

Project Name: CRMF Janitorial Services

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1. DESCRIPTION OF WORK – GENERAL

Except as otherwise expressly provided herein, Contractor shall supply all adequate and competent labor, supervision, tools, equipment, consumable materials, services, and warehousing and each and every item of expense necessary for the supply, application, handling, hauling, unloading and receiving and quality of the work of **Commuter Rail Maintenance Facility (CRMF) Janitorial Services** hereinafter called the Work.

2. SPECIFICATIONS, DRAWINGS, ATTACHMENTS AND EXHIBITS

All Work shall be performed in strict accordance with the following described specifications, drawings and other documents, which by this reference are made a part hereof.

2.1 Attachments

Attachment A – DTO System Safety Program Plan
Attachment B – DTO General Safety Instructions
Attachment C – Green Cleaning Policy and Program Plan
Attachment D – Lien Release Sample
Attachment 15 – RTD Specified Requirements

2.2 Exhibits

Exhibit A – CRMF Drawings

3. DESCRIPTION OF WORK – SPECIFIC

The Work described in Articles 1.0 and 2.0 of this Part I shall include, but not be limited to, the following:

3.1 Commuter Rail Maintenance Facility (CRMF) - Provide janitorial services for CRMF for seven (7) days a week operation as described in the scope of work included below while including the Green Cleaning program plan and specification on Attachment C. The following Work will be performed from 1700 hours until completion of the full maintenance requirements. From 1000 to 1400 hours the Company will require a porter that will be inspecting and maintaining the restrooms, the lunch areas, and the lobby in the CRMF. All special tasks will need to be coordinated with the Facility Supervisor for daytime work including but not limited to windows, structures and pressure washing. If any of the requirements cannot be performed on a specific date, written and oral notification will be required.

3.1.1 Exterior Building (Side Walks, Parking Lots, Drains)

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1. Exterior Building Daily Cleaning

- a. Sweep the sidewalks, stairs and remove debris and trash including cigarette remains, from all areas and scrape discarded gum from all surfaces.
- b. Sweep and clean the gutters and drains to prevent clogs.
- c. Empty and polish ash urns. Replace sand as required. This is on the North and South lots of the CRMF facility.
- d. Tour the North and South parking lots to remove all trash as necessary.
- e. Monitor any graffiti on walls or all other surfaces and take the following action if it is discovered:
 - 1) Cover offensive or profane tags immediately by temporary means
 - 2) Paint over or clean the graffiti within six (6) hours of discovery by Contractor or notification by the Owner
- f. Wipe down the inside and outside of the door in Stairwell #1 Ground Level. Pick up trash and cigarette remain outside the door.
- g. Wipe down Temperature Screening Station outside the Lobby area and inside the MOW shop area in Level 1.

2. Exterior Building Weekly Cleaning

- a. Remove grease, residual stains, stickers, etc. from all glass, handrails, concrete, and metal area.
- b. Remove leaves, grass and dirt accumulation in all areas. A backpack blower or similar equipment is recommended.
- c. Dust all lighting attached to the building reachable up to eight (8) feet and signage fixtures.
- d. Weekly cleaning includes all Daily Cleaning requirements.

3. Exterior Building Monthly Cleaning

- a. Remove built-up debris and clean floor drains as necessary.
- b. Clean the inside area of the building main entrance canopy.
- c. Pressure wash pedestrian areas including ramps, sidewalks, stairs, stair landings. This requirement is to be performed from 0800 to 2000 hours. (Weather Dependent)
 - 1) Pressure washing machines with no less than 3800 psi and no higher than 4000 psi will be required. Wash needs to be done with hot water. We prefer circular motion nozzles.
- d. Monthly cleaning includes all Weekly Cleaning requirements.

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3.1.2 Main Entrance, Lobby, Crew Dispatch Office and RTD Security Office

1. Main Entrance, Lobby, Crew Dispatch Office and RTD Security Office Daily Cleaning

- a. Sweep the ceramic tile and concrete floor.
- b. Mop the floor with water and detergent and wipe dry.
- c. Clean, polish and remove all fingerprints from all the glass walls and surfaces including lobby glass up to eight (8) feet.
- d. Remove any scuff marks or dirt from the walls.
- e. Empty all trash containers and wipe them down with a disinfectant solution.
- f. Wipe down fingerprints and dirt from doors and door handles.
- g. Spray disinfectant inside the Crew Dispatch and RTD Security Offices. (If occupied, ask for personnel to move out for a few minutes and make sure there are no open food or beverage containers before starting)
- h. Monitor any graffiti on walls, doors, notice boards or all other surfaces and take the following action if it is discovered:
 - 2) Cover offensive or profane tags immediately by temporary means
 - 3) paint over or clean the graffiti within six (6) hours of discovery by Contractor or notification by the Owner

2. Main Entrance, Lobby, Crew Dispatch Office and RTD Security Office Monthly Cleaning

- a. Dust the ceiling tiles, light fixtures, and ventilation vents.
- b. Wipe, clean and polish all interior windows looking to the exterior.
- c. Clean all lighting switch covers and electrical outlet covers.
- d. Brush-wash the floor.
- e. Vacuum carpeted area inside Main Entrance lobby doors.
- f. Monthly cleaning includes all Daily Cleaning requirements.

3.1.3 Passenger and Freight Elevator Cleaning

1. Passenger Elevator Twice Daily Cleaning

- a. Sweep and mop elevators floor.
- b. Vacuum the elevator door tracks and saddles.
- c. Dust the lighting fixtures and diffusers as required.
- d. Wipe down and polish stainless steel and all metal surfaces (Interior, Exterior, Doors) including handrails.

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- e. Wipe down the electric eye door guard sensors with a non-streaking dry cloth (located on the leading edge of the door, prevents the door from closing on personnel standing in the doorway).
- f. Spray disinfectant solution inside the elevator.
- g. Monitor any graffiti on walls or all other surfaces and take the following action if it is discovered:
 - 1) Cover offensive or profane tags immediately by temporary means
 - 2) paint over or clean the graffiti within six (6) hours of discovery by Contractor or notification by the Owner

2. Freight Elevator Daily Cleaning

- a. Sweep and mop elevators floor.
- b. Dust the lighting fixtures and diffusers as required.
- c. Wipe down and polish stainless steel and all metal surfaces (Interior, Exterior, Doors) including handrails.
- d. Spray disinfectant solution inside the elevator

3.1.4 Offices/Conference Rooms, Hallways and Elevator Landings (Offices in Level 2 will be cleaned during the night)

1. Offices/Conference Rooms and Hallways Daily Cleaning

- a. Sweep, mop and wipe dry the vinyl floor.
- b. Clean, strip and refinished as required any spots on the vinyl floor.
- c. Sweep, mop and wipe dry the floor tiles.
- d. Clean and strip as required any spots on the floor tiles.
- e. Vacuum the carpeted areas, move light items of furniture to ensure a proper cleaning.
- f. Clean and recondition as required any spots on the carpeted area.
- g. Empty all trash containers and wipe them down with a disinfectant solution.
- h. Dust the desks and filing cabinets; do not disturb any items on them.
- i. Remove any scuffmarks or dirt from the walls.
- j. Wipe down fingerprints and dirt from both sides of doors, door handles and glass surfaces.
- k. Clean, wipe and disinfect water fountains on all the levels.
- l. Spray disinfectant solution in all areas. (If occupied, ask for personnel to move out for a few minutes and make sure there are no open food or beverage containers before starting)
- m. High traffic carpeted areas, such as corridors, will require more frequent spot cleaning and shampooing. (2nd Floor)

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2. Offices/Conference Rooms and Hallways Weekly Cleaning

- a. Move, dust and wipe clean all furniture, fixtures, shelving, telephones, computers, and other equipment. Use an electrostatic cleaning cloth.
- b. Wipe, clean and polish all glass surfaces and interior office windows.
- c. Dust the lockers as required.
- d. Weekly cleaning includes all Daily Cleaning requirements.

3. Offices/Conference Rooms and Hallways Monthly Cleaning

- a. Dust the painted wall surfaces and cove base.
- b. Clean and dust all window ledges and office chairs.
- c. Clean all lighting switch covers and electrical outlet covers.
- d. Wipe, clean and polish all interior windows looking to the exterior.
- e. Dust the ceiling tiles, light fixtures, and AC vents.
- f. Shampoo the office and corridor carpet areas.
- g. Polish vinyl flooring.
- h. Monthly cleaning includes all Weekly Cleaning requirements.

3.1.5 Restrooms

1. Restrooms Twice Daily Cleaning

- a. Sweep and mop the floors.
- b. Wipe down the walls and the toilets with germicidal disinfecting solution.
- c. Clean and polish the mirrors.
- d. Disinfect, wipe dry and polish the sinks and fixtures.
- e. Remove any scuff marks or dirt from cove base using germicidal disinfectant solution.
- f. Replenish all paper supplies and hygiene products.
- g. Empty all trash containers and wipe them down with a disinfectant solution.
- h. Check and clean as required, all floor drains; pay particular attention to a build-up of mop strings and debris in the drainage holes.
- i. These requirements will need to be maintained during the time period specified.
- j. Wipe down the sinks, faucets and showers stalls; use a germicidal disinfectant. (Mezzanine Level only)
- k. Sweep and mop the floors in the locker rooms. Wipe down the benches. (Mezzanine Level only)
- l. Wipe down the walls and doors with a dry cloth.
- m. Clean and disinfect the stainless steel cabinets.
- n. Dust the lockers as required (Mezzanine Level only)
- o. Verify sharp object container and substitute as necessary.

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- p. Monitor any graffiti on walls or all other surfaces and take the following action if it is discovered:
 - 1) Cover offensive or profane tags immediately by temporary means
 - 2) paint over or clean the graffiti within six (6) hours of discovery by Contractor or notification by the Owner

2. Restrooms Monthly Cleaning

- a. Dust the ceiling tiles, light fixtures and ventilation vents.
- b. Clean all lighting switch covers and electrical outlet covers.
- c. Pour drain cleaner into each floor drain.
- d. Power-wash the floor and grout with a germicidal disinfectant solution. Rinse the floor with clean water and wipe dry with a mop. (Note: The rinse water is to be changed after each use. Disinfectant may be used twice).
- e. Scrub down the showers and power wash the shower floors, use a germicidal disinfectant.
- f. Monthly cleaning includes all Daily Cleaning requirements.

3. Restrooms Once a Year Cleaning

- a. Disinfect and clean all lockers in the Mezzanine area inside the locker rooms. This is to be coordinated with the Facilities Supervisor.

3.1.6 Lunch Rooms

1. Lunch Rooms Twice Daily Cleaning

- a. Sweep, mop and wipe dry the vinyl floor.
- b. Clean, strip and refinish as required any spots on the vinyl floor.
- c. Empty all trash containers and wipe them down with a disinfectant solution.
- d. Remove any scuff marks or dirt from the walls.
- e. Wipe down fingerprints and dirt from doors, door handles and glass surfaces.
- f. Clean, disinfect and wipe dry the tables, chairs, sinks, fixtures and countertop.
- g. Clean refrigerators (outside only) and microwaves.
- h. Clean the coffee machines and the coffee pots.
- i. Provide and replenish paper towel and dispenser.
- j. Provide and replenish anti-bacterial dishwashing soap located at the sink.

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2. Lunch Rooms Monthly Cleaning

- a. Dust the painted wall surfaces and cove base.
- b. Wipe, clean and polish all interior windows looking to the exterior.
- c. Clean and dust all window ledges and office chairs.
- d. Clean all lighting switch covers and electrical outlet covers.
- e. Dust the ceiling tiles, light fixtures, and AC vents.
- f. Polish vinyl flooring.
- g. Clean the inside of the refrigerators. Contractor will need to publish a sign with the day of the month it will be cleaned for 12 months in advance so Company's employees can remove their belongings, personal items and anything they will want to keep, as part of the cleaning is throwing away anything left in the refrigerator.
- h. Monthly cleaning includes all Weekly Cleaning requirements.

3.1.7 Building Stairways

1. Building Stairways Daily Cleaning

- a. Sweep or vacuum the steps and step-off pads.
- b. Mop the steps and step-off pads.
- c. Clean and wipe handrails.
- d. Monitor any graffiti on walls or all other surfaces and take the following action if it is discovered:
 - 1) Cover offensive or profane tags immediately by temporary means
 - 2) paint over or clean the graffiti within six (6) hours of discovery by Contractor or notification by the Owner
- e. Dust the light fixtures.
- f. Dust the painted wall surfaces, cover base and fire systems pipe within reachable height.

2. Building Stairways Monthly Cleaning

- a. Wipe, clean and polish all interior windows looking to the exterior.

3.1.8 Vehicle Maintenance Area

1. Vehicle Maintenance Office Area Twice Daily Cleaning

- a. Empty all trash containers and wipe them down with a disinfectant solution. (This is to be performed by the porter in the morning when he comes in and just after mid-day and one more time in the evening cleaning)

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- b. Clean the trash from the inspection pits. Clean up oil or chemical spills using absorbent material, properly disposing the residue in accordance with the appropriate environmental and HAZMAT procedures.
- c. Clean delimited Vehicle Maintenance floor area within the safety boundaries specified by Company's safety and security rules.
- d. Clean, wipe and disinfect hand-wash stations, wash stations, and water fountains in the Vehicle Maintenance area.
- e. Empty all trash containers in the pit areas on a daily basis and wipe them down with a disinfectant solution.

2. Vehicle Maintenance Weekly Caged rooms

- a. Clean and wipe down the doors and glass of the mechanical rooms between Stairwell 2 and Stairwell 3.
- b. Wipe, clean and polish all interior windows looking to the exterior. (Monthly)
- c. Sweep, mop and wipe the floor dry.

3. Shop Pit Area

- a. Quarterly power washing of the shop floors and walls. This requirement is to be performed and schedule with the Facilities Supervisor and the Deputy Chief Mechanical Officer.
 - a. Pressure washing machines with no less than 3800 psi and no higher than 4000 psi will be required. Wash needs to be done with hot water. We prefer circular motion nozzles.

3.1.9 Mezzanine Level

1. MOW, Hyundai Rotem, Communication Cage areas and Training Rooms Daily Cleaning

- a. Sweep, mop and wipe the antistatic coated floor dry.
- b. Clean, strip and refinish as required any spots on the polished cement floor areas only.
- c. Empty all trash containers and wipe them down with a disinfectant solution.
- d. Dust the desks and filing cabinets; do not disturb any items on them.
- e. Remove any scuffmarks or dirt from the walls.
- f. Wipe down fingerprints and dirt from both sides of doors, door handles and glass surfaces.
- g. Spray disinfectant solution in all areas. (If occupied, ask for personnel to move out for a few minutes and make sure there are no open food or beverage containers before starting)

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2. MOW, Hyundai Rotem, Communication Cage areas and Training Rooms
Weekly Cleaning

- a. Move, dust and wipe clean all furniture, fixtures, shelving, telephones, computers, and other equipment. Use an electrostatic cleaning cloth.
- b. Wipe, clean and polish all glass surfaces.
- c. Dust the cabinets as required.
- d. Weekly cleaning includes all Daily Cleaning requirements.

3. MOW, Hyundai Rotem, Communication Cage areas and Training Rooms
Monthly Cleaning

- a. Dust the painted wall surfaces and cove base.
- b. Clean and dust all window ledges and office chairs.
- c. Clean all lighting switch covers and electrical outlet covers.
- d. Wipe, clean and polish all interior windows looking to the exterior
- e. Dust the ceiling tiles, light fixtures, and AC vents.
- f. Polish the cement floor areas, only in the hallway, training rooms.
- g. Monthly cleaning includes all Weekly Cleaning requirements.

4. Mezzanine Balcony Monthly Cleaning

- a. Machine sweep the delimited walking area.
- b. Sweep and dry mop between the equipment. (This must be coordinated with the Deputy Chief Mechanical Officer)
- c. Clean and dust all window ledges.
- d. Sweep and dry mop the blue freight elevator interior.

3.1.10 Gym Daily Cleaning (located at Mezzanine level)

1. Wipe down and disinfect the equipment without damaging the electronics.
2. Clean and wipe down the doors and the glass.
3. Wipe, clean and polish all interior windows looking to the exterior (Monthly).
4. Mop the floor

3.1.11 Information Technology Room (To be coordinated with the Facilities Supervisor)

1. IT Room Weekly Cleaning
 - a. Vacuum and dry mop floor.

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- b. Wipe, clean and polish all interior windows looking to the exterior (Monthly)

3.1.12 Interior / Exterior Seasonal Window Cleaning (including the inside and outside parts of the shop windows along the South Parking part of the shop)

1. Hard To Reach Interior Seasonal Window Cleaning

- a. Clean hard to reach windows including window frame.

2. Exterior Seasonal Window Cleaning

- a. Clean each window with a water and detergent solution.
- b. Use a squeegee to remove the residue.
- c. Remove all moisture from the window frame and surrounding areas.
- d. Clean exterior lobby structure (clad beams).

3.1.13 Ground Floor Hallway Daily Cleaning.

- 1. Machine sweep walkways including both elevator landings (freight and passengers).
- 2. Clean and wipe down the doors and the glass.
- 3. Clean and wipe down the bollards.
- 4. Spot clean the walls.

3.1.14 Warehouse and MOW Shop area

1. Offices and Cubicle areas Daily Cleaning

- a. Sweep, mop and wipe the floor dry.
- b. Clean, strip and refinish as required any spots on the vinyl floor.
- c. Sweep, mop and wipe the floor tiles dry.
- d. Clean and strip as required any spots on the floor tiles.
- e. Machine sweep the Warehouse storage areas and the MOW Garage area.
- f. Empty all trash containers and wipe them down with a disinfectant solution.
- g. Dust the desks and filing cabinets; do not disturb any items on them.
- h. Remove any scuffmarks or dirt from the walls.
- i. Wipe down fingerprints and dirt from both sides of doors, door handles and glass surfaces.
- j. Spray disinfectant solution in all office and cubicle areas. (If occupied, ask for personnel to move out for a few minutes and make sure there are no open food or beverage containers before starting)

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- k. Empty the big trash containers in the MOW Shop area and wipe them down with a disinfectant solution twice a day.
- l. Sweep and pick up trash on all MOW Shop area.

2. Offices and Cubicle Areas Weekly Cleaning

- a. Move, dust and wipe clean all furniture, fixtures, shelving, telephones, computers, and other equipment. Use an electrostatic cleaning cloth.
- b. Wipe, clean and polish all glass surfaces and interior office windows.
- c. Dust the lockers as required.
- d. Weekly cleaning includes all Daily Cleaning requirements.

3. Offices and Cubicle Areas Monthly Cleaning

- a. Dust the painted wall surfaces and cove base.
- b. Clean and dust all window ledges and office chairs.
- c. Clean all lighting switch covers and electrical outlet covers.
- d. Dust the ceiling tiles, light fixtures, and AC vents.
- e. Polish the Warehouse Manager Office and the MOW Office Area floors.
- f. Monthly cleaning includes all Weekly Cleaning requirements.

3.1.15 Biohazard and bloodborne cleanings

- 1. Remove and sanitize human bodily fluids and biohazard clean-up in the interior and exterior of the CRMF Building and parking areas as needed.

4. MATERIAL, PERMANENT EQUIPMENT, OR PERMANENT WORK SITE SERVICES FURNISHED BY COMPANY

4.1 FURNISHED BY COMPANY

Company will supply or cause to be supplied the following temporary construction facilities and utilities to Contractor, without cost to Contractor, for or in connection with performance of the Work.

4.2 FURNISHED BY CONTRACTOR

4.2.1. Contractor is responsible for all small tools

4.2.2. Contractor is responsible for all standard expendable or consumable supplies, included but not limited to soap, toiletries and all paper products.

4.2.3. Contractor shall supply all cleaning detergents, solvents, chemicals, etc.

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MSDS is to be provided for approval for each detergent, solvent, chemical, etc. prior to bringing on RTDC property.

4.2.4. Transportation facilities on and off site. Only Contractor's company vehicles, as approved by Company, will be allowed on the Work Site. Personnel vehicles may be in Company designated parking areas when made available. Otherwise personal vehicles must be kept off site.

4.2.5. Contractor is responsible for all first aid requirements for their employees.

1. Contractor shall provide their personnel with DTO required PPE (Below) and any other PPE necessary to protect their personnel from the hazards of performing their duties.

- a. Green Safety Vest.
- b. Eye protection.
- c. Safety shoes with steel toe and electrical hazard rated.

5. PERFORMANCE SCHEDULE AND SEQUENCE OF WORK

Contractor shall commence performance of the work and shall complete the work in accordance with the dates set forth in article 5.0 of the contract signature document.

5.1 General scheduling, reporting and coordination requirements shall be described in part III, general terms.

5.1.1. Specific scheduling and coordination requirements may include, but not necessarily be limited to the following:

1. Mobilization time for manpower and equipment
2. Material deliveries to Work Site
3. Start and completion of different segments of Work (early and late starts)
4. Any qualifying conditions of Company or Owner
5. Other as necessary

5.1.2. Work site availability will be as approved by company. Work hours and days will be as required to meet schedule meet schedule requirements. There will be no reimbursement for overtime.

6. REPORTING REQUIREMENTS AND COORDINATION MEETINGS

Contractor shall promptly submit the schedules and reports set forth in Attachment C and in addition, those reports as requested by Company pursuant to the Article entitled

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“Scheduling, Reporting and Coordination” set forth in Part III - General Terms.

6.1 Other Meetings

Contractor participation in certain additional activities shall also be required. These activities shall include, but not be limited to:

6.1.1 Indoctrination and orientation of all Contractor's employees prior to commencing Work at the Work Site. (This includes the entire labor force and all new hires). The meeting will last approximately (4) hours.

6.1.2 Daily safety briefing organized and conducted by Contractor and attended by all of Contractor's craft employees. Contractor shall be responsible for arranging and conducting these meetings with its craft employees.

6.2 Additional Reporting Requirements – The Contractor shall submit daily reports each work day. Daily reports must be approved by the Company's representative.

7. DATA REQUIREMENTS

7.1. Company will issue specifications, drawings and other documents as set forth in Attachment 15, Administrative Procedure.

7.2. Contractor shall submit the following data to Company:

7.2.1. All necessary quality control documentation as Work is completed.

7.2.2 At completion of Work, a complete report of all work.

7.3 Contractor's performance of its obligations hereunder shall not be deemed complete until Company is in receipt, on proper forms, of all technical data, as-built drawings, and other documents to be submitted to Company as part of Contractor's scope of work. Failure of Contractor to comply with the above data requirements will entitle Company to withhold any progress payment, or final payment, pending Company's receipt of all the above data without prejudice to any other remedy of Company.

7.4 Contractor shall show the Company Contract number and identifying item numbers, if applicable, on all data submitted pursuant to this Article 8.0.

8. CLEAN-UP, SAFETY, WORK RULES AND REGULATIONS

8.1 Contractor shall perform the Work in a safe manner and keep the Work Site in a clean condition and shall comply with all Work rules and regulations set forth in

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Attachment A – DTO System Safety Program Plan and Attachment B, DTO General Safety Instructions.

- 8.2 All work shall conform to the FRA On-Track safety regulations. Contractor shall not foul a track, i.e. get within 4 ft. of the nearest rail, without obtaining permission from a Company qualified employee.

9. **QUALITY CONTROL**

Contractor shall be responsible for the performance of all inspection and testing activities per industry standards, as specified.

10. **EXECUTIVE SPONSOR**

Contractor shall nominate an Executive Sponsor for the Contract. The role of the Executive Sponsor is to be the Senior Management contact to become involved and take a proactive approach to the successful execution of the Work.

Contractor's Executive Sponsor will contact Company's Executive Sponsor on any potential problems in Contractor's Organization or in Company's Organization or other major issues that may negatively impact the progress of the Work. Contractor's Executive Sponsor will be available to meet with Company's Executive Sponsor or other Company Project or Construction Management Representative at the worksite to review the status of the Work and the Contract.

Contractor's Executive Sponsor for the contract is NAME who can be reached at (xxx) xxx-xxxx.

END OF PART I – SCOPE OF WORK