

Project Name: A-Line Stations Janitorial Services

Table of Contents

- 1. DESCRIPTION OF WORK – GENERAL2
- 2. SPECIFICATIONS, DRAWINGS, ATTACHMENTS AND EXHIBITS2
- 3. DESCRIPTION OF WORK – SPECIFIC2
- 4. MATERIAL, PERMANENT EQUIPMENT, OR PERMANENT WORK SITE SERVICES FURNISHED BY COMPANY9
- 5. PERFORMANCE SCHEDULE AND SEQUENCE OF WORK10
- 6. REPORTING REQUIREMENTS AND COORDINATION MEETINGS.....10
- 7. DATA REQUIREMENTS11
- 8. CLEAN-UP, SAFETY, WORK RULES AND REGULATIONS11
- 9. QUALITY CONTROL12
- 10. EXECUTIVE SPONSOR12

Project Name: A-Line Stations Janitorial Services

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 – Contract Daily Log
Attachment D – Additional Information
Attachment 15 – RTD Specified Requirements

2.2. Exhibits

Exhibit A – DUS Station Map
Exhibit B – 38th and Blake Station Map
Exhibit C – 40th and Colorado Station Map
Exhibit D – Central Park Station Map
Exhibit E – Peoria Station Map
Exhibit F – 40th and Airport Station Map
Exhibit G – 61st and Peña Station Map
Exhibit H – DIA Station 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)** - Provide janitorial services for the Denver Union Station located at the Commuter Rail system as described in the scope of work included below. All cleaning requirements to be performed in DUS (Daily, Weekly and Monthly) are to be performed between 0500 and 1200 hours, unless indicated differently in a specific task. The Company will require a porter that will be inspecting and maintaining the scope of work in the station during from 1200 to 0200. All cleaning requirements are to be 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

Project Name: A-Line Stations Janitorial Services

3.1.1.1. Station Daily Cleaning

- A. All requirements below are to be performed within the station area, including all bus shelters and walkways (pedestrian bridges).
- B. Sweep the concrete platform including the tactile warning strip floor area.
- C. Remove debris and trash including cigarette butts, 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 six (6) hours of discovery by Contractor or notification by the Owner.
- E. Remove any dirt from walls and floors.
- F. Empty trash receptacles before they reach a 75% of their capacity 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.
- G. Clean all spills from all surfaces, including platforms and benches stairs.
- H. Remove any trash or cigarette residue at the base of the trees.
- I. Remove and sanitize beverage and food spills, human/animal bodily fluids and bio hazard clean up on the station will be performed on an as needed basis.
- J. Remove and sanitize beverage and food spills inside the trains when requested.
- K. Bodily Fluids and Bio Hazard clean-up of the interior of trains in DUS will be requested on an on-call basis.

3.1.1.2. Station Weekly Cleaning

- A. Remove grease, residual stains, stickers, etc. from all glass (including access area to elevator and bus station up to eight (8) feet), hand rails, concrete, and metal area.
- B. Remove leaves and dirt accumulation in all areas. A backpack blower or a similar equipment is recommended.
- C. Dust all lighting and signage fixtures.
- D. Wipe, clean and polish all stainless steel and aluminum railings.
- E. Wipe, clean and polish all stainless-steel structure column base covers.
- F. Wipe down the benches and metal barriers using a germicidal disinfectant solution.
- G. Clean, polish and remove all fingerprints from all the glass walls and surfaces
- H. Weekly cleaning includes all Daily Cleaning requirements.

3.1.1.3. Station Monthly Cleaning

- A. Power wash trash receptacles including parking lot receptacles.
- B. Clean the platform canopies structure up to eight (8) feet high.

Project Name: A-Line Stations Janitorial Services

- C. Pressure wash pedestrian areas including ramps, sidewalks, plaza areas, stairs, stair landings and station platform. This requirement is to be performed from 0800 to 2000 hours. (Weather Dependent)
- D. 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.
- E. Monthly cleaning includes all Weekly Cleaning requirements.

3.1.1.4. Station Quarterly Cleaning

- A. Clean the structural beams and other hard to reach areas, up to eight (8) feet, not included on any of the above requirements.
- B. Dust out the notice boards and display cabinets in full.
- C. Quarterly Cleaning needs to be coordinated with the Supervisor of Facility Maintenance.
- D. Quarterly Cleaning will be performed during Non-Service hours, 0100 – 0300 hours from Sunday to Friday.

3.1.2. Driver's Relief Stations (Four 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.
- 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 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.
- 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. These requirements will need to be maintained during the time period specified.

3.1.2.2. Relief Station Monthly Cleaning

- A. Light fixtures and ventilation vents.
- B. Pour drain cleaner into each floor drain.
- C. Clean ceiling tiles
- D. Monthly cleaning includes all Daily Cleaning requirements.

Project Name: A-Line Stations Janitorial Services

3.1.3. Supervisor Booth at DUS Platform

3.1.3.1. Relief Stations Daily Cleaning

- A. Sweep and mop the floors.
- B. 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.
- C. These requirements will need to be maintained during the time period specified.

3.1.3.2. Relief Station Monthly Cleaning

- A. Light fixtures and ventilation vents.
- B. Clean all lighting switch covers and electrical outlet covers.
- C. Wipe down fingerprints and dirt from doors, door handles and glass surfaces.
- D. Wipe, clean, remove grease, residual stains, stickers, etc. from all glass surfaces including the inside and outside of the windows.
- E. Monthly cleaning includes all Daily Cleaning requirements.

3.1.3.3. Relief Station Twice Per Year Cleaning

- A. Strip or deep clean the floor inside the booth.

- 3.2. **38th and Blake, 40th and Colorado, Central Park, Peoria, 40th and Airport and 61st and Peña 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 (Daily, Weekly and Monthly) during the service hours between 0600 and 1200 hours, unless indicated different in a specific task. A daily porter is required from 1200 to 1600 and 1800 to 0200 hours that will be inspecting and maintaining the scope of work at all the stations included in this contract. All cleaning requirements are to be 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.

3.2.1. Passenger Areas

3.2.1.1. Station Daily Cleaning

- A. All requirements below are to be performed within the station area, including all bus shelters and walkways (pedestrian bridges).
- B. Sweep the concrete platform including the tactile warning strip floor area.
- C. Remove debris and trash including cigarette butts, 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:

Project Name: A-Line Stations Janitorial Services

- 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 before they reach a 75% of their capacity 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.
- G. Clean all spills from all surfaces, including platforms, benches, stairs and elevators interiors.
- H. Sweep and mop elevator cab interior.
- I. From the platform blow out areas behind the canopies that are only accessible thru the mainline.
- J. Remove and sanitize beverage and food spills, human/animal bodily fluids and bio hazard clean up on the station will be performed on an as needed basis. Bodily Fluids and Bio Hazard clean-up of the interior of trains in DUS will be requested on an on-call basis.

3.2.1.2. Station Weekly Cleaning

- A. Remove grease, residual stains, stickers, etc. from all glass (including access area to elevator and bus station up to eight (8) feet), hand rails, concrete, and metal area.
- B. Remove leaves and dirt accumulation in all areas. A backpack blower or a similar equipment is recommended.
- C. Dust all lighting and signage fixtures.
- D. Wipe, clean and polish all stainless steel and aluminum railings.
- E. Wipe, clean and polish all stainless-steel structure column base coves.
- F. Wipe down the benches and metal barriers using a germicidal disinfectant solution.
- G. Clean, polish and remove all fingerprints from all the glass walls and surfaces
- H. Weekly cleaning includes all Daily Cleaning requirements.

3.2.1.3. Station Monthly Cleaning

- A. Power wash trash receptacles including parking lot receptacles.
- B. Clean the platform canopies structure up to eight (8) feet high.
- C. Pressure wash pedestrian areas including ramps, sidewalks, plaza areas, stairs, stair landings, pedestrian bridges and station platform. This requirement is to be performed from 0800 to 2000 hours. (Weather Dependent)
- D. 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.
- E. Monthly cleaning includes all Weekly Cleaning requirements.

3.2.1.4. Station Quarterly Cleaning

Project Name: A-Line Stations Janitorial Services

- A. Clean the structural beams and other hard to reach areas, up to eight (8) feet, not included on any of the above requirements.
- B. Dust out the notice boards and display cabinets in full.
- C. Quarterly Cleaning needs to be coordinated with the Supervisor of Facility Maintenance.
- D. Quarterly Cleaning will be performed during Non-Service hours, 0100 – 0300 hours from Sunday to Friday.

3.2.2.Driver's Relief Stations (Restrooms)

3.2.2.1. 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.
- 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. These requirements will need to be maintained during the time period specified.

3.2.2.2. Relief Station Monthly Cleaning

- A. Light fixtures and ventilation vents.
- B. Pour drain cleaner into each floor drain.
- C. Clean ceiling tiles
- D. Monthly cleaning includes all Daily Cleaning requirements.

3.2.3.Parking Lots

3.2.3.1. Parking Lots Daily Cleaning

- A. Empty all exterior trash receptacles. Replace the plastic liners as necessary.
- 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

Project Name: A-Line Stations Janitorial Services

- b. Paint over or clean the graffiti within eight (8) hours of discovery by Contractor or notification by the Owner

3.2.3.2. Parking Lots Monthly Cleaning

- A. Sweep the sidewalks and stairs.
- B. Sweep and clean the gutters and drains to prevent clogs.
- C. Pressure wash the sidewalks, stairs and dumpster area.
- D. Pressure wash the parking lot at spot locations on as needed basis.
- E. 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.
- F. Contractor needs to coordinate with DTO Facilities maintenance
- G. Supervisor for schedule above tasks.
- H. Monthly cleaning includes all Daily Cleaning requirements.

3.2.3.3. Parking Lots Bi-Annual Cleaning

- A. Sweep parking lot using a DTO approved mechanical equipment.

- 3.3. **Denver International Airport Station (DIA)** - Provide janitorial services for DIA's seven (7) day a week operation as described in the scope of work. The following Work will be performed from 0800 hours to 1600 hours. All special tasks will need to be coordinated with the Facility Supervisor. If any of the requirements cannot be performed on a specific date, written and phone notification will be required. All tasks will be performed in the areas identified as Office Space and Platform Booth in Exhibit B.

3.3.1. Offices/Platform Booth Areas

3.3.1.1. Daily Cleaning

- A. Sweep and damp mop the vinyl tile floor.
- B. Empty the trash containers and wipe them down before inserting new liners.
- C. Remove any scuffmarks or dirt from the walls.
- D. Provide and replenish paper towels and dispenser.

3.3.1.2. Weekly Cleaning

- A. Remove grease, residual stains, stickers, etc. from all glass, concrete, and metal area.
- B. Wipe down fingerprints and dirt from doors, door handles and glass surfaces.
- C. Vinyl surfaces will be spot cleaned, stripped and refinished as needed.
- D. Weekly cleaning includes all Daily Cleaning requirements.

3.3.2. Offices Restrooms

3.3.2.1. Offices Restrooms Daily Cleaning

Project Name: A-Line Stations Janitorial Services

- A. Sweep and damp mop the floors with germicidal disinfecting solution.
- 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 before they reach a 75% of their capacity.
- 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.

3.3.2.2. Offices 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. Monthly cleaning includes all Daily Cleaning requirements.

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.
- 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.

Project Name: A-Line Stations Janitorial Services

- A. Green Safety Vest with an X on the back.
- B. Eye protection (when required in the SDS of a product)
- C. Safety shoes with safety toe and electrical hazard rated.
- D. Long pants

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 set forth in Attachment C 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 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. Contractor will need to undergo the RTD Safety training for the Light Rail side of the Peoria Station. Company will be available to perform the training at Contractor's facility. This training is renewable on a yearly basis but the renewal process is online. As a result of the

Project Name: A-Line Stations Janitorial Services

training each Contractor's personnel will receive an OTST Card that needs to be carried at all times while performing any task at Peoria Station.

6.1.3. 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 with this will result in a penalty of \$50.00 per missing sign in sheet.

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 every Monday morning via email for the previous seven (7) days. This report needs to include the safety briefing reports.

6.2.3. Failure to comply with this will result in a penalty of \$50.00 per missing Daily 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.

Project Name: A-Line Stations Janitorial Services

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 XXXXXXXX who can be reached at (xxx) xxx-xxxx.

END OF PART I – SCOPE OF WORK