



METROLINK.

SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY
One Gateway Plaza Twelfth Floor Los Angeles, CA 90012

metrolinktrains.com

AMENDMENT NO. 1 TO CONTRACT NO. MS269-16

BETWEEN

SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY

AND

EXECUTIVE-SUITE SERVICES, INC.

JANITORIAL SERVICES

This Contract Amendment, effective August 10, 2017 is entered into by and between the SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (hereinafter "Authority") and EXECUTIVE-SUITE SERVICES, INC. (hereinafter "Contractor").

R E C I T A L S

WHEREAS:

- I. Authority and Contractor entered into an agreement effective June 10, 2016 to perform Janitorial Services.
- II. Effective August 10, 2017, the Authority amends the contract under Amendment No. 1 to revise Attachment A, Scope of Work and Exhibit 1, Cost Schedule.

NOW, THEREFORE, Authority and Contractor hereby amend the Agreement as follows:

- I. Attachment A, Scope of Work is deleted in its entirety and replaced with the revised Attachment A, Scope of Work (attached).
- II. Exhibit 1, Cost Schedule is deleted in its entirety and replaced with the revised Exhibit 1, Cost Schedule (attached).
- III. As hereby amended, the Contract remains in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Amendment to be executed as of the day first above written.

SOUTHERN CALIFORNIA REGIONAL RAIL
AUTHORITY

EXECUTIVE-SUITE SERVICES, INC.

By:



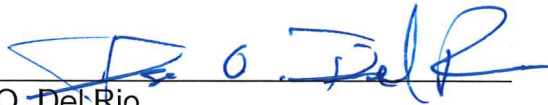
Elissa K. Konove
Deputy CEO

By:



Walter N. Prince
President

APPROVED AS TO FORM:



Don O. Del Rio
General Counsel

ATTACHMENT A

SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY METROLINK COMMUTER RAIL SYSTEM

Contract No. MS269-16 JANITORIAL SERVICES

SCOPE OF WORK

BACKGROUND

Janitorial Services and restroom supplies are needed to maintain the twenty properties the AUTHORITY operates. The Contractor's responsibilities shall include all labor, materials, tools, equipment, transportation, supervision and work necessary to provide the specified janitorial services for the twenty AUTHORITY sites as identified below. Frequency of cleaning and hours of work are different for each facility. Tasks also vary from facility to facility and should be performed in accordance with the schedule described below.

Contractor will furnish all consumable paper products, trashcan liners and hand soaps (only supplies that fit pre-existing dispensers shall be used, see attached list of approved products). AUTHORITY will provide janitorial equipment storage for the Contractor's use at each site. Only the Contractor's cleaning equipment, cleaning supplies and consumable supplies shall be stored in these areas. Contractor shall keep these areas clean and orderly at all times. Contractor shall submit technical data sheets and material data sheets on all chemicals proposed for janitorial use.

TRAINING

Due to some of the areas where services will need to be performed under this Contract, Roadway Worker Protection (RWP) will be required during the course of the Contract.

Contractor shall be responsible for making sure all personnel working under the Contract receives Roadway Worker Training. The training is currently done by Veolia Transportation Maintenance and Infrastructure (VTMI). The contact person is Jim Clouse. Phone: 909.394.2307, Fax: 909.496.1774, email address: jim.clouse@veoliatrains.com. The class is four (4) hours and given once a week in Pomona. The class will be provided at no expense to the Contractor.

EMPLOYEE-IN-CHARGE (EIC)

The Contractor must request and arrange for on track safety protection satisfactory to SCRRRA in the following circumstances:

- When Contractor's personnel or equipment encroach onto the Right-of-Way unless specifically exempted by SCRRA due to physical separation between tracks and Contractor's operation;
- When any part of any equipment is standing or being operated within or adjacent to the Right-of-Way or when any erection or construction activities are in progress within such limits;
- For any excavation within the railroad Right-of-Way;
- For any cleaning, grubbing, grading or blasting in proximity to the Right-of-Way which, in the opinion of SCRRA or Member Agency's representative, may endanger the Right-of-Way or operations;
- For any street construction and maintenance activities, located within the Right-of-Way or in the vicinity of an at-grade crossing, requiring temporary work area traffic control;
- For any work activity on or adjacent to the Right-of-Way as required by the Maintenance of Way (MOW) office.

The Authority will supply furnish one (1) Employee-in-Charge (EIC) to provide against the movement of any passenger/commuter, freight, work and all other type of trains and on-track equipment. The need for the EIC will be coordinated by Authority's Project Manager.

The AUTHORITY sites are as follows:

Facility #1: Metrolink Central Maintenance Facility (CMF)
1555 San Fernando Road
Los Angeles, CA 90065

Facility #2: Metrolink Eastern Maintenance Facility (EMF)
1945 Bordwell Avenue
Colton, CA 92324

Facility #3: Metrolink East Ventura Crew Base
6175 Ventura Blvd
Ventura, CA 93003

Facility #4: Metrolink Moorpark Crew Base
585 Moorpark Avenue
Moorpark, CA 93201

Facility #5: Metrolink Lancaster Crew Base
44812 N. Sierra Hwy.
Lancaster, CA 93534

Facility #6: Metrolink San Bernardino Crew Base
958 W. 3rd Street
San Bernardino, CA 92410

- Facility #7: Metrolink Riverside Crew Base
4066 Vine Street
Riverside, CA 92507
- Facility #8: Metrolink Operations Center (MOC)
2558 Supply Street
Pomona, CA 91767
- Facility #9: Metrolink Keller Yard – Trailer
720 Keller Street
Los Angeles, CA 90012
- Facility #10: Metrolink Lang Yard
13903 Lang Station Road
Canyon Country, CA 91387
- Facility #11: Metrolink Pomona Melbourne Building
2700 Melbourne Avenue
Pomona, CA 91767
- Facility #12: Metrolink Maintenance of Way – Trailer
2701 North Garey Avenue
Pomona, CA 91767
- Facility #13: Metrolink Maintenance of Way Headquarters
2701 N. Garey Avenue
Pomona, CA 91767
- Facility #14: Metrolink Maintenance of Way Field Office
6894 Marine Way
Irvine, CA 92618
- Facility #15: Metrolink Perris Valley Crew Base
1304 Case Road
Perris, CA 92570
- Facility #16: Los Angeles Union Station (LAUS) Platforms and Ramps
800 N. Alameda St.
Los Angeles, CA 90012
- Facility #17: LAUS – Glass House Security Booths
800 N. Alameda Street
Los Angeles, CA 90012
- Facility #18: Metrolink Engineering Field Office
426 E. Bauchet Street
Los Angeles, CA 90012

Facility #19: Metrolink Dispatch Operations Center
2704 Garey Avenue
Pomona, CA 91767

Facility #20: Burbank-Bob Hope Airport Station
3750 West Empire Avenue
Burbank, CA 91505

LIST OF APPROVED JANITORIAL SUPPLIES

(Substitutes or equals must fit existing Authority dispensing devices)

<u>Item</u>	<u>Waxie #</u>
Foam Hand Soap	386312
Gojo hand Cleaner	388602
Paper Towel Roll	850636
Toilet Paper	851308
40 x 48 1.15 mil liners	709438
24 x 24 6 mil liners	708105

Facilities, frequency and hours of work, and schedule of tasks are as follows for each location:

FACILITY # 1

METROLINK CENTRAL MAINTENANCE FACILITY

1555 San Fernando Road, Los Angeles, CA 90065

Frequency: Daily (unless otherwise noted)

Janitorial Cleaning Hours: 9:00 pm to 5:00 am Monday through Saturday, except Sunday

Approximate Square Footage: 20,000

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Stainless steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- Tile showers cleaned and sanitized
- Tile floors cleaned and sanitized
- VCT floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Locker Rooms

- Locker exteriors wiped down
- VCT floors cleaned, marks removed and sanitized
- Benches cleaned
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Offices

- VCT floors cleaned, marks removed
- Carpeted areas vacuumed
- Trash receptacles emptied
- Walls and doors dusted and wiped down
- Windowsills dusted
- Countertops and cabinets wiped down
- Sinks cleaned and sanitized
- Windows cleaned
- Blinds cleaned

- Appliances cleaned and sanitized

Lunchroom

- Chairs and Tables cleaned and sanitized
- Clean and sanitize all appliances, i.e. microwaves, refrigerator
- VCT floors cleaned, marks removed
- Dust windowsills, blinds
- Clean windows
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Clean and sanitize sink, counters and cabinets

Halls and Stairways

- Walls and doors dusted and wiped down
- Handrails dusted and wiped down
- Stair treads swept and damp mopped
- Landings swept and damp mopped

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wax and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

Tile Flooring

- Damp mop daily
- Heavy cleaning weekly
- Seal and polish quarterly

Tile Showers

- Clean daily
- Heavy cleaning weekly
- Seal and polish quarterly

HVAC Registers and Painted Ceilings

- Dust and wipe down monthly

Acoustic Ceiling Tile

- Dust and vacuum bi-annually

First Floor Common Area Coated Concrete Flooring

- Damp mop daily
- Heavy cleaning weekly
- Seal and polish quarterly

FACILITY # 2**METROLINK EASTERN MAINTENANCE FACILITY**

1945 Bordwell Avenue, Colton, CA 92324

Frequency: Twice a Week (unless otherwise noted)

Janitorial Cleaning Hours: 6:00 pm to 6:00 am Tuesday and Friday

Approximate Square Footage: 11,300

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms (Visitors restroom, Transportation Building and Train wash Equipment Room)

- Toilets and urinals cleaned and sanitized
- Stainless steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Locker Rooms

- Locker exteriors wiped down
- VCT floors cleaned, marks removed and sanitized
- Benches cleaned
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Offices and Reception Areas

- Carpeted areas vacuumed
- Trash receptacles emptied
- Walls and doors dusted and wiped down
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized
- Wipe down all computers, printers, etc. with treated cloth
- Wipe down all wood furniture with furniture polish

Lunchroom

- Chairs and Tables cleaned and sanitized

- Clean and sanitize all appliances, i.e. microwave, dishwasher, refrigerator, vending machine
- VCT floors cleaned, marks removed
- Walls and doors dusted and wiped down
- Empty dishwasher
- Clean oven and re-wrap woven tray with aluminum foil
- Trash receptacles emptied and wiped down, inside and out
- Clean and sanitize sink, counters and cabinets
- Stock coffee consumables and paper products

Halls

- Walls and doors dusted and wiped down
- Carpet vacuumed daily

Sheet Vinyl Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wax and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

Tile Flooring

- Damp mop daily
- Heavy cleaning weekly
- Seal and polish quarterly

HVAC Registers and Painted Ceilings

- Dust and wipe down monthly

Acoustic Ceiling Tile

- Dust and vacuum bi-annually

Building Entry Areas (3)

- Clean windows weekly

- Clean ashtrays daily
- Sweep exit areas
- Pick-up papers and trash in parking areas
- Empty exterior trash receptacles daily
- Clean area around trash dumpster weekly

FACILITY # 3**METROLINK MONTALVO CREW BASE****6175 Ventura Blvd., Ventura, CA 93003**

Frequency: Three times a Week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 500

Routine cleaning shall include but not be limited to the following tasks:

Offices and Reception Area

- Walls and doors dusted and wiped down
- VCT floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

FACILITY # 4**METROLINK MOORPARK CREW BASE****585 Moorpark Avenue, Moorpark, CA 93201**

Frequency: Once a Week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 500

Routine cleaning shall include but not be limited to the following tasks:

Offices and Reception Area

- Walls and doors dusted and wiped down
- VCT floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wax and polish quarterly
- Clean base quarterly

FACILITY # 5**METROLINK LANCASTER CREW BASE****44812 N. Sierra Highway, Lancaster, CA 93534**

Frequency: Three times a Week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 1,000

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Steel partitions cleaned and polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished
- Bathroom to be cleaned is inside crew base

Offices and Reception Area

- Walls and doors dusted and wiped down
- VCT floors cleaned, marks removed and sanitized
- Carpeted areas vacuumed
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wax and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

FACILITY # 6**METROLINK SAN BERNARDINO CREW BASE****958 W. 3rd Street, San Bernardino, CA 92410**

Frequency: Twice a Week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 700

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Offices and Reception Area

- Walls and doors dusted and wiped down
- Carpeted areas vacuumed
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

FACILITY # 7**METROLINK RIVERSIDE CREW BASE****4066 Vine Street, Riverside, CA 92506**

Frequency: Twice a Week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 700

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Offices and Reception Area

- VCT floors cleaned, marks removed
- Walls and doors dusted and wiped down
- Carpeted areas vacuumed
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, was and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

FACILITY # 8 METROLINK OPERATIONS CENTER 2558 Supply Street, Pomona, CA 91767

Frequency: Weekdays

Janitorial Cleaning Hours: 6:00 pm to 6:00 am Monday through Friday.

Approximate Square Footage: 11,300

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Stainless steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Locker Rooms

- Locker exteriors wiped down
- VCT floors cleaned, marks removed and sanitized
- Benches cleaned
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Offices and Reception Area

- Walls and doors dusted and wiped down
- Carpeted areas vacuumed
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized
- Wipe down all computers, printers, etc. with treated cloth
- Wipe down all wood furniture with furniture polish

Lunchroom

- Chairs and tables cleaned and sanitized

- Clean and sanitize all appliances, i.e. microwave, dishwasher, refrigerator, vending machines
- VCT floors cleaned, marks removed
- Walls and doors dusted and wiped down
- Trash receptacles emptied and wiped down, inside and out
- Clean and sanitize sink, counters and cabinets
- Empty dishwasher
- Clean oven and re-wrap woven tray with aluminum foil
- Stock coffee consumables and paper products

Halls

- Walls and doors dusted and wiped down
- Carpet vacuumed daily

Sheet Vinyl Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wax and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

Tile Flooring

- Damp mop daily
- Heavy cleaning weekly
- Seal and polish quarterly

HVAC Registers

- Dust and wipe down monthly

Acoustic Ceiling Tile

- Dust and vacuum bi-annually

Building Entry Areas (3)

- Clean windows weekly

- Clean ashtrays daily
- Sweep exit areas
- Pick-up papers and trash in parking areas
- Empty exterior trash receptacles daily
- Sweep area around trash dumpster weekly

FACILITY # 9**METROLINK KELLER YARD – (1) TRAILER****720 Keller Street, Los Angeles, CA 90012**

Frequency: Twice a Week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 700

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Offices and Reception Area

- VCT floors cleaned, marks removed
- Walls and doors dusted and wiped down
- Carpeted areas vacuumed
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, was and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

FACILITY # 10**METROLINK LANG YARD - (2) Trailers****13903 Lang Station Road, Canyon Country, CA 91387**

Frequency: Twice a Week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 700

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Offices and Reception Area

- VCT floors cleaned, marks removed
- Walls and doors dusted and wiped down
- Carpeted areas vacuumed
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, was and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

FACILITY # 11**METROLINK POMONA MELBOURNE BUILDING****2700 Melbourne Avenue, Pomona, CA 91767**

Frequency: Three times a Week (unless otherwise noted)

Janitorial Cleaning Hours: 6:00 pm to 6:00 am Monday through Saturday, except Sunday

Approximate Square Footage: 11,300

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Stainless steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Locker Rooms

- Locker exteriors wiped down
- VCT floors cleaned, marks removed and sanitized
- Benches cleaned
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Offices and Reception Area

- Walls and doors dusted and wiped down
- Carpeted areas vacuumed
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized
- Wipe down all computers, printers, etc. with treated cloth
- Wipe down all wood furniture with furniture polish

Lunchroom

- Chairs and tables cleaned and sanitized

- Clean and sanitize all appliances, i.e. microwave, dishwasher, refrigerator, vending machines
- VCT floors cleaned, marks removed
- Walls and doors dusted and wiped down
- Trash receptacles emptied and wiped down, inside and out
- Clean and sanitize sink, counters and cabinets
- Empty dishwasher
- Clean oven and re-wrap woven tray with aluminum foil
- Stock coffee consumables and paper products

Halls

- Walls and doors dusted and wiped down
- Carpet vacuumed daily

Sheet Vinyl Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

Tile Flooring

- Damp mop daily
- Heavy cleaning weekly
- Seal and polish quarterly

HVAC Registers

- Dust and wipe down monthly

Acoustic Ceiling Tile

- Dust and vacuum bi-annually

Building Entry Areas (3)

- Clean windows weekly

- Clean ashtrays daily
- Sweep exit areas
- Pick-up papers and trash in parking areas
- Empty exterior trash receptacles daily
- Sweep area around trash dumpster weekly

FACILITY # 12**METROLINK MAINTENANCE OF WAY TRAILER****2700 Melbourne Avenue, Pomona, CA 91767**

Frequency: Daily (unless otherwise noted)

Janitorial Cleaning Hours: 6:00 pm to 6:00 am Monday through Friday, except Saturday and Sunday

Approximate Square Footage: 200

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Steel partitions cleaned and polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Offices

- VCT floors cleaned, marks removed
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

FACILITY # 13**METROLINK MAINTENANCE OF WAY HEADQUARTERS****2701 N. Garey Avenue, Pomona, CA 91767**

Frequency: Twice a Week (unless otherwise noted)

Janitorial Cleaning Hours: 6:00 pm to 5:00 am Sunday and Wednesday

Approximate Square Footage: 5,000

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Locker Rooms

- Locker exteriors wiped down
- VCT floors cleaned, marks removed and sanitized
- Benches cleaned
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Offices

- VCT floors cleaned, marks removed
- Carpeted areas vacuumed
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

Conference Room

- Chairs and tables cleaned and sanitized
- VCT floors cleaned, marks removed
- Dust windowsills, blinds

- Clean windows
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Hall

- Chairs and tables cleaned and sanitized
- Clean and sanitize all appliances and vending machines
- VCT floors cleaned, marks removed
- Dust windowsills, blinds
- Clean windows
- Walls and doors dusted and wiped down
- Trash receptacles emptied

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wax and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

HVAC Registers

- Dust and wipe down monthly

Acoustic Ceiling Tile

- Dust and vacuum bi-annually

FACILITY # 14**METROLINK MAINTENANCE OF WAY FIELD OFFICE****6894 Marine Way, Irvine, CA 92618**

Frequency: Twice a Week (unless otherwise noted)

Janitorial Cleaning Hours: 6:00 pm to 5:00 am Sunday and Wednesday

Approximate Square Footage: 1,920

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Offices and Reception Area

- VCT floors cleaned, marks removed
- Carpeted areas vacuumed
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

Lunchroom

- Chairs and tables cleaned and sanitized
- Clean and sanitize all appliances and vending machines
- VCT floors cleaned, marks removed
- Dust windowsills, blinds
- Clean windows
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Clean and sanitize sink, counters and cabinets

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, was and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

FACILITY # 15

METROLINK Perris Valley Crew Base
1304 Case Road Perris, CA 92570

Frequency: Two times a week (unless otherwise noted)

Janitorial Cleaning Hours: 5:00 pm to 5:00 am Monday through Friday

Approximate Square Footage: 1,100

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished
- Water all floor drains weekly

Class Room

- Tables wiped down
- Carpet vacuumed
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Offices and Reception Area

- VCT floors cleaned, marks removed
- Carpeted areas vacuumed
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Polish all chrome and brass
- Windowsills dusted
- Countertops and cabinets wiped down
- Sinks cleaned and sanitized
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

Lunchroom

- Chairs and tables cleaned and sanitized

- Clean and sanitize all appliances
- VCT floors cleaned, marks removed
- Dust windowsills, blinds
- Clean windows
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Clean and sanitize sink, counters and cabinets

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

Tile Flooring

- Damp mop daily
- Heavy cleaning weekly
- Seal and polish quarterly

HVAC Registers

- Dust and wipe down monthly

Acoustic Ceiling Tile

- Dust and vacuum bi-annually

FACILITY # 16**LOS ANGELES UNION STATION PLATFORMS AND RAMPS****800 N. Alameda, Los Angeles, CA 90012**

Daily janitorial maintenance tasks shall be performed Monday through Friday between the hours of 9:00 am and 3:00 p.m. for first shift and 6:00 p.m. and 9:00 p.m. on the second shift, and Saturday and Sunday between 1:00 p.m. and 7:00 p.m. Contractor must note that platforms will not be available throughout the entire six-hour period on any day due to train arrivals and departures. Contractor will be required to schedule activities so that maintenance tasks do not interfere with passenger boarding and alighting.

Contractor shall place "WET FLOOR" signs in areas of wet cleaning operations.

Routine **daily cleaning** shall include but not be limited to the following tasks:

Four (4) boarding platforms, five (5) platform stairways, and ten (10) platform ramps

- Empty trash receptacles and reline two (2) times per day. Wipe clean exterior of trash receptacles as necessary
- Empty newspaper recycling bins (Authority will provide disposal bins)
- Thoroughly sweep platform floors, stairways and ramps to remove debris
- Wet mop any spillage
- Check all platform, stairway and ramp areas, and pick up loose trash and debris two (2) times per day
- Remove graffiti and stickers on platform, stairway and ramp areas
- Dust and wipe clean benches and concrete seating areas
- Dust and wipe clean map/schedule cases
- Sweep portable wheelchair ramps, and dust and wipe clean handrails
- Dust and wipe clean wall signs in ramp areas
- Dust and wipe clean recessed light fixtures in ramp areas
- Dust and wipe clean walls of ticket machine shelter between tracks 6 and 7
- Dust and polish ticket validators
- Dust and wipe clean handrails on platforms and stairways
- Clean and empty smoking urns as necessary
- Remove gum from floor surfaces
- Dust and wipe clean overhead platform signs, including electronic message boards

Note: The large advertising boxes are not included in this statement of work.

Routine **quarterly cleaning** shall include but not be limited to the following tasks:

- Pressure wash all platforms

FACILITY # 17

METROLINK LOS ANGELES UNION STATION – GLASS HOUSE SECURITY BOOTH
No. 1 & 2, 800 N. Alameda Street, Los Angeles, CA 90012

Frequency: Three times a Week (unless otherwise noted)

Janitorial Cleaning Hours: 9:00 pm to 5:00 am Monday through Saturday

Approximate Square Footage: 500

Routine cleaning shall include but not be limited to the following tasks:

Offices

- VCT floors cleaned, marks removed
- Trash receptacles emptied
- Walls and doors dusted and wiped down
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

FACILITY # 18**METROLINK ENGINEERING FIELD OFFICE****426 E. Bauchet Street, Los Angeles, CA 90012**

Frequency: Once a week (unless otherwise noted)

Janitorial Cleaning Hours: 7:00 am to 5:00 pm Monday through Friday

Approximate Square Footage: 1,500

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished

Offices

- VCT floors cleaned, marks removed
- Carpeted areas vacuumed
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Windowsills dusted
- Countertops and cabinets wiped down
- Windows cleaned
- Blinds cleaned
- Appliances cleaned and sanitized

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

FACILITY # 19**METROLINK DISPATCH OPERATIONS CENTER****2704 Garey Avenue, Pomona, CA 91767**

Frequency: Seven times a week (unless otherwise noted)

Janitorial Cleaning Hours: 5:00 pm to 5:00 am Monday through Sunday

Approximate Square Footage: 22,406

Routine cleaning shall include but not be limited to the following tasks:

Bathrooms

- Toilets and urinals cleaned and sanitized
- Steel partitions polished
- Sinks cleaned and sanitized
- Walls and doors dusted and wiped down
- VCT Floors cleaned, marks removed and sanitized
- Trash receptacles emptied
- Consumables replenished
- Water all floor drains weekly

Class Room

- Tables wiped down
- Carpet vacuumed
- Walls and doors dusted and wiped down
- Trash receptacles emptied

Offices, Reception, Dispatch, and War Room

- VCT floors cleaned, marks removed
- Carpeted areas vacuumed
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Polish all chrome and brass
- Windowsills dusted
- Countertops and cabinets wiped down
- Sinks cleaned and sanitized
- Blinds cleaned
- Appliances cleaned and sanitized
- Spot clean all interior glass doors and windows

Lunchroom

- Chairs and tables cleaned and sanitized
- Clean and sanitize all appliances
- VCT floors cleaned, marks removed
- Dust windowsills, blinds
- Clean windows
- Walls and doors dusted and wiped down
- Trash receptacles emptied
- Clean and sanitize sink, counters and cabinets

Halls and Stairways

- Walls and doors dusted and wiped down
- Handrails dusted and polished
- Stair treads swept and damp mopped
- Stair stringers dusted and damp mopped
- Landings swept and damp mopped

VCT Floors

- Remove marks and damp mop daily
- Polish monthly
- Strip, wash and polish quarterly
- Clean base quarterly

Carpet

- Vacuum daily
- Spot clean weekly
- Dry clean quarterly

Tile Flooring

- Damp mop daily
- Heavy cleaning weekly
- Seal and polish quarterly

HVAC Registers

- Dust and wipe down monthly

Acoustic Ceiling Tile

- Dust and vacuum bi-annual

FACILITY # 20

BURBANK-BOB HOPE AIRPORT STATION

3750 West Empire Avenue, Burbank, CA 91505

Frequency: Two times a Week (unless otherwise noted)

Janitorial Cleaning Days: Monday & Thursday

Approximate Square Footage:

Routine cleaning shall include but not be limited to the following tasks:

Platform

- Empty and re-line trash receptacles
- Sweep and spot mop

Benches and Station Amenities

- Wipe down

Stairs and Ramps

- Sweep and spot mop

EXHIBIT 1
COST SCHEDULE

Contract No. MS269-16
Janitorial Services
Exhibit 1 – Cost Schedule

Schedule A – Cost Pricing for Base Term (Years 1-3)					
Item	Description	Unit Type	Qty.	Unit Price	Extension
1	Facility #1: Metrolink Central Maintenance Facility (CMF)	Months	36	\$3,718	\$133,848
2	Facility #2: Metrolink Eastern Maintenance Facility (EMF)	Months	36	\$477	\$17,172
3	Facility #3: Metrolink East Ventura Crew Base	Months	36	\$286	\$10,296
4	Facility #4: Metrolink Moorpark Crew Base	Months	36	\$95	\$3,420
5	Facility #5: Metrolink Lancaster Crew Base	Months	36	\$286	\$10,296
6	Facility #6: Metrolink San Bernardino Crew Base	Months	36	\$191	\$6,876
7	Facility #7: Metrolink Riverside Crew Base	Months	36	\$191	\$6,876
8	Facility #8: Metrolink Operations Center (MOC)	Months	36	\$1,905	\$68,580
9	Facility #9: Metrolink Keller Yard – Trailer	Months	36	\$191	\$6,876
10	Facility #10: Metrolink Lang Yard	Months	36	\$191	\$6,876
11	Facility #11: Metrolink Pomona Melbourne Building	Months	36	\$1,573	\$56,628
12	Facility #12: Metrolink Maintenance of Way – Trailer	Months	36	\$477	\$17,172
13	Facility #13: Metrolink Maintenance of Way Headquarters	Months	36	\$238	\$8,568
14	Facility #14: Metrolink Maintenance of Way Field Office	Months	36	\$191	\$6,876
15	Facility #15: Metrolink Perris Valley Crew Base	Months	36	\$381	\$13,716
16	Facility #16: Los Angeles Union Station (LAUS) Platforms and Ramps	Months	36	\$6,006	\$216,216

Schedule A – Cost Pricing for Base Term (Years 1-3)					
Item	Description	Unit Type	Qty.	Unit Price	Extension
17	Facility #17: LAUS – Glass House Security Booth	Months	36	\$286	\$10,296
18	Facility #18: Metrolink Engineering Field Office	Months	36	\$95	\$3,420
19	Facility #19: Metrolink Dispatch Operation Center	Months	36	\$5,472	\$196,992
20	Facility #20: Burbank Airport Station	Months	20	\$550	\$11,000
21	On-Call Hourly Labor Rate During Normal Operation Hours**	Hour	900	\$20	\$18,000
22	On-Call Hourly Labor Rate After Normal Operation Hours**	Hour	50	\$20	\$1,000
23	On-Call Hourly Labor Rate After On Authority Recognized Holidays**	Hour	40	\$20	\$800
Subtotal Cost Proposal for Base Term:					\$831,800

Note: *Monthly Flat Rate (Flat rate shall include all requirements set forth in Attachment A – Scope of Services

**Fully Burdened hourly rate includes all overhead costs, profit, fees, taxes, insurance, fringes, licenses, etc.

Schedule B – Cost Pricing for Option Term Years 4 & 5

Item	Description	Unit Type	Qty.	Unit Price	Extension
1	Facility #1: Metrolink Central Maintenance Facility (CMF)	Months	24	\$4,056	\$97,344
2	Facility #2: Metrolink Eastern Maintenance Facility (EMF)	Months	24	\$520	\$12,480
3	Facility #3: Metrolink East Ventura Crew Base	Months	24	\$312	\$7,488
4	Facility #4: Metrolink Moorpark Crew Base	Months	24	\$104	\$2,496
5	Facility #5: Metrolink Lancaster Crew Base	Months	24	\$312	\$7,488
6	Facility #6: Metrolink San Bernardino Crew Base	Months	24	\$208	\$4,992
7	Facility #7: Metrolink Riverside Crew Base	Months	24	\$208	\$4,992
8	Facility #8: Metrolink Operations Center (MOC)	Months	24	\$2,080	\$49,920
9	Facility #9: Metrolink Keller Yard – Trailer	Months	24	\$208	\$4,992
10	Facility #10: Metrolink Lang Yard	Months	24	\$208	\$4,992
11	Facility #11: Metrolink Pomona Melbourne Building	Months	24	\$1,716	\$41,184
12	Facility #12: Metrolink Maintenance of Way – Trailer	Months	24	\$520	\$12,480
13	Facility #13: Metrolink Maintenance of Way Headquarters	Months	24	\$260	\$6,240
14	Facility #14: Metrolink Maintenance of Way Field Office	Months	24	\$208	\$4,992
15	Facility #15: Metrolink Perris Valley Crew Base	Months	24	\$416	\$9,984
16	Facility #16: Los Angeles Union Station (LAUS) Platforms and Ramps	Months	24	\$6,552	\$157,248
17	Facility #17: LAUS – Glass House Security Booth	Months	24	\$312	\$7,488
18	Facility #18: Metrolink Engineering Field Office	Months	24	\$104	\$2,496

Schedule B – Cost Pricing for Option Term Years 4 & 5					
Item	Description	Unit Type	Qty.	Unit Price	Extension
19	Facility #19: Metrolink Dispatch Operation Center	Months	24	\$5,970	\$143,280
20	On-Call Hourly Labor Rate During Normal Operation Hours**	Hour	900	\$22	\$19,800
21	Facility #20: Burbank Airport Station	Months	24	\$600	\$14,400
22	On-Call Hourly Labor Rate After Normal Operation Hours**	Hour	50	\$22	\$1,100
23	On-Call Hourly Labor Rate After On Authority Recognized Holidays*	Hour	40	\$22	\$880
Subtotal Cost Proposal for Option Term:					\$604,370

Note: *Monthly Flat Rate (Flat rate shall include all requirements set forth in Attachment A – Scope of Services

**Fully Burdened hourly rate includes all overhead costs, profit, fees, taxes, insurance, fringes, licenses, etc.

Schedule C – Cost Pricing for Base Term (Years 1-3) Restroom Supplies					
Item	Description	Estimated** Monthly Usage	U/M	Monthly* Cost	Extension*
1	Soap – Waxie 386312 - Foam Soap (Waxie Item # 386302)	12	Case	\$522	\$19,792
2	Soap – Waxie 388602 - Gojo Pumice Hand Cleaner 7272-04	6	Case	\$522	\$19,792
3	Soap – Waxie 380751- Pink Powdered Hand Soap	2	Case	\$100	\$3,600
4	Paper Towels (Roll) – Waxie 6800 (Waxie Item # 850636)	39	Case	\$1,170	\$42,120
5	Toilet Paper – Waxie 851308 Kleenline T Paper (Jumbo Rolls)	20	Case	\$420	\$15,120
6	Liners – Waxie 709438 - Clear Liners (48"x48") – 40 - 45 gal capacity	9	Case	\$261	\$9,396
7	Liners – Waxie 708410 - Black Liners (24"x33") – 12 - 16 gal capacity	3	Case	\$93	\$3,348
8	Liners – Waxie 704525 – Clear Liners (30"x37") – 20 - 30 gal capacity	6	Case	\$150	\$5,400
9	Seat Covers – Waxie 851530	6	Case	\$198	\$7,128
10	Urinal Screens/Blocks – Waxie 160221 Fresh Apple Deodorant Urinal Screen	5	Case	\$50	\$1,800
11	Air Freshener – Waxie 160881 Citrus – Aerosol Cans	5	Case	\$100	\$3,600
12	Paper Dispenser – Paper Towels and Toilet paper	5	EA	50	\$1,800
Subtotal Cost Proposal for Base Term:					\$130,896

* Includes Tax and Delivery

**Use for estimation only, quantities may increase or decrease

Schedule D – Cost Pricing for Option Term (Years 4-5) Restroom Supplies					
Item	Description	Estimated** Monthly Usage	U/M	Monthly* Cost	Extension*
1	Soap – Waxie 386312 - Foam Soap (Waxie Item # 386302)	8	Case	\$368	\$8,832
2	Soap – Waxie 388602 - Gojo Pumice Hand Cleaner 7272-04	4	Case	\$368	\$8,832
3	Soap – Waxie 380751- Pink Powdered Hand Soap	1	Case	\$50	\$1,200
4	Paper Towels (Roll) – Waxie 6800 (Waxie Item # 850636)	26	Case	\$780	\$18,720
5	Toilet Paper – Waxie 851308 Kleenline T Paper (Jumbo Rolls)	13	Case	\$273	\$6,552
6	Liners – Waxie 709438 - Clear Liners (48"x48") – 40 - 45 gal capacity	6	Case	\$174	\$4,176
7	Liners – Waxie 708410 - Black Liners (24"x33") – 12 - 16 gal capacity	2	Case	\$62	\$1,488
8	Liners – Waxie 704525 – Clear Liners (30"x37") – 20 - 30 gal capacity	4	Case	\$100	\$2,400
9	Seat Covers – Waxie 851530	4	Case	\$132	\$3,168
10	Urinal Screens/Blocks – Waxie 160221 Fresh Apple Deodorant Urinal Screen	3	Case	\$30	\$720
11	Air Freshener – Waxie 160881 Citrus – Aerosol Cans	3	Case	\$60	\$1,440
12	Paper Dispenser – Paper Towels and Toilet paper	3	EA	\$30	\$720
Subtotal Cost Proposal for Option Term:					\$58,248

* Includes Tax and Delivery

**Use for estimation only, quantities may increase or decrease