

Project Name: A-Line Stations 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 Denver Union Station (DUS), 38th and Blake, 40th and Colorado, Central Park, Peoria (Light Rail and Commuter Rail sides), 40th and Airport, 61st and Peña and DIA Stations 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 – Additional Information
- Attachment D – Lien Release Sample
- Attachment 15 – RTD Specified Requirements

2.2. Exhibits

- Exhibit A – DUS Janitorial Map
- Exhibit B – 38th and Blake Janitorial Map
- Exhibit C – 40th and Colorado Janitorial Map
- Exhibit D – Central Janitorial Map
- Exhibit E – Peoria Janitorial Map
- Exhibit F – 40th and Airport Janitorial Map
- Exhibit G – 61st and Peña Janitorial Map
- Exhibit H – DIA Janitorial Map

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. **Denver Union Station (DUS), 38th and Blake, 40th and Colorado, Central Park, Peoria, 40th and Airport, 61st and Peña and Denver International Airport (DIA) Stations** - Provide janitorial services for these stations located at the Commuter Rail system in the East Corridor as described on the scope of work included below. All cleaning requirements to be performed in the Stations during the service hours between 0500 and 0200 hours, unless indicated different in a specific task. A daily porter is required from 1200 to 0200 will be inspecting and maintaining the scope of work at all the stations included in this contract. All cleaning requirements are to be

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performed in such a way it minimizes the disruption of Commuter Rail service. If any of the requirements cannot be performed on a specific date, written and voice notification will be required.

3.1.1. Passenger Areas**3.1.1.1. Station Daily Cleaning**

- A. All requirements below are to be performed within the station area, including all bus shelters, walkways and the pedestrian bridge at 38 and Blake Station.
- B. Sweep the concrete platform including the tactile warning strip floor area.
- C. Remove debris and trash including cigarette butts (in DIA the area is specified in Exhibit H), from all areas and scrape discarded gum from all surfaces.
- D. Remove and monitor any graffiti on walls or all other surfaces and take the following action if it is discovered:
 - a. Cover offensive or profane tags immediately by temporary means
 - b. Paint over or clean the graffiti within eight (8) hours of discovery by Contractor or notification by the Owner
- E. Remove any dirt from walls and floors.
- F. Empty trash receptacles daily or before they reach a 75% of their capacity (whichever is more frequent) and wipe them down with a disinfectant solution before inserting new liners. Trash can liners are to be replaced with clear liners for security reasons. Install a new absorbent pad at the bottom of the receptacle.
- G. Clean all spills from all surfaces, including platforms, benches, stairs and elevators interiors except for the elevators at DUS.
- H. Sweep and mop elevator cab interior except for the elevators at DUS.
- I. Clean the exterior lobby and outside area of the doors of all elevators along the A-Line stations.
- J. Remove and sanitize beverage and food spills, human/animal bodily fluids and biohazard clean up on the station will be performed on an as needed basis.
- K. Remove and sanitize beverage, food spills and human/animal bodily fluids and biohazard clean-up in the interior of trains in A-Line trains will be requested on an on-call basis.
- L. Remove grease, residual stains, stickers, etc. from all glass (including access area to elevator and bus shelters up to eight (8) feet), handrails, concrete, and metal area.
- M. Clean, polish and remove all fingerprints from all the glass walls and surfaces up to twelve (12) feet including the elevators at DUS. All equipment and procedure to be used in this task has to be pre-approved by Company before been utilized.
- N. Remove leaves and dirt accumulation in all areas. A backpack blower or a similar equipment is recommended.

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- O. Dust all lighting and signage fixtures.
- P. Wipe, clean and polish all stainless steel, structure column, base coves and stainless steel and aluminum railings.
- Q. Wipe down the benches and metal barriers using a germicidal disinfectant solution.
- R. Power wash trash receptacles including parking lot receptacles.
- S. Clean the platform canopies structure up to eight (8) feet high.
- T. Clean the structural beams and other hard to reach areas, up to eight (8) feet, not included on any of the above requirements.
- U. Dust out the notice boards and display cabinets in full.

3.1.1.2. Station Monthly Cleaning

- A. Pressure wash pedestrian areas including ramps, sidewalks, plaza areas, stairs, stair landings, pedestrian bridge at 38th and Blake Station (All equipment and procedure to be used in the pedestrian bridge must be pre-approved by Company before been utilized.) and station platform. This requirement is to be performed from 0800 to 2000 hours at DUS.
- B. Pressure washing machines with no less than 3800 (pounds per square inch) psi and no higher than 4000 psi will be required. Wash needs to be done with hot water. We will prefer circular motion nozzles.
 - a. Contractor will perform the Pressure Washing only on days that the temperature in the station area will be over forty (40) degrees Fahrenheit.
 - b. Contractor will isolate the area and add signs (such as slippery floor) while the task is been performed and will maintain the signs until the area that was pressure washed is dry including the tactile close to the isolated area.

3.1.2. Driver's Relief Stations (Restrooms)

3.1.2.1. Relief Stations Daily Cleaning

- A. Sweep and mop the floors with a germicidal disinfectant solution.
- B. 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).
- C. Wipe down the walls and the toilets with germicidal disinfecting solution.
- D. Clean all lighting switch covers.
- E. Clean and polish the mirrors and all stainless-steel surfaces.
- F. Disinfect, wipe dry and polish the sinks and fixtures.

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- G. Remove any scuff marks or dirt from cove base using germicidal disinfectant solution.
- H. Replenish all paper supplies and hygiene products.
- I. Empty all trash receptacles before they reach a 75% of their capacity and wipe them down with a disinfectant solution. Trash can liners are to be replaced with clear liners for security reasons.
- J. Check and clean as required, all floor drains; pay particular attention to a build-up of mop strings and debris in the drainage holes.
- K. Pour drain cleaner and hot water into each floor drain.
- L. These requirements will need to be maintained during the time period specified.
- M. Light fixtures and vents. (Once a month)
- N. Clean ceiling tiles (if applicable)

3.1.3. Supervisor Booth at DUS and DIA Platform and Office Space in DIA

3.1.3.1. Daily Cleaning

- A. Sweep the floors and corners of all trash and debris.
- B. Vacuum carpeted areas.
- C. Mop flooring using disinfectant and water in mop bucket.
- D. Disinfect surface areas tabletops, counters, doors, handrails, doorknobs and chairs with disinfectant wipes.
- E. Dust air conditioning units, printers, keyboards, monitors and telephones.
- F. Empty all trash containers before they reach a 75% of their capacity and wipe them down with a disinfectant solution. Trash can liners are to be replaced with clear liners for security reasons.
- G. Light fixtures and vents (Once a month).
- H. Clean all lighting switch covers and electrical outlet covers.
- I. Wipe down fingerprints and dirt from doors, door handles and glass surfaces.
- J. Clean microwave and kitchen sink daily and the inside of the refrigerator once a month. (Coordinate with the Facilities Supervisor before executing the refrigerator cleaning)

3.1.4. Parking Lots

3.1.4.1. Parking Lots Daily Cleaning

- A. Empty trash receptacles daily or before they reach a 75% of their capacity (whichever is more frequent) and wipe them down with a disinfectant solution before inserting new liners and new absorbent pad.
- B. Tour the parking lots to remove all trash as necessary.
- C. Monitor any graffiti on walls or all other surfaces and take the following action if it is discovered:
 - a. Cover offensive or profane tags immediately by temporary means

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- b. Paint over or clean the graffiti within eight (8) hours of discovery by Contractor or notification by the Owner
- D. Sweep the sidewalks and stairs.
- E. Sweep and clean the gutters and drains to prevent clogs.
- F. Pressure wash the parking lot, sidewalks, stairs and dumpster area at spot locations on as needed basis.
- G. 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 will prefer circular motion nozzles.
 - a. Contractor will perform the Pressure Washing only on days that the temperature in the station area will be over forty (40) degrees Fahrenheit.
 - b. Contractor will isolate the area and add signs (such as slippery floor) while the task is been performed and will maintain the signs until the area that was pressure washed is dry including all sidewalks close to the isolated area.

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.

4.1.1. Miscellaneous Items

- 4.1.1.1. Contractor is responsible for all small tools
- 4.1.1.2. Contractor is responsible for all standard expendable or consumable supplies.
- 4.1.1.3. Contractor shall supply all cleaning detergents, solvents, chemicals, etc. SDS is to be provided for approval for each detergent, solvent, chemical, etc. prior to bringing on company property.
- 4.1.1.4. 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.
- 4.1.1.5. Contractor is responsible for all first aid facilities.

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

- A. Fluorescent Yellow Safety Vest
- B. Eye protection when required in any SDS
- C. Safety shoes compliant with the Company's safety regulations
- D. Long pants.
- E. Gloves

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:

- 5.1.1.1. Mobilization time for manpower and equipment
- 5.1.1.2. Material deliveries to Work Site
- 5.1.1.3. Start and completion of different segments of Work (early and late starts)
- 5.1.1.4. Any qualifying conditions of Company or Owner
- 5.1.1.5. 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 requirements. There will be no reimbursement for overtime.

6. REPORTING REQUIREMENTS AND COORDINATION MEETINGS

Contractor shall promptly submit the schedules and reports using the Map To Track Application at Contractor's cost and in addition, those reports as requested by Company pursuant to the Article entitled "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). All employees must take, pass and have a current certification card for Denver Transit's On-Track Safety

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Training class. Course material is located at www.railroadeducation.com. There is a \$25.00 fee per employee at Contractor's cost.

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. The meetings will last approximately ten to fifteen (10 to 15) minutes (per day) per station. Sign in sheet and form stating safety topics covered will be turned with the daily report. Failure to comply may result in a penalty as contained in Part II Section 9 Penalties.

6.2. Additional Reporting Requirements

6.2.1. Contractor is required to submit a Daily Report each day work is performed on site. The Daily Report should include the Supervisor name as well as the crew members name that work in each station.

6.2.2. Daily Reports will be submitted using Map To Track.

6.2.3. Failure to comply with Article 6.2.2 will result in a penalty of \$50.00 per missing Report per station per day.

7. DATA REQUIREMENTS

7.1. Contractor shall submit the following data to Company:

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

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

7.1.3. Contractor's Safety and Security Plan which should comply with Article 8.1 below.

7.2. 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.

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

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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.

8.3. Once Contractor's staff is certified as required in Article 6.1.1 Contractor will coordinate with the Company's Sponsor to get a Company badge that will authorize its employees to work on the premises. Results from the test of each individual are required to determine authorization.

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