Exhibit "A"

CUSTODIAL SERVICES AGREEMENT

Contract No. 19-S-01-0231

SCOPE OF SERVICES

1. Intent

It is the intent of this contract to obtain in place, qualified facility management contractors to establish a contract for the purchase of custodial services for the Authority office building located at 7172 Kennedy RD Warrenton, VA 20187.

2. Duration

The Contract shall be for a period of one (1) year with the option to renew for four (4) subsequent one-year periods. The initial tern of the one (1) year contract shall commence on the date of award with provision for annual extensions. Any renewal will be based on the Contractor's satisfactory performance during the initial and subsequent terms.

3. Cleaning Specifications

MAINTENANCE OF FLOORS (NON-CARPETED)

-The Contractor shall sweep and damp mop floors, and remove any spots, stains, scuffmarks, scale, or spillage.
-The Contractor shall apply finishes effectively to protect floor surfaces as needed (avoid build-up from over application) and maintain a bright shiny surface.
-The Contractor shall perform stripping, refinishing, and machine polishing of all till and non-carpeted floors annually.

MAINTENANCE OF FLOORS (CARPETED)

-The Contractor shall remove all visible trash, debris, dust, footprints, spots, or stains of foreign substances from the carpet, including entry marts, throw rugs, and runners.
-The Contractor shall vacuum and clean carpeted areas, including entry mats, throw rugs, and runners, following removal of visible trash and debris.

GENERAL

-The Contractor shall clean walls, counters, interior and exterior doors (including glass), partitions, and entrances.

-The Contractor shall spot clean interior glass surfaces. Glass surfaces shall be free of all stains, deposits, and cleaning marks.
-The Contractor shall empty waste containers into dumpster and replace plastic liners. The containers shall be cleaned and sanitized as needed.
-The Contractor shall clean, sanitize, and disinfect drinking water fountains. Walls and floors adjacent to fixtures will be kept free of spots, drippings, and watermarks. The exterior of the drinking water fountains will be wiped clean and sanitized.
-The Contractor shall clean and sanitize all light switches, door knobs, and door handles.
-The Contractor shall dust desks, furniture, equipment, blinds, windowsills and ledges.
-The Contractor shall clean the interior of all windows semi-annually.
-The Contractor shall clean and sanitize sink located in the rear of the office near the loading dock.

RESTROOMS, KITCHEN, AND CONFERENCE ROOM

-The Contractor shall clean vanity tops, counters, mirrors, and the exteriors of dispensers and any metal surfaces by damp cleaning and dry polishing.
-The Contractor shall clean and sanitize restroom sinks, urinals, and toilets.
-The Contractor shall refill dispensers with soap, hand towels, toilet tissue, etc., from the Authority's stock of supplies.
-The Contractor shall clean and sanitize kitchen counters, cabinets, sinks, refrigerator, microwave and light switches. Appliances shall be free of debris and deposits.

SUPPLIES

-The Contractor shall furnish all supplies, and equipment necessary for the work performed under this contract. Hand soap and paper products for the dispensers will be provided by the Authority.
-The Contractor is solely responsible for providing adequate supplies required in accordance with the contract provisions and schedule.

ENERGY CONSERVATION AND LIGHTING

-The Authority will turn off interior office lights at the conclusion of the working day. Lights may be turned on in areas as necessary for the Contractor to perform services.
-The Contractor shall turn off all interior lights upon the completion of services in each area.

DOCUMENTATION OF WORK PERFORMED

-The attached Checklist of Work Performed – Exhibit "D", will be completed by the Contractor and submitted to the Contract Administrator each week. The schedule of the above described work is outlined in Exhibit "D".

5. Availability and Response

This Contract requires that the Contractor provide Custodial services two (2) times per week, after working hours. The Authority's working hours are from 8:30AM – 4:30PM Monday – Friday. One cleaning is to be completed on Wednesdays, and the second cleaning is to occur sometime after working hours (4:30) on Friday, and shall be completed prior to 6AM on Monday.