Quality Association's (CASQA) best management practices (BMP) for mobile washers.
  6. Wash exterior windows on both the inside and outside, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.

EXHIBIT A



PROJECT TITLE  
CALISTOGA LIBRARY

## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
3	<b>Napa Main Library</b>	580 Coombs Street, Napa	37,000	1x weekly, semiannual & annual

The Napa Main Library was extensively remodeled and expanded to 37,000 square feet in 1995. It is a 2-story building with high foot traffic due to visiting library patrons and programs held at the location. Services shall be performed one (1) custodial service day per week while the branch is closed to the public between Saturdays at 6:00pm and Sundays at 12:30pm. Periodic specialty services shall be performed semiannually and annually while the branch is closed to the public. Library hours of operation may vary. For the purposes of this agreement, "Custodial service days" are defined as the period between daily hours of operation.

Restrooms: 7 restrooms

1st floor – (1) 3-stalls, (1) 2-stalls with 2-urinals, (3) single use

2nd floor – (2) single use

Windows: 93 windows, 2 skylights

### Each Day of Service – 1x per week:

- General Areas
  1. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations in the circulation room, community meeting room, kitchen, and 2<sup>nd</sup> floor breakroom. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Restrooms (1<sup>st</sup> and 2<sup>nd</sup> floors)
  2. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, partitions, stall rails, and dispensers removing all smudges, fingerprints, and water spots.
  3. Clean and disinfect all exposed surfaces of the toilets and urinals.
  4. Clean exterior restroom doors, door frames, and doorsills of dirt, fingerprints, smudges, and water spots.
  5. Refill empty or low hand soap, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.
  6. Empty trash, compost, and sanitary napkin receptacles and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

### Semiannually

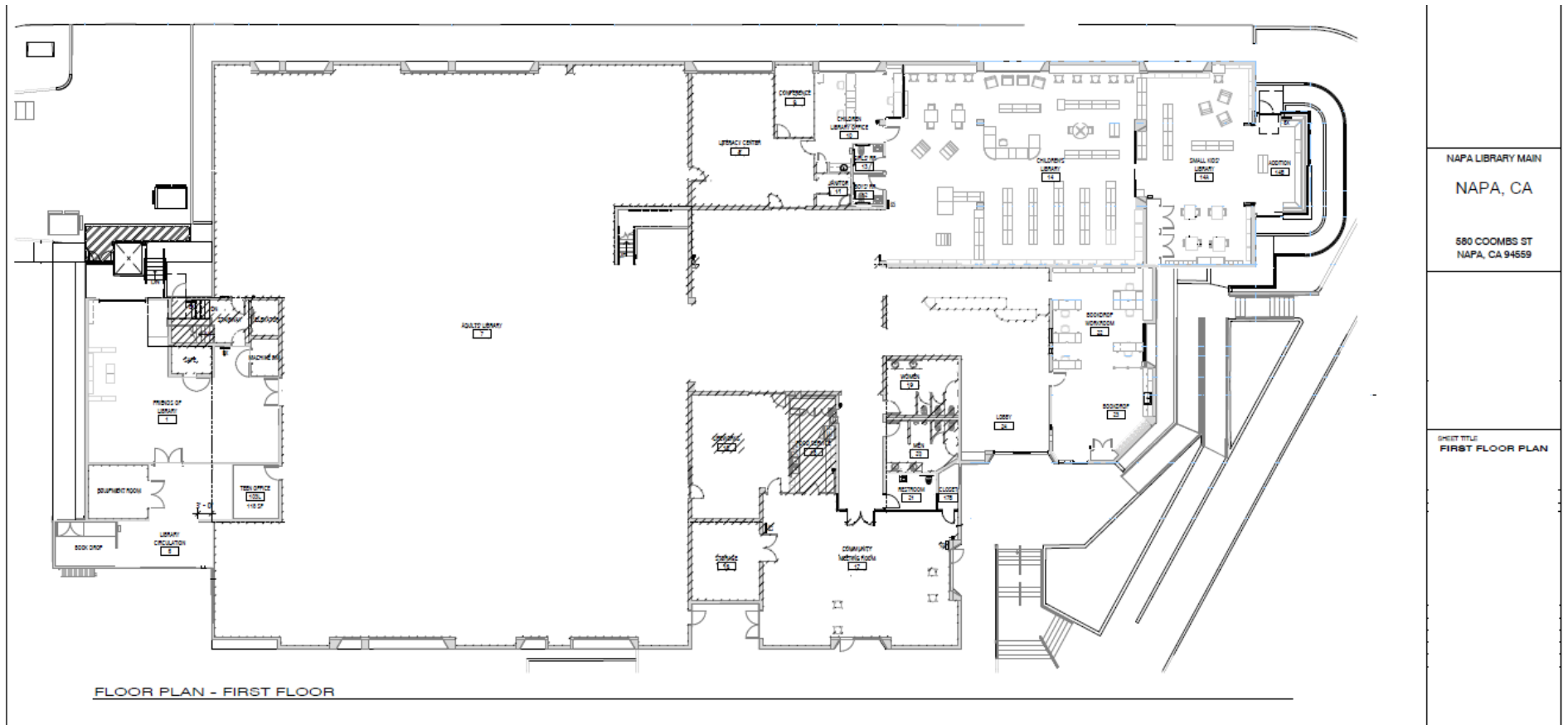
- General areas
  1. Perform carpet cleaning
    - Bonnet cleaning of all carpeted areas. (1<sup>st</sup> semiannual service)
    - Deep clean extraction of all carpeted areas. (2<sup>nd</sup> semiannual service)
  2. Deep clean all flooring areas according to manufacturer and industry acceptable standards. (1st floor)

## EXHIBIT A

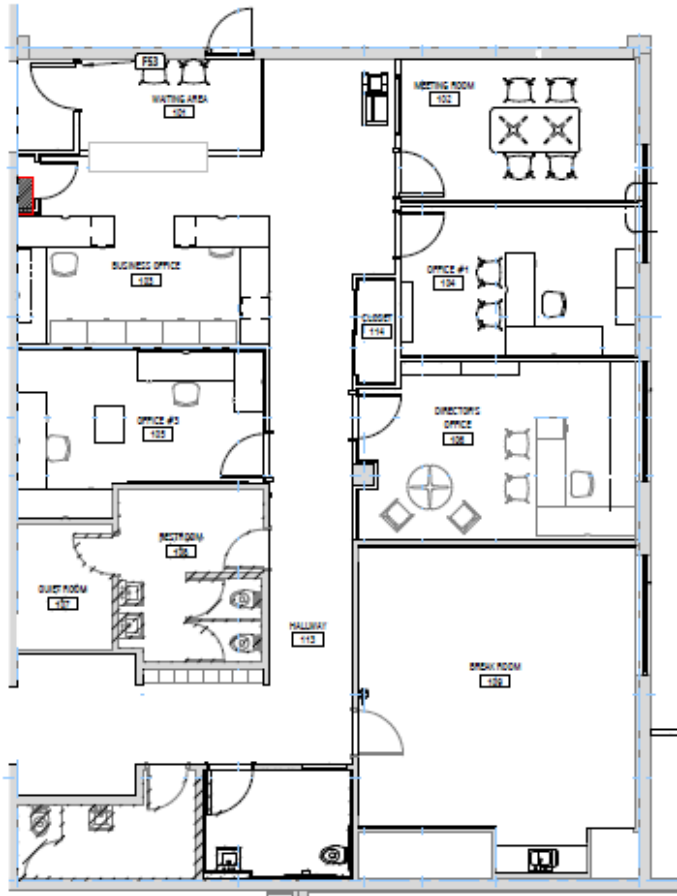
### Annually

- General Areas
  1. Detailed high dusting of hard-to-reach areas removing webs, dirt, and dust from the ceilings, walls, light fixtures, ledges, air vents, ducting, and pipes. (1st floor).
- Restrooms (1st and 2nd floors)
  2. Deep clean tile floors in all seven (7) restrooms and seal with a tile impregnator sealer.
- Building Exterior
  3. Power wash all walkways, stairways, ramps, ramp retaining walls, and patio.  
While power washing, divert and/or reclaim any water runoff, keeping it from entering storm drains and flowing into the creeks and rivers. Power washing does not include city street sidewalks. Power washing shall comply with California Stormwater Quality Association's (CASQA) best management practices (BMP) for mobile washers.
  4. Wash the outside of the 1st and 2nd floor exterior windows and skylights, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.
  5. Clean the four (4) exterior library signs – three (3) front/one (1) back. Remove any webs, dirt, and debris.

## EXHIBIT A



## EXHIBIT A



NAPA LIBRARY MAIN  
BRANCH REMODEL  
NAPA, CA

580 COOMBS ST  
NAPA, CA 94559

SHEET TITLE  
2ND FLOOR ADMIN  
FURNITURE PLAN

## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
4	<b>Roads Division</b>	7292 Silverado Trail, Napa	3,250	2x weekly, semiannual & annual

The Roads Division building is a single-story building composed of a front desk area, seven small offices, a large conference room, two restrooms, one locker/breakroom, and a small alley kitchen. Services shall be performed two (2) custodial service days per week on Mondays and Thursdays after 5:00pm. Periodic specialty services shall be performed semiannually and annually while the office is closed.

**Restrooms:** 2 restrooms

(1) 2-stalls, (1) 2-stalls with 1-urinal

**Windows:** 8 windows, 2 glass doors with glass side panels

### Each Day of Service – 2x per week:

- General Areas – Includes offices, Conference Room, and Hallway
  1. Vacuum all carpeted areas, including rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
  3. Clean doors, door frames, doorsills, windowsills, and walls removing dirt, fingerprints, and smudges.
  4. Dust furniture, light fixtures, baseboards/moldings, electrical outlets, and window blinds.
  5. Remove webs from vents, ceiling, walls, window frames, and corners.
  6. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Kitchen
  7. Sweep up dust, dirt, and debris from hard surface floors, wet mop, and disinfect.
  8. Clean and disinfect countertops, sink, and fixtures.
  9. Remove webs from vents, ceiling, walls, window frames, and corners.
  10. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Restrooms
  11. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, partitions, stall rails, and dispensers removing all smudges, fingerprints, and water spots.
  12. Clean and disinfect all exposed surfaces of the toilets and urinal.
  13. Clean exterior restroom doors (both sides), door frames, and doorsills of dirt, fingerprints, smudges, and water spots.
  14. Refill empty or low hand soap, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.
  15. Remove webs from vents, ceiling, walls, window frames, and corners.
  16. Empty trash, compost, and sanitary napkin containers and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

## EXHIBIT A

- Locker Room Area
  17. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
  18. Dust top of lockers.
  19. Remove webs from vents, ceiling, walls, window frames, and corners.
  20. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

### Semiannually

- Building exterior
  1. Wash exterior windows on both the inside and outside, including window frames removing any dirt, fingerprints, and smudges. Remove any webs around them.

### Annually

- Building-wide
  1. Strip and wax all hard surface floors.



## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
5	<b>Weights &amp; Measures Field Office</b>	7292 Silverado Trail Napa	350	1x weekly

The Weights & Measures Field Office is a cinderblock building with a double cubicle and a restroom in the front portion of building. The back portion of building includes a single office space, kitchen, and testing/lab area for utility submeters. Services shall be performed one (1) custodial service day per week on Thursdays after 5:00pm.

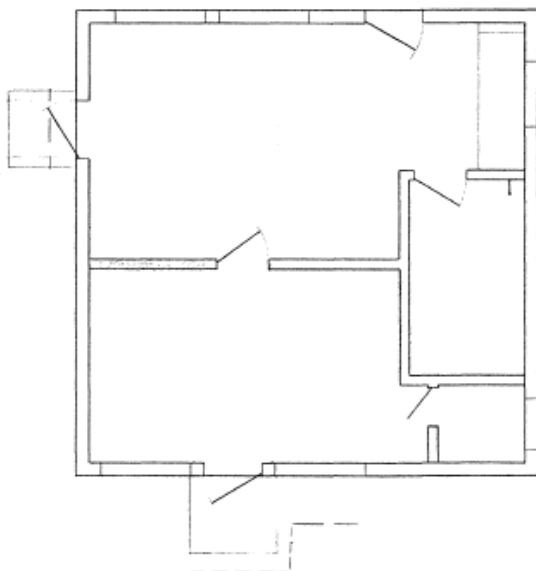
Restrooms: 1 single use

Windows: n/a

### Each Day of Service – 1x per week:

- General areas
  1. Vacuum all carpeted areas removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep all rug runners and floor mats.
  3. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
  4. Clean doors, door frames, doorsills, windowsills, and walls removing fingerprints, dirt, and smudges.
  5. Dust furniture, light fixtures, baseboards/moldings, electrical outlets, and window blinds.
  6. Remove webs from vents, ceiling, walls, window frames, and corners.
  7. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Kitchen
  8. Clean and disinfect countertops, sink, and fixtures.
  9. Sweep up dust, dirt, and debris from hard surface floors, wet mop, and disinfect.
  10. Remove webs from vents, ceiling, walls, window frames, and corners.
  11. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Restroom:
  12. Clean and disinfect floor, walls, door, doorknobs, light switches, wash basin/sink, fixtures, countertops, mirrors, toilet, rails, and dispensers, removing all smudges, fingerprints, and water spots.
  13. Clean and disinfect all exposed surfaces of the toilet.
  14. Clean door frame and door sills removing dirt, dust, smudges, and fingerprints.
  15. Refill empty or low hand soap, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.
  16. Remove webs from vents, ceiling, walls, window frames, and corners.
  17. Empty trash, compost, and sanitary napkin receptacles and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

## EXHIBIT A



FLOOR PLAN

OFFICE & LAB. BUILDING  
SEALER OF WEIGHTS &  
MEASURES FACILITY  
NAPA COUNTY, CALIFORNIA

## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
6	<b>South Napa Shelter</b>	100 Hartle Court Napa	13,165	5x weekly, semiannual & annual

The South Napa Shelter is a one-story building that provides shelter and other services for unhoused individuals 18+. Custodial services shall be performed five (5) custodial service days per week on Mondays and Fridays between 11:00am and 5:00pm (2x per week) and Tuesdays, Wednesdays, and Thursdays after 2:30pm (3x per week). Periodic specialty services shall be performed semiannually and annually.

Restrooms: 6 restrooms – 4 single use, 2 with 4 stalls each  
12 toilets, 4 urinals, and 12 showers

Windows: 55 windows

### **Each Day of Service – 2x per week:**

- Building-wide
  1. Vacuum all carpeted areas, including rugs, removing debris and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep up dust, dirt, and debris from all hard surface floors, wet mop, and disinfect.
  3. Dust and wipe down all baseboards or moldings.
  4. Clean and disinfect doors and doorknobs.
  5. Spot clean walls and wipe down light switches.
  6. Remove any visible webs from vents, ceiling, walls, window frames, and corners.
  7. Clean windows on inside only, including window frames and blinds, removing dirt, fingerprints, and smudges. Window cleaning excludes eight (8) high windows in the men's dorm area and six (6) high windows in the dining area that will be included as part of the semi-annual services due to height of windows.
  8. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Offices, meeting spaces, hallways and dining room
  9. Dust furniture, picture frames, light fixtures, and electrical outlets. (as needed)
  10. Clean and disinfect all tables, counters, cabinets, and chairs. (as accessible)
  11. Clean and disinfect computer station in the entrance hallway.
  12. Spot clean furniture. (as needed)
- Kitchen
  13. Clean and disinfect countertops, cabinets, sink, fixtures, and splash wall.
  14. Clean and disinfect exterior of appliances.
- Laundry Room
  15. Clean and disinfect countertop, sink, and laundry machines.
- Restrooms
  16. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, partitions, stall rails, and dispensers removing all smudges, fingerprints, and water spots.

## EXHIBIT A

17. Clean and disinfect showers. Showers should be scrubbed free of stains, soap scum, and mildew.
18. Clean and disinfect all exposed surfaces of the toilets and urinals.
19. Clean exterior restroom doors, door frames, and doorsills of dirt, fingerprints, smudges, and water spots.
20. Refill empty or low hand soap dispensers, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.
21. Empty trash, compost, and sanitary napkin receptacles and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

### **Each Day of Service – 3x per week:**

- Building-wide
  1. Sweep up dust, dirt, and debris from all hard surface floors, wet mop, and disinfect.
  2. Clean and disinfect doors and doorknobs.
  3. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Entrance Hallway and Dining Room
  4. Clean and disinfect all tables, counters, and chairs, including the computer station.
- Restrooms
  5. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, partitions, stall rails, and dispensers removing all smudges, fingerprints, and water spots.
  6. Clean and disinfect all exposed surfaces of the toilets and urinals.
  7. Clean exterior restroom doors and doorknobs.
  8. Refill empty or low hand soap dispensers, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.
  9. Empty trash, compost, and sanitary napkin receptacles and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

### **Semiannually**

- Building-wide – Including restrooms
  1. Deep clean extraction of all carpeted areas.
  2. Strip and wax all hard surface floors.
  3. High dust vents, exposed pipes/ducting, ledges, removing webs. (Use appropriate ladder safety).
  4. Wash interior and exterior windows, including the eight (8) high windows in the men's dorm and six (6) high windows in the dining room. (Use appropriate ladder safety)
- Kitchen
  5. Deep clean baseboards and trim, countertops, sinks, fixtures, storage areas, walls, and splash walls.
  6. Deep clean and disinfect kitchen appliances on both interior and exterior.

### **Annually**

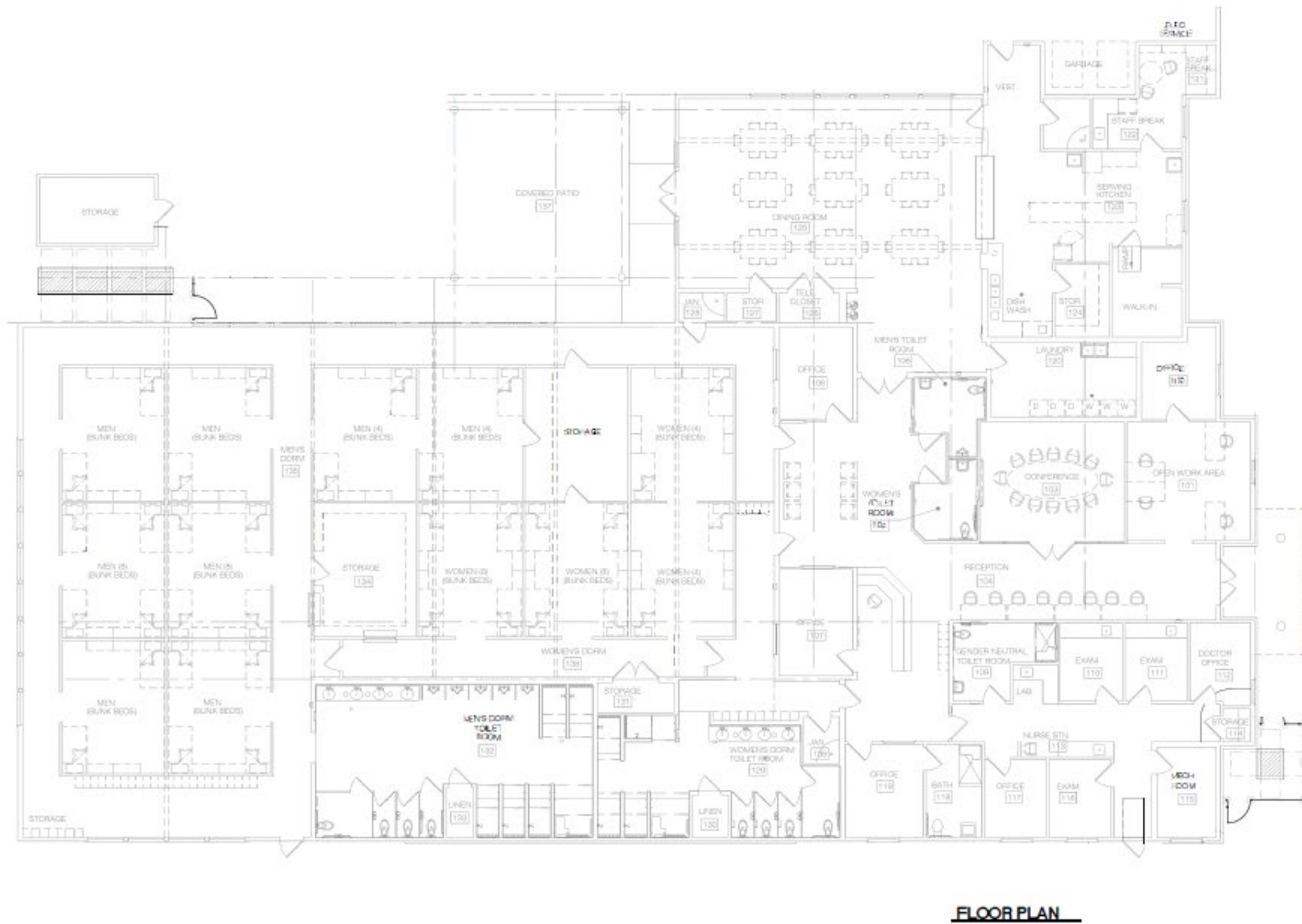
- Building Exterior
  1. Power wash the back patio concrete, both older and new concrete, and wall surrounding the back patio.

## **EXHIBIT A**

2. Power wash the sidewalk that runs from the kitchen door to the garbage area, and the concrete between the main entrance doors to the sidewalk.

While power washing, divert and/or reclaim any water runoff, keeping it from entering storm drains and flowing into the creeks and rivers. Power washing does not include city street sidewalks. Power washing shall comply with California Stormwater Quality Association's (CASQA) best management practices (BMP) for mobile washers

# EXHIBIT A



SOUTH NAPA SHELTER

## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
7	<b>HHSA American Canyon Offices</b>	4381 Broadway, Suite 101 & 108, American Canyon	Suite 101: 1,323 Suite 108: 1,880	2x weekly, semiannual

These leased office spaces are located on the 1<sup>st</sup> floor of the American Canyon City Hall building and serve as the Napa County Health and Human Services American Canyon Satellite Offices. Services are provided to the public by various Health and Human Services divisions. There are no restrooms in the suite as facilities are shared within the building. Services shall be performed two (2) custodial service days per week on Tuesdays and Fridays after 5:00pm. Periodic specialty services shall be performed semiannually while the offices are closed to the public.

Restrooms: n/a

Windows: 19 windows, 4 sidelight windows, 1 glass interior door

### **Each Day of Service – 2x per week:**

#### **Suite 101**

1. Vacuum all carpeted areas, including rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
2. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
3. Dust furniture, picture frames, light fixtures, baseboards/moldings, electrical outlets, and window blinds.
4. Clean and disinfect all tables and counters. (as accessible)
5. Remove webs from vents, ceiling, walls, window frames, and corners.
6. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

#### **Suite 108**

- General Areas including Conference Room:
  7. Vacuum all carpeted areas, including rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  8. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
  9. Dust furniture, picture frames, light fixtures, baseboards/moldings, electrical outlets, and window blinds.
  10. Clean and disinfect all tables and counters. (as accessible)
  11. Remove webs from vents, ceiling, walls, window frames, and corners.
  12. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Kitchenette:
  13. Sweep up dust, dirt, and debris from hard surface floors, wet mop, and disinfect.
  14. Clean and disinfect countertops, sink, and fixtures.
  15. Refill hand soap and paper supplies.

## EXHIBIT A

16. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

### Semiannually

#### Suite 101 and 108

- General Areas including Conference Room:
  1. Deep clean extraction of all carpeted areas.
  2. Wash interior glass door on both sides, including window frames removing dirt, fingerprints, and smudges.
  3. Wash windows on inside only, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.
  4. Wash sidelight windows on both sides, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.

#### Suite 108

- Kitchenette:
  5. Strip and wax hard surface floors.

### 4381 BROADWAY, AMERICAN CANYON



## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
8	<b>District 5 Supervisor Office</b>	4381 Broadway, Suite 102, American Canyon	677	1x weekly, quarterly, & annual

The District 5 Supervisor's satellite office is located on the 1<sup>st</sup> floor of the American Canyon City Hall building in a small administrative office suite. The suite has a main reception area, an office, and conference room. There is a small kitchenette with sink and microwave. There are no restrooms in the suite as facilities are shared within the building. Services shall be performed one (1) custodial service day per week after 5:00pm. Periodic specialty services shall be performed quarterly and annually while the office is closed to the public.

Restrooms: n/a

Windows: 5 windows (3-fully interior, 2-exterior), 1 glass exterior door

### Each Day of Service – 1x per week:

- Suite-wide
  1. Vacuum all carpeted areas, including kitchenette area and any rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Clean and disinfect tables and counters. (as accessible)
  3. Dust furniture, picture frames, light fixtures, baseboards/moldings, electrical outlets, and window blinds.
  4. Spot clean doors, door frames, doorsills, windowsills, and walls removing dirt, fingerprints, and smudges. (as needed)
  5. Remove webs from vents, ceiling, walls, window frames, and corners.
  6. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Kitchenette:
  7. Clean and disinfect countertops, sink, and fixtures.
  8. Clean and disinfect exterior and interior of microwave.

### Quarterly

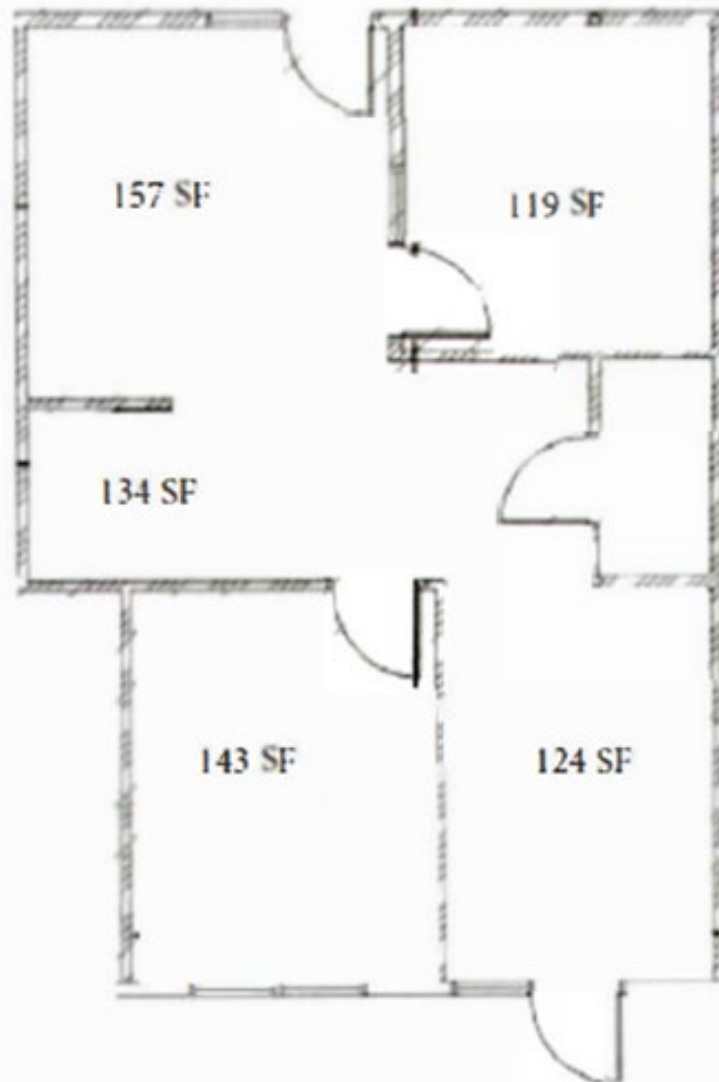
- Suite-wide
  1. Wash interior windows on both sides, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.
  2. Wash exterior windows and glass exterior door on inside only, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.

### Annually

- Suite-wide
  1. Deep clean extraction of all carpeted areas.

## EXHIBIT A

4381 Broadway, Suite 102, American Canyon, CA 94509



\* 677 SF

## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
9	<b>Adult Resource Center (ICC)</b>	3281 Solano Avenue, Napa	3,125	Semiannual

The Adult Resource Center is in a leased space (house) as Innovations Community Center. ICC promotes collaborative relationships between recipients of mental health services and family members throughout the community. Periodic specialty services shall be coordinated with Napa County Health and Human Services staff and performed semiannually after 3:00pm when the Center is closed to the public.

Restrooms: 2 single use

Windows: n/a

### **Semiannually**

- Kitchen
  1. Strip and wax hard surface floors.
- Art Room
  2. Strip and wax hard surface floors.
- Sunshine Room
  3. Clean cork flooring according to manufacturer and industry acceptable standards.
- Restrooms
  4. Scrub clean and disinfect floors and walls.
  5. Clean and disinfect doors, doorknobs, light switches, wash basins/sink, fixtures, countertops, mirrors, rails, and dispensers, removing all smudges, fingerprints, and water spots.
  6. Clean and disinfect all exposed surfaces of the toilets.
  7. Clean door frames and door sills removing dirt, dust, smudges, and fingerprints.
- Building exterior
  8. Power wash backyard patio and adjacent walkways.

While power washing, divert and/or reclaim any water runoff, keeping it from entering storm drains and flowing into the creeks and rivers. Power washing does not include city street sidewalks. Power washing shall comply with California Stormwater Quality Association's (CASQA) best management practices (BMP) for mobile washers.

COUNTY OF NAPA

3281 DELAND AVENUE, NAPA, CA

PLAN



## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
10	<b>The Avenues</b>	2100 Napa-Vallejo Highway, Napa	House 1: 2,160 House 2: 2,160 House 3: 2,000	Semiannual & annual

The Avenues consists of three (3) houses located at Napa State Hospital property. The resident program provides supported housing to individuals with mental disabilities. Each house has a kitchen and two restrooms. Periodic services shall be coordinated with Napa County Health and Human Services staff and shall be performed semiannually and annually on Tuesday or Wednesday.

Restrooms: 6 restrooms

Each house has 2 restrooms – 1 with shower/tub combo, 1 with shower only

Windows: 38

House 1: 12 windows

House 2: 12 windows

House 3: 14 windows

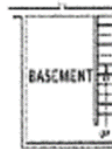
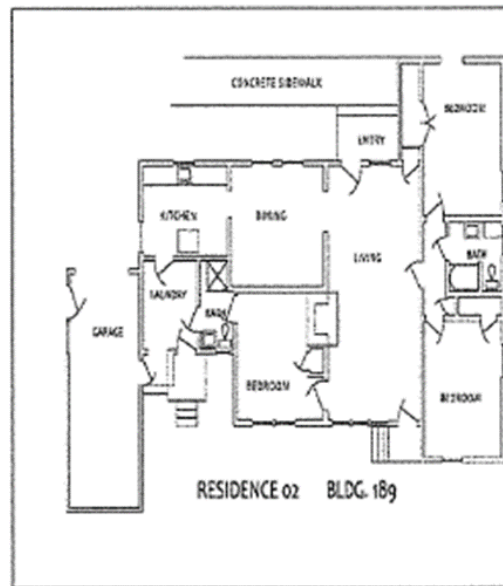
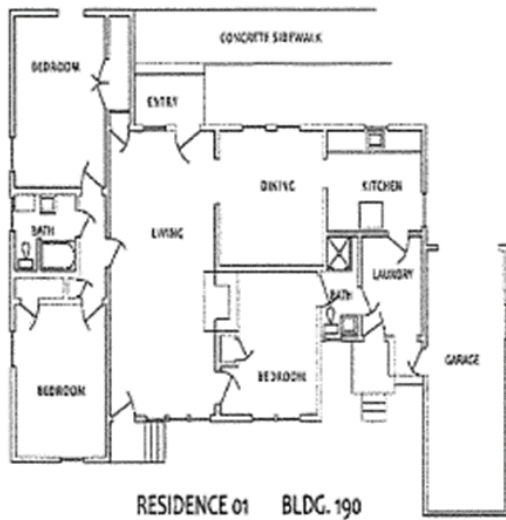
### Semiannually

- Common Areas – Including living rooms, dining rooms, and laundry areas
  1. Vacuum all carpeted areas, including rugs, removing debris and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
  3. Clean doors, door frames, doorsills, windowsills, walls, and baseboards/moldings removing dirt, fingerprints, and smudges.
  4. Clean and disinfect all tables, counters, and cabinets. (as accessible)
  5. Remove webs from window frames and corners.
  6. Detailed high dusting of hard-to-reach areas removing webs, dirt, and dust from the ceilings, walls, light fixtures, ledges, air vents, ducting, and pipes.
- Kitchens
  7. Clean and disinfect countertops, cabinets, sinks, fixtures, and splash walls.
  8. Clean and disinfect exterior of appliances.
  9. Sweep up dust, dirt, and debris from hard surface floors, wet mop, and disinfect.
  10. Remove webs from window frames, and corners.
  11. Detailed high dusting of hard-to-reach areas removing webs, dirt, and dust from the ceilings, walls, light fixtures, ledges, air vents, ducting, and pipes.
- Restrooms
  12. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, rails, and dispensers removing all smudges, fingerprints, and water spots.
  13. Clean and disinfect shower/tub combos and showers. All shower/tub combos and showers should be scrubbed free of stains, soap scum, and mildew.
  14. Clean and disinfect all exposed surfaces of the toilets.
  15. Clean doors, door frames, doorsills, windowsills, walls, and baseboards/moldings removing dirt, fingerprints, and smudges.
  16. Remove webs from vents, ceiling, walls, and corners.

## EXHIBIT A

### Annually

- Building Exterior
  1. Power wash all walkways, stairways, and handicap ramps around the houses.  
While power washing, divert and/or reclaim any water runoff, keeping it from entering storm drains and flowing into the creeks and rivers. Power washing does not include city street sidewalks. Power washing shall comply with California Stormwater Quality Association's (CASQA) best management practices (BMP) for mobile washers.
  2. Wash exterior windows on both the inside and outside, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them and brush window screens.



## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
11	<b>Napa County Airport Offices</b>	2000 Airport Road, Napa	n/a	Quarterly

The Napa County Airport administrative building is a two-story building consisting of three large sections. The custodial service area is limited to the main administration section of the building. Periodic specialty services shall be performed quarterly during regular business hours.

Restrooms: n/a

Windows: 188 windowpanes, 10 doors with windows

1<sup>st</sup> floor – 98 windowpanes, 9 doors with windows

2<sup>nd</sup> floor – 90 windowpanes, 1 door with window

### Quarterly

- Building Exterior
  1. Remove webs and debris on and around the 1<sup>st</sup> and 2<sup>nd</sup> floor windows located in the highlighted area below, including the window frames and along the walls.
  2. Wash the 1<sup>st</sup> floor exterior windows on both the inside and outside, including window frames removing dirt, fingerprints, and smudges in the same highlighted area below.

Service area of the building starts at the main entrance of the Napa County Airport Administration Building facing the large parking lot and wraps around the entire length of the building section.



## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
12	<b>Napa County Fire Department Office</b>	951 California Blvd, Napa	4,400	2x weekly, annual

The Napa County Fire Department office is in a leased single-story building used for Napa County Fire Department Administration. The building has a front entrance and a back entrance with ramp access. Two bathrooms, one kitchen, 10 offices, a conference room, reception area, and a common area in the center of the building. Services shall be performed two (2) custodial service days per week while the office is closed to the public after 5:00pm. Periodic specialty services shall be performed annually while the office is closed to the public.

Restrooms: 2 single use

Windows: 6 windows

### **Each Day of Service – 2x per week:**

- General Areas including Conference Room and offices
  1. Vacuum all carpeted areas, including rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep up dust, dirt, and debris from hard surface floors, and spot clean for spills, stains, mud, gum, tar, etc.
  3. Dust furniture, picture frames, light fixtures, baseboards/moldings, electrical outlets, and window blinds. (as needed)
  4. Clean and disinfect all tables and counters. (as accessible)
  5. Spot clean doors, door frames, doorsills, windowsills, and walls removing dirt, fingerprints, and smudges.
  6. Remove webs from vents, ceiling, walls, window frames, and corners.
  7. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Kitchen
  8. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
  9. Clean and disinfect countertops, sink, and fixtures.
  10. Remove webs from vents, ceiling, walls, window frames, and corners.
  11. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.
- Restrooms
  12. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, partitions, stall rails, and dispensers removing all smudges, fingerprints, and water spots.
  13. Clean and disinfect all exposed surfaces of the toilets.
  14. Clean door frames and doorsills, removing dirt, dust, smudges, and fingerprints.
  15. Refill empty or low paper towel dispensers, toilet paper dispensers, toilet seat protector dispensers, and hand soap as needed.

## EXHIBIT A

16. Remove webs from vents, ceiling, walls, window frames, and corners.

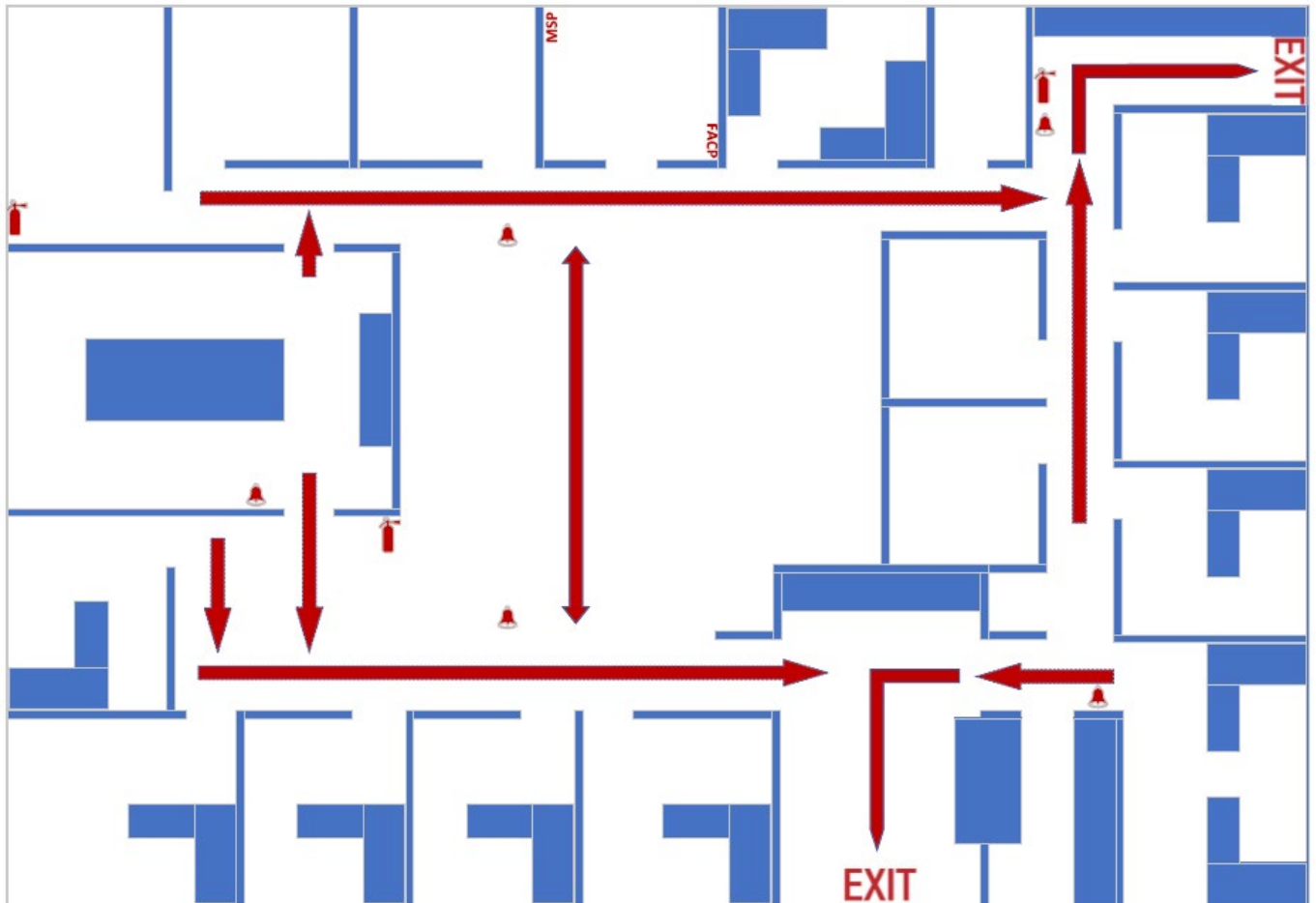
17. Empty trash, compost, and sanitary napkin receptacles and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

### At least 1x per week

- General Areas
  1. Wet mop all hard surface floor areas.

### Annually

- All Areas:
  1. Detailed high dusting of hard-to-reach areas removing webs, dirt, and dust from the ceilings, walls, light fixtures, ledges, air vents, ducting, and pipes.
- Restrooms
  2. Scrub and deep clean hard surface floors.
- Kitchen
  3. Scrub and deep clean hard surface floors.
- Building Exterior
  4. Wash exterior windows on both the inside and outside, including window frames removing dirt, fingerprints, and smudges. Remove any webs around them.



## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
13	<b>Evening Reporting Center</b>	1834 Soscol Avenue, Suite A, Napa	2,550	1x weekly

This office space is leased by the Probation department and is located in a commercial building. The space is used in the afternoon from 3:00pm – 6:00pm daily to provide programming and pro social services to youth. Services shall be performed one (1) custodial service day per week after 6:00pm.

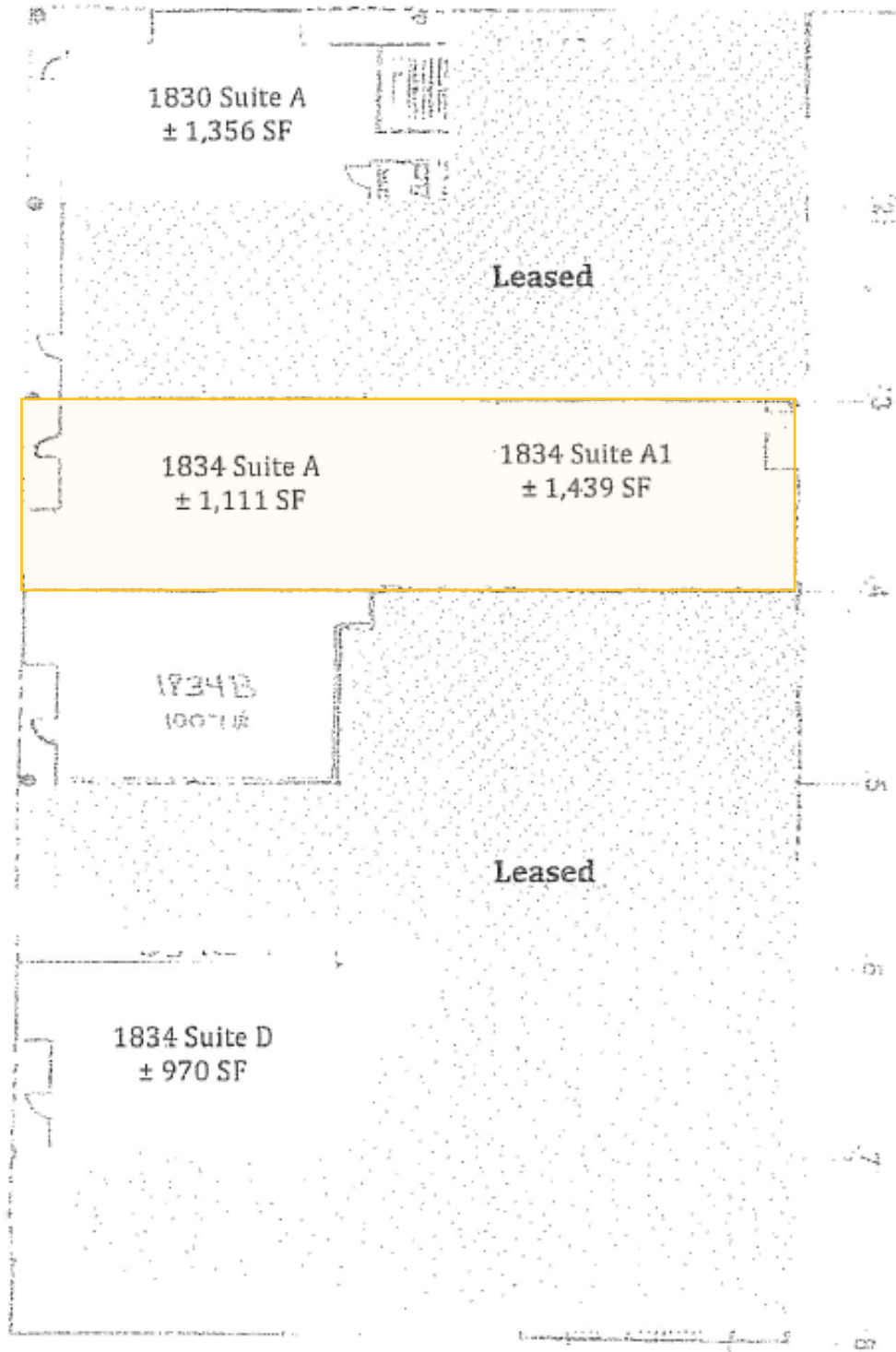
Restrooms: 2 single use

Windows: n/a

### **Each Day of Service – 1x per week:**

- General Areas – Including office and recreation area
  1. Vacuum all carpeted areas, including rugs, removing debris and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Sweep up dust, dirt, and debris from hard surface floors and wet mop.
  3. Dust furniture, picture frames, light fixtures, baseboards/moldings, electrical outlets, and window blinds. (as needed)
  4. Clean doors, door frames, and walls removing dirt, fingerprints, and smudges.
  5. Remove webs from vents, ceiling, walls, window frames, and corners.
- Kitchen
  6. Vacuum carpeted areas, including rugs, removing debris, and spot clean carpets for spills, stains, mud, gum, tar, etc.
  7. Clean and disinfect countertops, sink, and fixtures.
  8. Remove webs from vents, ceiling, walls, window frames, and corners.
- Restrooms
  9. Clean and disinfect floors, walls, doors, doorknobs, light switches, wash basins/sinks, fixtures, countertops, mirrors, rails, and dispensers removing all smudges, fingerprints, and water spots.
  10. Clean and disinfect all exposed surfaces of the toilets.
  11. Clean door frames and door sills removing dirt, dust, smudges, and fingerprints.
  12. Refill empty or low hand soap dispensers, paper towel dispensers, toilet paper dispensers, and toilet seat protector dispensers, as needed.
  13. Remove webs from vents, ceiling, walls, and corners.
  14. Empty trash, compost, and sanitary napkin receptacles and replace liners. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

## EXHIBIT A



## EXHIBIT A

Location No.	Location Name	Site Address	Approx Square Ft.	Frequency of Service
14	<b>2<sup>nd</sup> Street Office</b>	1454 2 <sup>nd</sup> Street, Suite D, Napa	505	1x biweekly

The 2<sup>nd</sup> Street Office is leased ground floor office space located in a single-story commercial office building in the downtown area of the City of Napa. There are no restrooms in the suite as facilities are shared within the building. Services shall be performed one (1) custodial service day every other week after 5:00pm.

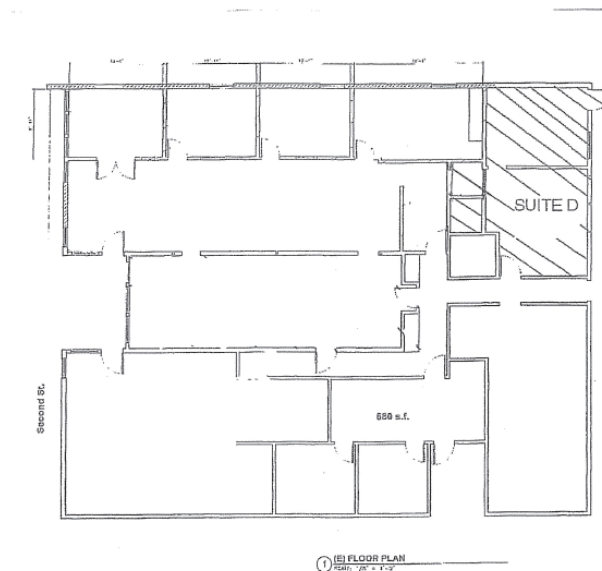
Restrooms: n/a

Windows: n/a

### Biweekly

- General areas
  1. Vacuum all carpeted areas, including rugs, removing debris and spot clean carpets for spills, stains, mud, gum, tar, etc.
  2. Clean and disinfect all tables and counters.
  3. Dust furniture, picture frames, light fixtures, baseboards/moldings, electrical outlets, and window blinds. (as needed)
  4. Clean glass entrance doors inside and outside removing dirt, fingerprints, and smudges.
  5. Clean doors, door frames, doorsills, windowsills, and walls removing dirt, fingerprints, and smudges. (as needed)
  6. Remove webs from vents, ceiling, walls, window frames, and corners.
  7. Empty all trash, compost, and recyclables containers, replace liners, and return to original locations. Trash, compost, and recyclables shall be disposed of in proper bins to avoid cross contamination of waste-type.

(1754 Second Street, Suite D, Napa, California 94559)



**EXHIBIT B  
COMPENSATION**

**ROUTINE RATES**

**JULY 1, 2025 – JUNE 30, 2028**

LOCATION NO.	LOCATION NAME	Weekly Services -6 days Rate per month	Weekly Services -5 days Rate per month	Weekly Services -2 days Rate per month	Weekly Services -1 day Rate per month	Weekly Services - 1 day biweekly Rate per month	Quarterly Services - 4x per year Rate per service	Semiannual Services - 2x per year Rate per service	Annual Services - 1x per year Rate per service	Total Per Location Annualized
1	AMERICAN CANYON BRANCH LIBRARY	\$1,413						\$1,683	\$705	\$21,027
2	CALISTOGA BRANCH LIBRARY	\$1,211						\$139	\$1,196	\$16,006
3	NAPA MAIN LIBRARY				\$538			\$1,795	\$1,876	\$11,922
4	ROADS DIVISION			\$404				\$173	\$1,105	\$6,299
5	WEIGHTS & MEASURES FIELD OFFICE				\$68					\$816
6	SOUTH NAPA SHELTER		\$2,287					\$2,177	\$882	\$32,680
7	HHSa - AMERICAN CANYON OFFICES			\$404				\$681		\$6,210
8	DISTRICT 5 COUNTY SUPERVISOR OFFICE				\$68		\$58		\$198	\$1,246
9	ADULT RESOURCE CENTER (ICC)							\$1,105		\$2,210
10	THE AVENUES							\$1,105	\$2,481	\$4,691
11	NAPA COUNTY AIRPORT OFFICES						\$919			\$3,676
12	NAPA COUNTY FIRE DEPARTMENT OFFICE			\$471					\$312	\$5,964
13	EVENING REPORTING CENTER				\$208					\$2,496
14	2ND STREET OFFICE					\$34				\$408
	<b>Total Annualized</b>									\$115,651

**NON-ROUTINE RATES      JULY 1, 2025 - JUNE 30, 2028**

Job Title	Regular Rate	Overtime Rate	Double Time Rate
Custodian	\$32.00	\$43.00	\$64.00
Utility Worker	\$36.00	\$48.00	\$71.00
Window Washer	\$59.00	\$64.00	\$98.98

County may request non-routine custodial services, through its Director of Public Works or designee not to exceed twenty-five thousand dollars (\$25,000) per fiscal year for fiscal years 2025/26-2027/28. Contractor is required to notify Public Works of all non-routine service requests (see Exhibit A). County Airport location may request non-routine custodial services, separate from County non-routine requests through the Director of Public Works or designee not to exceed twenty-seven thousand dollars (\$27,000) annually.

**EXHIBIT B  
COMPENSATION**

**ROUTINE RATES**

**JULY 1, 2028 – JUNE 30, 2030**

LOCATION NO.	LOCATION NAME	Weekly Services -6 days Rate per month	Weekly Services -5 days Rate per month	Weekly Services -2 days Rate per month	Weekly Services -1 day Rate per month	Weekly Services - 1 day biweekly Rate per month	Quarterly Services - 4x per year Rate per service	Semiannual Services - 2x per year Rate per service	Annual Services - 1x per year Rate per service	Total Per Location Annualized
1	AMERICAN CANYON BRANCH LIBRARY	\$1,484						\$2,082	\$740	\$22,712
2	CALISTOGA BRANCH LIBRARY	\$1,272						\$146	\$1,256	\$16,812
3	NAPA MAIN LIBRARY				\$565			\$1,885	\$1,970	\$12,520
4	ROADS DIVISION			\$424				\$182	\$1,160	\$6,612
5	WEIGHTS & MEASURES FIELD OFFICE				\$71					\$852
6	SOUTH NAPA SHELTER		\$2,401					\$2,286	\$926	\$34,310
7	HHS A - AMERICAN CANYON OFFICES			\$424				\$715		\$6,518
8	DISTRICT 5 COUNTY SUPERVISOR OFFICE				\$71		\$61		\$208	\$1,304
9	ADULT RESOURCE CENTER (ICC)							\$1,160		\$2,320
10	THE AVENUES							\$1,160	\$2,605	\$4,925
11	NAPA COUNTY AIRPORT OFFICES						\$965			\$3,860
12	NAPA COUNTY FIRE DEPARTMENT OFFICE			\$495					\$328	\$6,268
13	EVENING REPORTING CENTER				\$212					\$2,544
14	2ND STREET OFFICE					\$36				\$432
	Total Annualized									\$121,989

**NON-ROUTINE RATES JULY 1, 2028 - JUNE 30, 2030**

Job Title	Regular Rate	Overtime Rate	Double Time Rate
Custodian	\$34.00	\$45.00	\$67.00
Utility Worker	\$38.00	\$50.00	\$75.00
Window Washer	\$62.00	\$67.00	\$103.92

County may request non-routine custodial services, through its Director of Public Works or designee not to exceed thirty thousand dollars (\$30,000) per fiscal for fiscal years 2028/29-2029/30. Contractor is required to notify Public Works of all non-routine service requests (see Exhibit A). County Airport location may request non-routine custodial services, separate from County non-routine requests listed above through the Director of Public Works or designee not to exceed twenty-seven thousand dollars (\$27,000) annually.

**EXHIBIT B  
COMPENSATION**

<b>SUPPLIES RATES JULY 1, 2025-JUNE 30, 2028</b>		
<b>Product Item</b>	<b>Units per</b>	<b>Cost</b>
Multifold towels 548W	16pk/250sht/cs	\$34.26
Standard Toilet Tissue 19885	80rls/cs	\$65.81
Feather Soft Tissue Roll 300 HC	36rls/cs	\$42.53
Seat Covers 1/2 fold	20pks/250sht/cs	\$30.24
Pro Hardwound roll towel NP-6800EW	6rls/cs	\$41.85
White Statin Soap	1gal/cs	\$5.89
HD 34x33 Liners Natural	1000/cs	\$34.52
HD 30x37 Liners Natural	500/cs	\$27.84
HD 40x48 Liners Natural	250/cs	\$37.08
Foam Hand Soap	2/cs	\$48.00

<b>SUPPLIES RATES JULY 1, 2028-JUNE 30, 2030</b>		
<b>Product Item</b>	<b>Units per</b>	<b>Cost</b>
Multifold towels 548W	16pk/250sht/cs	\$35.97
Standard Toilet Tissue 19885	80rls/cs	\$69.10
Feather Soft Tissue Roll 300 HC	36rls/cs	\$44.65
Seat Covers 1/2 fold	20pks/250sht/cs	\$31.75
Pro Hardwound roll towel NP-6800EW	6rls/cs	\$43.94
White Statin Soap	1gal/cs	\$6.18
HD 34x33 Liners Natural	1000/cs	\$36.24
HD 30x37 Liners Natural	500/cs	\$29.23
HD 40x48 Liners Natural	250/cs	\$38.93
Foam Hand Soap	2/cs	\$55.00

<b>SUPPLIES MAXIMUM COMPENSATION PER LOCATION, PER FISCAL YEAR JULY 1, 2025-JUNE 30, 2028</b>		
<b>Location No.</b>	<b>Location Name</b>	<b>Max per location</b>
1	AMERICAN CANYON BRANCH LIBRARY	\$3,500
2	CALISTOGA BRANCH LIBRARY	\$2,500
3	NAPA MAIN LIBRARY	\$0
4	ROADS DIVISION	\$2,500
5	WEIGHTS & MEASURES FIELD OFFICE	\$0
6	SOUTH NAPA SHELTER	\$0
7	HHSA - AMERICAN CANYON OFFICES	\$0
8	DISTRICT 5 COUNTY SUPERVISOR OFFICE	\$200
9	ADULT RESOURCE CENTER (ICC)	\$0
10	THE AVENUES	\$0
11	NAPA COUNTY AIRPORT OFFICES	\$0
12	NAPA COUNTY FIRE DEPARTMENT OFFICE	\$0
13	EVENING REPORTING CENTER	\$1,000
14	2ND STREET OFFICE	\$500
	<b>Total</b>	<b>\$10,200</b>

<b>SUPPLIES MAXIMUM COMPENSATION PER LOCATION, PER FISCAL YEAR JULY 1, 2028-JUNE 30, 2030</b>		
<b>Location No.</b>	<b>Location Name</b>	<b>Max per location</b>
1	AMERICAN CANYON BRANCH LIBRARY	\$4,000
2	CALISTOGA BRANCH LIBRARY	\$3,000
3	NAPA MAIN LIBRARY	\$0
4	ROADS DIVISION	\$3,000
5	WEIGHTS & MEASURES FIELD OFFICE	\$0
6	SOUTH NAPA SHELTER	\$0
7	HHSA - AMERICAN CANYON OFFICES	\$0
8	DISTRICT 5 COUNTY SUPERVISOR OFFICE	\$250
9	ADULT RESOURCE CENTER (ICC)	\$0
10	THE AVENUES	\$0
11	NAPA COUNTY AIRPORT OFFICES	\$0
12	NAPA COUNTY FIRE DEPARTMENT OFFICE	\$0
13	EVENING REPORTING CENTER	\$1,500
14	2ND STREET OFFICE	\$500
	<b>Total</b>	<b>\$12,250</b>

## EXHIBIT C

### INSURANCE REQUIREMENTS

**C.1 Workers Compensation Insurance.** To the extent required by law during the term of this Agreement, Contractor shall provide workers compensation insurance for the performance of any of Contractor's duties under this Agreement as required by the State of California with statutory limits, and employer's liability insurance with a limit of no less than TWO MILLION DOLLARS (\$2,000,000) per accident for bodily injury or disease, all with a waiver of subrogation. Contractor shall provide County with certification of all such coverages upon request by County's Risk Manager.

**C.2 Liability Insurance.** Contractor shall obtain and maintain in full force and effect during the term of this Agreement the following occurrence-based liability insurance coverages, issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better, or equivalent self-insurance:

**C.2.1 General Liability.** Commercial general liability (CGL) insurance coverage (personal injury and property damage) of not less than TWO MILLION DOLLARS (\$2,000,000) combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of Contractor or any officer, agent, or employee of Contractor under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

**C.2.2 Professional Liability/Errors and Omissions.** Not required.

**C.2.3 Comprehensive Automobile Liability Insurance.** Comprehensive automobile liability insurance (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with Contractor's business of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence. Coverage shall be business auto insurance coverage using Insurance Services Office (ISO) form number CA 0001 06 92 including symbol 1 (any Auto) or the exact equivalent. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the General Liability Insurance described in paragraph C.2.1, above. If Contractor or Contractor's employees, officers, or agents will use personal automobiles in any way in the performance of this Agreement, Contractor shall provide evidence of personal auto liability coverage for each such person upon request.

**C.3 Certificates of Coverage.** All insurance coverages referenced in paragraph C.2, above, shall be evidenced by one or more certificates of coverage or, with the consent of County's Risk Manager, demonstrated by other evidence of coverage acceptable to County's Risk Manager, which shall be filed by Contractor with the County Department administering this Agreement prior to commencement of the Scope of Services.

**C.3.1 Notice of Cancellation.** The certificate(s) or other evidence of coverage shall reference this Agreement by its County number or title and department; shall be kept current

## EXHIBIT C

during the term of this Agreement; shall provide that County shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium.

**C.3.2 Multiple Insureds.** The certificate(s) shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

**C.3.3 Waiver of Subrogation and Additional Insured Endorsements.** For the commercial general liability insurance coverage referenced in subparagraph C.2.1 and, for the comprehensive automobile liability insurance coverage referenced in subparagraph C.2.3 where the vehicles are covered by a commercial policy rather than a personal policy, Contractor shall also file with the evidence of coverage an endorsement from the insurance provider naming Napa County, its officers, employees, agents, and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, Contractor shall file an endorsement waiving subrogation with the evidence of coverage.

**C.3.4 Additional Requirements.** The certificate or other evidence of coverage shall provide that if the same policy applies to activities of Contractor not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of County shall pertain only to liability for activities of Contractor under this Agreement, and that the insurance provided is primary coverage to County with respect to any insurance or self-insurance programs maintained by County. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94.

**C.4 Copies of Policies.** Upon request by County's Risk Manager, Contractor shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

**C.5 Deductibles/Retentions.** Any deductibles or self-insured retentions shall be declared to, and be subject to approval by County's Risk Manager, which approval shall not be denied unless the County's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this Agreement and the risks of liability associated with the activities required of Contractor by this Agreement. At the option of and upon request by County's Risk Manager if the Risk Manager determines that such deductibles or retentions are unreasonably high, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects County, its officers, employees, agents, and volunteers or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.