

Exhibit C – General Specifications

1. The Contractor will perform all work with his/her own employees and will assign a supervisor who will oversee the work performed under this contract and will have authority to represent the Contractor in dealing with the Contract Manager or his/her designee. The name, address and telephone number of the supervisor will be furnished to the AOC.
2. All on site employees and subcontractors will be required to have annual background checks. A copy of the background check will be provided to the AOC prior to the employee working on site at AOC.
3. All Subcontractors employed by the Contractor for work at this site must be approved by the AOC and are subject to background verification.
4. The Contractor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official state business.
5. The Contractor is responsible for the security of the facility during the performance of these services and shall ensure that all facility exterior doors remain locked during his or her work hours and upon Contractor's departure from facility.
6. The Contract shall ensure that industry accepted safe practices are followed in performance of the work, including but not limited to, placing appropriate signage warning of wet or newly waxed floors. After each period of cleaning and other services, the areas shall be inspected for fire hazards, unnecessary lights shall be turned off, and outside doors and windows closed and locked.
7. Contractor hereby accepts responsibility for all key cards or keys issued to the Contractor. The Contractor also agrees that no duplicate key cards or keys will be made and the Contractor will be responsible for the return of any key cards or keys that may have been provided to the Contractor's employees who terminate employment with his firm.
8. The Contractor shall prohibit small children from being on the premises during the time services are being performed.
9. By mutual agreement between the AOC and the Contractor, appropriate action will be taken concerning employees that disregard the contents of the foregoing subparagraphs, who are incompetent, careless and/or insubordinate and do not exhibit proper dress and decorum expected in state owned facilities.

8. HOURS OF WORK

Janitorial services, except outside work and work done on Saturdays, Sundays and Holidays, shall be performed to completion between the hours of 5 p.m. and 8 a.m. unless otherwise specified herein or agreed upon. If services are scheduled for state holidays, they will be performed the following night. Services shall not be performed in office areas during office hours except by permission of the Contract Manager or his/her designee. Upon request, a responsible representative of the Contractor shall be available during office hours for joint inspection of the premises, consultation and/or receipt of instructions.

9. EQUIPMENT AND SUPPLIES:

- a. Unless otherwise specified herein, the AOC shall provide supplies, including but not limited to, soap, toilet tissue, paper towels, deodorant bars, toilet seat covers, and plastic trash bags. The Contractor shall make arrangements to secure the supplies furnished by the AOC. No supplies furnished by the AOC will be removed from the premises. The AOC will provide a janitorial closet for use by the Contractor.
- b. The Contractor shall supply all necessary tools, equipment, waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies not stated herein as being supplied by the AOC. Materials shall be first quality, shall give good service and shall give results satisfactory to the AOC.