

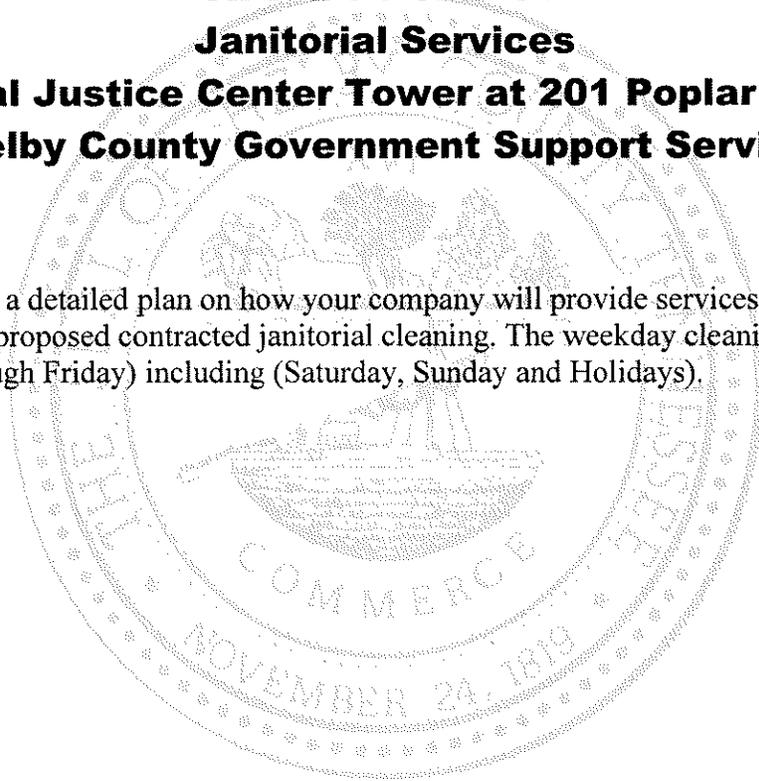
Addendum I

RFP #14-004-52

Janitorial Services

**Criminal Justice Center Tower at 201 Poplar Avenue
Shelby County Government Support Services**

Please provide a detailed plan on how your company will provide services in the areas accessible for proposed contracted janitorial cleaning. The weekday cleaning schedule is (Monday through Friday) including (Saturday, Sunday and Holidays).



Areas Accessible for Proposed Contracted Janitorial Cleaning

Weekday Cleaning Schedule (*Monday through Friday*)

Lower Level

- LL-80
- LL-81
- LL-101
- LL-118
- LL-126
- MPD Property Room
- Courtrooms: General Sessions (G/S) - Divisions 7, 8, 9, 10, 11, 12, 13 and 15
- City Courts: Division 1 and Division 2
- Restrooms: Public/Private
- Post #27
- Lobby areas

1st Floor

- Suite 1-01 (Court Coordinator)
- Suite 1-11A (Debt Recovery)
- Auditorium
- Suite 1-35 (Veterans' Court Staff)
- Public Restrooms
- Glass doors (12)
- Window ledges, glass windows (on both sides of handicap ramp near Auditorium).
- Lobby areas

2nd Floor

- Courtrooms: Division 14 /Division 25
- Break Room and Conference Room
- Restrooms: Public and Private
- Suite 2-01
- Lobby areas

3rd Floor & 4th Floor - IN HOUSE CLEANING ONLY

5th Floor

- Courtrooms/Jury Rooms – Division 1 through 4 (including all restrooms within these areas)
- Restrooms
- Witness Rooms
- Bailiffs' Offices
- Lobby areas

Criminal Justice Center - 201 Poplar Avenue

6th Floor

- Courtrooms/Jury Rooms – Division 5 through 8 (including all restrooms within these areas)
- Public Restrooms
- Witness Rooms
- Bailiffs' Offices
- Lobby areas

7th Floor

- Courtrooms/Jury Rooms – Division 9 through 10 (including all restrooms within these areas)
- 2 Public Restrooms
- Witness Rooms
- Bailiffs' Offices
- Lobby Areas

8th Floor

- Pre-Trial Services (Suite 8-01)
- G/S Collections (Suite 8-31)
- G/S Drug Court Offices
- DAG Office
- Restrooms: Public/Private
- Lobby areas

9th Floor

<i>IN-HOUSE CLEANING</i>

10th Floor

- Central Records Office (Suite 10-08)
- Comp Stat Office (Suite 10-10)
- Restrooms: Public/Private
- Lobby areas

<i>Note: 10-01 is currently under renovation and this area is unoccupied by facility tenants. Its final cleaning status is to be determined following renovation; however, it is currently slated to be an area for contractor cleaning.</i>
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11th Floor

- MPD Felony Response Bureau
- Interrogation Rooms
- All accessible "open" bureaus
- Restrooms: Public/Private
- Lobby areas

12th Floor:

- Communications Office (9-1-1 Office)
- Communications Break Room
- Restrooms
- Lobby areas

Criminal Justice Center - 201 Poplar Avenue

Saturday, Sunday & Holidays **Areas Accessible for Contracted Janitorial Cleaning**

All cleaning/floor care tasks for the facility remain the same as weekday requirements.

12th Floor

- Communications/9-1-1 Office
- Public Restrooms (men/women)
- Break Room
- Public and Service Lobby Areas

11th Floor

- All accessible (open) MPD bureaus
- Public Restrooms – clean and restock
- Service Lobby Areas

10th Floor

- Suite 10-10 (Comp Stat Office)
- Public Restrooms – clean and restock
- Break Room
- Public and Service Lobby Areas

1st Floor/Lower Level*

- Public Restrooms
- All glass doors at entrances
- Public and Service Lobby Areas
- Public Elevators (8)

**Lower Level –Post #27 (Washington Street Public Entrance)*

- **Grounds**
- **Trash Collection**
- **Courts (when in session on weekend/holidays): Floors: 5, 6 and 7**