



**COUNTY OF SPOTSYLVANIA  
REQUEST FOR PROPOSAL (RFP) # 17-15-DB  
JANITORIAL SERVICES  
November 1, 2015**

**Name of Soliciting Public Body:**

County of Spotsylvania Procurement Division  
P.O. Box 215, 8800 Courthouse Road  
Spotsylvania, VA 22553

A non-mandatory pre-proposal meeting will be held **November 9, 2016 at 10:00 AM** in the Marshall Center Conference Room 405, 8800 Courthouse Road, Spotsylvania, VA 22553.

Sealed Proposals Will Be Received Until **December 6, 2016 at 2:00 PM** For Furnishing The Services Described Herein

All Inquiries for Information Should Be Directed to Donna Beasley, CPPB, Procurement Officer, 1, Phone: 540-507-7586 or [dbeasley@spotsylvania.va.us](mailto:dbeasley@spotsylvania.va.us)

**PROPOSALS SHALL BE MAILED OR HAND DELIVERED TO:**

County of Spotsylvania, Procurement Division  
P.O. Box 215, 8800 Courthouse Road, 2<sup>nd</sup> Floor Room 404  
Spotsylvania, Virginia 22553

The party submitting the forgoing Proposal acknowledges the provisions, terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by those provisions, terms and conditions. Further, the party certifies that all information submitted in response to this RFP is correct and true. The person signing this form shall be an authorized signatory officer of the corporation or an individual authorized by the By-Laws of the Corporation that has been given authoritative responsibility to bind the firm in a contract.

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature in Ink by Officer of the Corporation)

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

State Corporation Commission #: \_\_\_\_\_

Are you, any member of your immediate family, or any person part of your company that if awarded will provide services for the County of Spotsylvania either employed by the County or a member or part of any County committee, board or commission? **Circle One: YES NO**

If yes, please explain: \_\_\_\_\_

Receipt of the following Addenda are acknowledged:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_ Addendum No. \_\_\_\_\_, dated \_\_\_\_\_ Addendum No. \_\_\_\_\_, dated \_\_\_\_\_  
(Please note all addenda)

**All updates are posted on the Spotsylvania County website at [www.spotsylvania.va.us/bids](http://www.spotsylvania.va.us/bids). It is the responsibility of the vendor to check back for updates.**

(Return this Form)

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## I. PURPOSE

The County of Spotsylvania, Virginia, invites written proposals from qualified firms to provide janitorial services for various county buildings, which includes, but is not limited to, housekeeping, custodial, or janitorial services, window, carpet and any other specialty cleaning services. Spotsylvania County intends to contract for the above delineated services as detailed in the Scope of Services contained in Section III of this RFP.

## II. BACKGROUND INFORMATION

Spotsylvania County through its Division of Facilities Management operates and maintains approximately 841,245 square feet of buildings and grounds in Spotsylvania County. The specific building locations where services may be expected to be performed include but not limited to: Holbert Building, Salem Church Library, Public Safety Building, Circuit Court Building and Merchant Square Building.

The County reserves the right to provide additional county buildings with the janitorial services that will be provided by the awarded contractor as an amendment to the contract. Price shall be negotiated as stated on Page 16, #18.

## III. SCOPE OF SERVICES

Note: Throughout this RFP, for clarity Contract Administrator is an employee or employees designated by the County to administer any awarded contracts. There may be times this person(s) has a designee.

- A. General Requirements:** Contractor is to furnish all labor, training, tools, supervision, equipment, supplies, materials, and incidentals necessary to coordinate all services within the terms, conditions, provisions, and schedules provided herein.

The Contractor shall perform tasks as agreed upon and shall maintain a written, detailed, organized, and legible log of tasks performed each day at each facility. A copy of the log shall be maintained on-site at each location and accessible by the Contract Administrator or his designee.

Unless otherwise specified in writing from the Contract Administrator, Contractor will provide a level of cleaning that is minimally equivalent to the publically available professional standards established by the International Facility Management Association (IFMA)\* for “Ordinary Tidiness,” as well as having neither serious nor repeated criticisms.

- B. Quality Control (QC) Program—Facility Inspection and Reporting:** Any successful contractor will develop, implement, and maintain a QC program in coordination with the

Contract Administrator(s). The QC program will address frequency of tasks to assure a quality work environment for the building occupants, types of cleaning chemicals used, maintenance of hard finishes on walls and floors, maintaining of quality staff and supervisors, etc.

1. **Weekly Meeting (as needed):** A management representative of the Contractor shall be available upon request by the Contract Administrator to review the requirements of the contract and/or quality control issues. If in the Contract Administrator's sole discretion quality control or other issues are not being adequately addressed, a management representative of the Contractor shall meet weekly, on-site at the specific location with the Contract Administrator, until quality control issue(s) have been addressed to the Contract Administrator's satisfaction.
  2. The Contractor is responsible for quality control and evaluation of each property in a self-policing manner. The Contractor shall inspect each property entirely not less than once a month to ensure quality workmanship and compliance with the contract. This procedure will provide both the Contractor(s) and the SFM Contract Administrator the opportunity to note discrepancies and complaints, plan for correction of deficiencies in the work, and establish a mutually beneficial working relationship.
  3. Using an inspection report of the Contractor's design and as mutually agreed upon by the Contract Administrator, the Contractor's detailed, written, monthly inspection report shall include at a minimum the tasks to be performed and include a comment area for each task, date and time of inspection, and signature of the inspector. The monthly inspection report shall be given to the Contract Administrator on the date of inspection.
  4. The Contractor shall implement corrective action to prevent recurrence of any discrepancies. Action taken shall be noted in writing, conveyed to the Contract Administrator upon correction of the discrepancy, and included in the written facility inspection report.
  5. The Contractor shall take immediate corrective action (within 24 hours) on any discrepancies noted and reported to the Contractor by the Contract Administrator. Such corrective action shall be at no additional cost to the County. Contract discrepancies impacting safety shall be corrected by the Contractor within one (1) hour of notification by the Contract Administrator or their designee.
  6. **Phone Calls:** The Contractor shall return any call within one (1) hour notification from the Contract Administrator or their designee.
- C. Security Access:** Contractor personnel will be granted such access to Spotsylvania County locations as necessary or appropriate for Contractor to perform its obligations under the Agreement, subject to all security issues.

Security Identification Card (SIC): Contractor's personnel shall obtain a

Security Identification Card (SIC) prior to commencement of Services being provided. The Contract Administrator will work with the Contractor to process the required forms and securing the SICs.

1. Confidential and Proprietary Information Security: For any Spotsylvania County location, Contractor staff, or any subcontractor staff performing Services for the Contractor may at any time be required to undertake the execution and completion for each individual employee, the requirement of the submission of additional forms that Spotsylvania County would consider reasonable for security measures. These forms may include the individual employee's agreement that all Spotsylvania County information that is garnered while at the Spotsylvania County site is confidential and proprietary. Any unauthorized release of proprietary information by the Contractor or Contractor's employees shall constitute a breach of this Agreement.
2. Building Security: The Contractor will assure that each and every one of its owners, officers, employees and agents who will be in a County Building after the building's normal business hours (hereafter referred to as "personnel") comply with the security requirements set forth in the Contract. The Contractor will ensure compliance with these requirements before any contractor's employee is permitted within the building after business hours. The purpose of these security requirements is to prevent the commission of crimes within the buildings.
3. Contractor will be responsible for all keys and access fobs issued to them. The Contractor shall sign for and will return same to Contract Administrator upon request. The Contractor shall be responsible for replacing lost keys/access fobs and or rekeying locks, if necessary, at no additional expense to Spotsylvania County.
4. Non-custodial staff, including but not limited to, family members and friends of the contractor's custodial staff are not allowed in the building at any time unless they have been approved in advance, in writing, by the Contract Administrator.
5. No "piggy-backing" of employees entering into secure areas is allowed. Each employee must scan their individual building access pass.
6. Lights and Doors: Only those lights which are necessary for performing the services in the area where the Contractor's employees are working shall be turned on. All lights shall be turned off upon completion of the services in each area. All windows and doors shall be closed and locked upon completion of the cleaning operation in the area.
7. The Contractor's staff must be vigilant about properly deactivating / activating the alarm system when they enter / leave the building. The Contractor's personnel must be fully trained by the Contractor on the operation of the alarm system to avoid setting off false alarms. The Contractor shall reimburse the County for the actual cost of false alarm fees charged by local Police, Fire and EMS departments.

**D. Staffing Requirements**

1. The Contractor is responsible for securing its staff.
2. Contractor will furnish the Contract Administrator with a list of names of employees who will perform services at all Spotsylvania County sites. This list will be updated monthly and the revised copy forwarded to the Contract Administrator by the 5th of each month.
3. Contractor's personnel will sign in and out daily on the Custodial Contractor's Certified Log sheet. The log sheet shall be available for inspection by the Contract Administrator at each site at all times.
4. Contractor's employees shall be capable of communicating and comprehending the English language (both verbally and in writing) to Full Professional Proficiency (as defined by Interagency Language Roundtable "ILR" Level 4 standards), and as demonstrated by the ability to use English fluently and accurately at all levels pertinent to professional and Contract needs, with the ability to be completely, fully, and easily understood by the County's staff.
5. Contractor shall provide initial training and instruction, and annually thereafter, or upon request of Spotsylvania County, for all supervisory and custodial personnel providing services under this agreement, to ensure essential requirements of the agreement, and all appropriate standards that are integral to the delivery of all services herein, are known and maintained at all times by all Contractor or subcontractor staff.
6. Contractor shall provide a copy of the contract and associated quality performance requirements to all supervisors/lead persons involved in the performance of this contract. Contractor's personnel shall familiarize themselves with the Contract and the quality performance standards expected for services provided under any awarded Contract.

- a. **Primary and Secondary Contacts**

The Contractor shall provide in writing, the names of a primary and secondary contact to include telephone numbers, cell phone numbers, emergency phone numbers, and email addresses and the site(s) for which the contact is responsible for. These contacts will be the Contractor's individuals authorized to handle complaint calls and inquiries about other problems as they may occur. These contact personnel shall be capable of authorizing immediate action when warranted. The names and information for the primary and/or secondary contacts may be changed at any time with prior written notification to the Contract Administrator.

b. **Local Manager**

- i. Contractor's Local Manager will meet with the County's Contract Administrator quarterly, or as determined necessary, to review any contract-related issues.
- ii. Contractor's Local Manager should be located within a thirty-minute radius of the Spotsylvania County Courthouse, Spotsylvania, Virginia. The Contractor's Local Manager shall be accessible to the Contract Administrator during non-work hours to review and respond to issues.

c. **Job Site Supervisor**

- i. Contractor shall furnish one Job Site Supervisor each workday.
- ii. Job Site Supervisor must have a minimum of five (5) consecutive years of on-the-job custodial experience with the last two (2) years in a supervisory role in a commercial office complex supervising 400,000 GSF or more of janitorial services.
- iii. Any new Job Site Supervisor assigned by Contractor to the Contract will meet the requirements defined herein, and be approved by Contract Administrator prior to assignment.

d. **Housekeeping (Contractor) Staff:**

- i. **Day Staff:** Contractor shall be capable of providing Day Staff upon request. Day cleaning Services are to be provided between 7:00 a.m. and 4:00 p.m. Monday through Friday, excluding County holidays, unless otherwise requested. Responsibility will be designated by the Contract Administrator.
- ii. **Night Staff:** Nightly cleaning Services will be provided between 5:30 p.m. and 5:00 a.m. Monday through Friday, excluding County holidays, unless otherwise requested. Night cleaning shall not start prior to 5:30 p.m.

**E. Conduct of Contractor's Personnel:** Contractor is responsible for taking all necessary or appropriate steps to manage or control employee behavior or conduct. Contractor is also responsible for assuring that its employees do not disturb papers on desks, open desk drawers, cabinets or elsewhere. Contractor's employees shall exhibit the highest standards of professional behavior and conduct at all times, and shall demonstrate only the highest standard of professional courtesy, consideration, and customer service.

1. **Rules and Regulations:** Contractor is responsible for assuring the following Rules and Regulations apply to their employees, and to those of any subcontractor assigned to perform Services under the awarded Contract. These include, but are not limited to:
  - a. Contractor's personnel appearing to be under the influence of alcohol or drugs shall not be permitted in the building.

- b. Boisterous and/or rude behavior is prohibited.
- c. Destructive and/or criminal activity is prohibited.
- d. Contractor staff shall not use coffee makers, kitchenette areas, office supplies, office machines, telephones, computers, copiers, etc. This activity is cause for immediate removal from any services provided under this Contract.
- e. Parking in reserved, disabled and visitor designated parking is prohibited.
- f. Contractor staff shall wear Contractor-issued uniforms at all times during the performance of Services, and while working on any premises covered under this Agreement. Uniforms are at all times to be properly maintained, and kept clean and in a presentable condition (no rips, tears, stains, etc.)
- g. Contractor staff shall be required to wear the Security Identification Card in clear view at all times while performing Services under this Contract.
- h. There shall be no loitering of Contractor staff in the building or elsewhere on the property before or after assigned shifts.
- i. Contractor staff shall work in their designated or assigned areas only. Individuals found in unauthorized areas are subject to immediate removal from delivering any Services under this Contract.
- j. Smoking is prohibited inside of any County building. Consumption of food is prohibited.
- k. Use of profanity is prohibited.
- l. Radios and other forms of entertainment are not allowed on the property.
- m. Contractor staff shall turn off all lights upon exiting an area where Services have been completed and securing doors as needed.
- n. Contractor staff shall report all damage and breakage immediately upon the occurrence to the Contract Administrator.
- o. The Contractor, Contractor's Manager or the Contractor's personnel shall not be allowed to collect or remove from the property any discarded material for the purpose of selling for personal gain.
- p. Lost and found articles shall be immediately turned over to Contract Administrator.

- q. All unauthorized or suspicious persons shall be immediately reported to the appropriate Security staff or Contract Administrator.
2. **Removal of Contractor's Personnel:** Spotsylvania County reserves the right to request the removal of any Contractor's staff from any building at any time and for any cause deemed necessary or appropriate, as determined at its sole discretion. Should a Contract Administrator observe any action by the Contractor's personnel that in the County's sole opinion requires immediate corrective action, they will report this immediately to the Contractor, who shall be required to take immediate corrective measures.

Should the Contractor not take immediate corrective measures, for any reason, Spotsylvania County through its Contract Administrator or any other duly authorized agent of Spotsylvania County with management or supervisory responsibility for these Services, may immediately request the removal of the Contractor's personnel from the property where Services are to be provided.

In rare instances, and only as needed, it may be expected by all parties that the Spotsylvania County Sheriff's Office or other similar law enforcement authority may be required to be notified, or otherwise called upon.

In such events, the parties agree to mutually cooperate and comply with all requirements that might arise under such a situation, in order to minimize disruption of Services, protect the safety and health of all concerned, and resolve any issues that might arise from such a circumstance, if any.

Following removal of Contractors personnel, if any, the Contract Administrator will provide a written report of all aspects of the incident within twenty-four (24) hours of the occurrence. At no time will the Contract Administrator assume the role of the Contractor's personnel.

In any such event, the Contractor shall provide replacement personnel who are mutually acceptable. Contractor shall make such replacement within twenty-four (24) hours of notification. Should replacement personnel appear unqualified or otherwise unacceptable, Spotsylvania County's sole judgment, then it reserves the right to reject such personnel and request the Contractor to provide other acceptable replacement personnel.

**F. County Recognized Holidays**

1. Services will not be required on County recognized holidays, as follows, unless otherwise stated (i.e. #2 below).

In the event that any of these holidays fall on a Saturday or Sunday, the locations will be closed on the Friday before or the Monday after, respectively.

HOLIDAY	DATE OBSERVED
New Year's Day	January 1 <sup>st</sup>
Lee-Jackson Day	Friday preceding 3 <sup>rd</sup> Monday in January
Martin Luther King, Jr. Day	3 <sup>rd</sup> Monday in January
George Washington Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving	4 <sup>th</sup> Thursday in November and the Friday after
Christmas	December 25 <sup>th</sup>

It is the responsibility of the Contractor to monitor the status of the County buildings in the instance of emergency or other unanticipated office closings.

Contractor will not be compensated for overtime hours worked that begin before or extend beyond the hours stated above, unless specifically authorized to do so in writing by the Contract Administrator for the County.

2. On County recognized holidays i.e., Lee-Jackson Day, Martin Luther King, Jr. Day, etc., **Contractor is required to provide Services at the Spotsylvania County Public Safety Building.**
3. Commercial tenants that lease space from property owned or operated by Spotsylvania County may have holidays that are different from those Spotsylvania County, stipulated above. However, the Contractor will be required to support and accommodate these different schedules, on an as-needed basis, and in such cases, Spotsylvania County, as necessary, will identify those buildings in writing.
4. In all cases above, or for any exceptions, Contractor will be provided a schedule by the Contract Administrator.

**G. Building Closings:** Whenever Spotsylvania County offices are closed, due to, but not

limited to, emergencies, inclement weather, etc., the offices shall not be serviced by this contract for the duration of the closing period, unless otherwise notified by the Contract Administrator.

An example is if a facility closes on a given morning for the entire day, then the night cleaning services would not be performed, and a billing adjustment for those hours would be applied as a credit to the invoice. The credit would be the negotiated cost for each floor multiplied by the square footage of that floor.

The Contractor will be responsible for verifying inclement weather closings by listening to local radio and television stations, or other social media and with the Contract Administrator in the area where Services are to be performed under this Agreement, or any Order consequently issued.

**H. Contractor Furnished Equipment and Supplies:** All cleaning equipment and supplies are to be provided by Contractor at no additional costs. Contractor will ensure that furnished equipment and supplies are available for use by the Contractor and any Day Shift personnel at all times.

1. **Equipment:** All equipment shall be maintained in good operating condition and in sufficient quantities to perform all Services adequately. Equipment shall meet or exceed all requirements as set forth by the U.S. Environmental Protection Agency (EPA) and U.S. Department of Labor's Occupational Safety and Health Administration (OSHA). Equipment must be OSHA certified, with certifications to be presented to Contractor Administrator upon request. Contractor will not use any equipment that is injurious or damaging to the surface to which they are applied or exposed. Contractor's personnel shall be trained in the use of all equipment necessary to perform Services under this Agreement. Contractor shall be responsible for repairing any work-site damages caused by misuse of equipment, which shall be repaired to the satisfaction of the Contract Administrator.

Contractor should have available commercial wet/dry vacuum cleaners and carpet extractors in sufficient quantities and quality available for immediate use when necessary. Wet/dry vacuum cleaners and carpet extractors shall have a minimum recovery capacity of twelve (12 gallons each). If the County Contract Administrator determines that the quantities provided are insufficient to perform the Services, the Contractor shall provide additional equipment as needed at no additional charge.

2. **Supplies:** All supplies are to be available for inspection and approval at any time by the Contract Administrator, and must fit the dispensers that are currently installed in all facilities at the time of contract award; however, currently installed dispensers are subject to change over the life of the Agreement. Such changes shall be coordinated between the Contract Administrator and the Contractor.

The Contractor shall provide Green Seal/Green Rated Certified Products which meet

or exceed any current or planned Green Cleaning standards or policies developed by the U.S. Green Building Council (USGBC) for operations and maintenance issues, including, but not limited to, indoor environmental quality, energy efficiency, resource efficiency, materials and resources, etc.

All chemicals used shall be prepared, stored, disposed of, and used according to the manufacturer's instructions. Applicable Material Safety Data Sheets (MSDS/SDS) shall be maintained on each job site with an additional copy to be submitted to the Contract Administrator. All chemical containers shall be labeled as to their contents. Equipment shall be cleaned prior to returning to storage to avoid unpleasant odors.

Supplies include, but are not limited to, cleaning materials, such as detergents, glass cleaners, wiping/dusting cloths, brooms, mops, wringer buckets, and other materials that may be deemed necessary to perform the required Services.

Contractor will not use any product or supplies that are injurious or damaging to the surface to which they are applied or exposed. Contractor is responsible for restoring/replacing any equipment, facilities, furniture, floor covering, etc., so damaged to the satisfaction of the Contract Administrator.

Contractor will maintain an adequate supply of paper towels, toilet tissue hand soap (specific to a dispenser or as otherwise determined by the Contract Administrator), toilet seat covers, sanitary napkins, tampons, plastic liners for waste receptacles, and wax or paper disposals for sanitary napkin/tampon disposal. "Adequate supply" will be the quantity of supplies as determined by the Contract Administrator. Items shall be available and accessible at all times. In addition, the quality of those items shall be acceptable to the Contract Administrator.

3. **Storage:** Designated custodial closets will be provided for storage of supplies and equipment supplied by the Contractor, which will remain on the job site during the life of the contract. Contractor will keep custodial closet areas clean and orderly at all times. Utility sinks will be cleaned nightly. Floors in custodial closets will be scrubbed monthly or more frequently as needed.

- I. **Special Cleaning Requirements:** Upon written notification by the Contract Administrator to clean an area for a special occasion, or as necessary due to an emergency or other mishap, Contractor will furnish all necessary labor and materials required to fulfill the order. Services in such cases are to be handled under a work estimate document stipulating the personnel, time, and materials needed, with a NOT-TO-EXCEED (NTE) provision, and then tracked by the Contract Administrator as time and material (T&M), under this Agreement.

Special cleaning may also be in addition to a construction contractor's final cleaning, upon the completion of a particular construction project. Generally, cleaning following a construction project is expected to be completed through a separate agreement between

Spotsylvania County and the principal construction contractor. However, there may be occasions when additional follow-on spot cleaning services may be needed, and which might be performed on a time and material basis, upon the written direction of the Contract Administrator.

**J. Service Locations Including Building Square Footage**

<b>BUILDINGS &amp; LOCATION</b>	<b>GSF PER FLOOR</b>	<b>GROSS BUILDING AREA</b>
<b>Holbert Building 9104 Courthouse Rd. Spotsylvania, VA 22553</b>	<b>21,124</b>	<b>42,248</b>
<b>Salem Church Library 2607 Salem Church Blvd. Fredericksburg, VA 22407</b>	<b>27,965</b>	<b>27,965</b>
<b>Public Safety Building 9119 Dean Ridings Lane Spotsylvania, VA 22553</b>	<b>30,362</b>	<b>60,724</b>
<b>Circuit Court Building 9107 Judicial Center Lane Spotsylvania, VA 22553</b>	<b>30,056</b>	<b>60,112</b>
<b>Merchant Square Building 9019 Old Battlefield Blvd., Spotsylvania, VA 22553</b>	<b>18,270</b>	<b>54,810 (unfinished 1<sup>st</sup> floor = 7,724; unoccupied on 1<sup>st</sup> floor = 1096</b>

**K. Cleaning Specifications**

The following cleaning specifications are currently the standard used for the facilities subject to this RFP and shall serve as the basic outline for the required Scope of Services.

**GENERAL REQUIREMENTS**

1. The contractor shall provide custodial services for the specified locations maintaining high standards of cleanliness, sanitation and protection of the physical facility.
2. All personnel shall undergo background checks (VCIN), at no cost to the contractor. The contractor shall provide all required information to the County to facilitate the back ground checks. The contractor shall comply with applicable state and federal standards in screening and hiring prospective employees.

3. No employee who possesses a felony criminal record may be assigned duties under any contract subsequent to this RFP.
4. The contractor shall be responsible for adequately training and equipping all personnel to be assigned duties to any contract subsequent to this RFP.
5. The contractor shall provide uniforms and picture identification badges to all personnel. Uniforms and identification badges shall be worn at all times by the contractor's personnel. The contractor shall provide to the County a list of all personnel employed by the contractor that will be providing services under the contract. The list shall include the full legal name and address of each employee and the facility they are assigned to. The contractor shall update and resubmit the listing as necessary for the duration of the contract.
6. Spotsylvania County reserves the right to order the contractor to remove any personnel that exhibit poor work habits or conduct deemed objectionable by the County from performing duties under any contract subsequent to this RFP.
7. The contractor shall be responsible for training their personnel in the security requirements of the County facilities and be responsible for enforcement of the same.
  - The contractor shall be responsible for the cost to replace lost keys, access fobs and/or re-key locks following the loss of keys.
  - The contractor shall be responsible for the cost to replace any electronic access fobs or access cards lost.
  - The contractor shall be responsible for safe guarding against the loss, theft or damage of all County property, materials, and accessories which may be exposed to the contractor's personnel.
  - Guns, knives, weapons, alcohol and drugs are prohibited on County property. The use of tobacco products are prohibited in County facilities.
  - Any damage to the grounds, facilities, equipment, furnishings, and finishes resulting from the performance of the contracted services or acts of the contractor's personnel, shall be repaired/replaced to the satisfaction of the County at the contractor's expense.
8. The contractor shall supervise their personnel in the execution of all contractual responsibilities. The contractor shall have at least one employee fluent in the English language on site when any contractual services are being performed.
9. The contractor shall provide and maintain in good working order all equipment required for the successful performance of the contracted services.
10. All chemicals and equipment shall be maintained and used in strict conformance to OSHA requirements and commonly recognized safety standards.

11. Material Safety Data Sheets (Safety Data Sheets) for all cleaning chemicals shall be maintained on each job site with an additional copy to be submitted to the Contract Administrator. The contractor shall be responsible for submitting a listing of all chemicals to the County, prior to use, for approval.
12. The contractor shall furnish all cleaning supplies, tools, equipment, mobilization, labor and training for the required contracted services.
13. The contractor shall supply all expendable supplies as listed below. The list below is for information purposes only. The quantities shown are indicative of average annual usage in a County facility (60,724 sq. ft.). The contractor shall supply the quantity of each product as required for the full duration of the contract for all facilities.
  - 5 Cases Roll Paper Towels – (White) HB9201 Household Roll Towel 500 shts/Roll, 30 Rolls/case
  - 5 Cases Multi- Fold Paper Towel MB551A Multifold Paper Towel 250/pk, 16pks/case
  - 4 Cases Toilet Seat Covers 50RA1 Half Fold Seat Cover 250 ct, 20pks/case
  - 5 Cases Toilet Tissue TM1616 SCA Tork, 2 ply Tissue 500 shts/roll, 96 rolls/case
  - 5 Cases Trash Can Liners BR3037H Polyliner 30x37 12MIC CLR 500/case
  - 5 Cases Trash Can Liners BR4048H Polyliner 40x48 16 MIC CLR 250/case
  - 36 Ea Urinal screens w/ deodorizer blocks
  - 11 Cases Air Neutralizer Refills 400573 12/case
  - 300 Soap Refills **Prolink** Foaming Soap MH250
  - 8 Liquid Dish Detergent 38 Ounce – Dawn
14. The County will assign use of janitor’s closets and sufficient area to stock cleaning supplies and required restroom products.
15. The contractor shall empty waste baskets and trash cans daily. The contractor shall dispose of all accumulated refuse. The County will allow the contractor to dispose of refuse in on-site dumpsters and County convenience sites.
16. The response shall include a separate price to provide day porter services for the public restrooms. Day porter services shall be provided Monday – Friday between 11:00 am and 1:00 pm restrooms shall be cleaned, restocked and damp mopped as necessary to maintain a high standard of cleanliness.
17. The **Merchant Square Building**, second and third floors, will require day porter services Monday –Friday weekly including holidays. The **Merchant Square Building**, first floor, will require services Monday – Saturday, excluding State and Federal Holidays. Typical hours of operation are 7 a.m. – 5 p.m. on the days listed above.

18. The response shall include an average square foot cost for the services and supplies outlined herein for each facility. This square foot cost shall serve as a basis for negotiating the cost for cleaning additional facilities as may be requested by the County.

### CLEANING SPECIFICATIONS

#### Daily

- Empty waste baskets and trash cans and replace liners. Includes both inside and outside waste receptacles. The contractor shall clean smokers' urns of cigarette butts, discarded smoking materials and debris.
- Clean glass in doors, service and visitation windows, and all mirrors. Spot clean windows (inside) as needed.
- Clean and sanitize all counters and sinks.
- Wet mop and disinfect all restroom floors.
- Vacuum all carpeted surfaces and spot clean carpet as necessary in accordance with manufacturers' specifications.
- Dust mop and damp mop all hard surface floors (VCT, tile, terrazzo, sealed/painted concrete).
- Sweep and damp mop all stairs.
- Sweep/vacuum all walk off mats.
- Sweep/vacuum all exterior building entrances. Pick up and dispose of all trash, debris, cigarette butts, etc. within 15 feet of all building entrances.
- Clean all drinking fountains, polish stainless steel where provided.
- Sanitize all restroom fixtures; clean mirrors; wipe down doors, door hardware and frames. Clean/polish all chrome and stainless steel.
- Restock all restroom supplies and air fresheners as required. Clean fingerprints, splashing, smudges, marks and stains from walls, doors, frames, switches, kick and push plates and accessories.
- Vacuum all elevator cars; wipe down interior, call buttons and accessories. Polish stainless steel.

#### Weekly

- Low dust up to 70 inches above floor all horizontal surfaces.
- High dust above 70 inches all sills, moldings, ledges, shelves, frames, light fixtures, supply and return diffusers.
- Damp clean all cove base and base boards.
- Damp clean window ledges.
- Remove finger prints and smudges from doors, door frames and hardware, light switches, kick plates, handles and railings.
- Dust and damp clean all stair and balcony railings.
- Spray buff VCT, travertine and terrazzo floor finishes.
- Spot clean walls as required.

**Monthly**

- Clean interior of all windows.
- High dust above 70 inches all horizontal surfaces, ceilings/ceiling moldings, shelves, ledges, pipes, ducts, supply and return diffusers.
- Clean and sanitize toilet partitions and restroom walls.
- Steam clean all high traffic carpeted areas.
- Clean woodwork, casework, handrails, and railings.
- Sweep all mechanical, electrical and elevator machine rooms.
- High dust and remove cob webs from vehicular sally ports.
- Clean/dust all light fixtures. Remove insects, dust and cob webs from fixtures.

**Semi-Annually**

- Damp clean all washable furnishing surfaces.
- Strip and wax/polish all VCT, travertine and terrazzo floors.
- Scrub/grout clean all ceramic tile floors. Apply grout sealer in accordance with manufacturers' specifications.
- Steam clean all carpet. *Extraction only, no bonnet cleaning.*

**Annually**

- Clean exterior of all windows on facility.
- Wash down exterior doors, frames, thresholds, hardware and accessories.

**Any contract resulting from this RFP shall have a term limit of three (3) years and shall be renewable for three (3) additional one (1) year terms at the option of the Spotsylvania County. Goods and/or services shall be provided in accordance with the requirements and Terms and Conditions identified herein. Price increases may be negotiated only at the time of renewal. If Spotsylvania County elects to exercise the option to renew the contract for an additional one year period, the contract price for the additional one year shall not exceed the contract price of the original contract increased/decreased by more than the percentage increase/decrease of the Commodity & Service Group/Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.**

**IV. INSTRUCTIONS TO OFFERORS**

- A. This procurement shall be conducted in accordance with the competitive negotiation procedures of the Spotsylvania County Procurement Policy. The Procurement Policy is available at: <http://www.spotsylvania.va.us/policies>.
- B. Questions or requests for clarification may be emailed to Donna Beasley, Procurement Officer I at [dbeasley@spotsylvania.va.us](mailto:dbeasley@spotsylvania.va.us). All responses to inquires will be in writing in the form of a written addendum and will be posted on the Spotsylvania County website at [www.spotsylvania.va.us/bids](http://www.spotsylvania.va.us/bids). **Questions from Offerors must be received at the Spotsylvania County Procurement Division by 12 noon on November 16, 2016** in order to ensure that the answers can be sent and received by the prospective Offerors for their consideration prior to the

date proposals are due.

- C. Four (4) copies and one (1) original indicated as “Original” of Proposals shall be submitted to:

County of Spotsylvania, Procurement Division  
P.O. Box 215, 8800 Courthouse Road, 2<sup>nd</sup> Floor Room 404  
Spotsylvania, Virginia 22553

- D. All Proposals must be in a sealed envelope or box and clearly marked with the following information: "Sealed Proposal, RFP #17-15-DB Janitorial Services" and company name and address. Proposals not so marked or sealed may be returned to the Offeror and will not be considered. Proposals shall clearly indicate the legal name, address and telephone number of the Offeror (company, firm, partnership, or individual). Proposals shall be signed above the typed or printed name and title of the individual signing on behalf of the Offeror. All expenses incurred for submitting Proposals to Spotsylvania County shall be borne by the Offeror. **All Proposals shall be received by 2:00 PM on December 6, 2016.** The time of receipt shall be determined by the time clock stamp in the Procurement Division, Room 404. Any Proposal received after this time and date will not be considered. Proposals will be returned to the Offeror unopened if received by special carrier or not accepted if hand delivered by Offeror.

The Offeror has the sole responsibility to have the proposal received by the Spotsylvania County Procurement Division at the above address and by the above stated time and date. **Please note that Federal Express and other overnight delivery services do not guarantee morning delivery to Spotsylvania, VA. Next day delivery usually arrives in mid-to-late afternoon. Also, please note that USPS deliveries require additional days from the post office to the procurement office.** If you will be using one of these services for delivery of your proposal, please take this information into consideration. It is the Contractor's responsibility to ensure that the package is delivered to the Procurement Division by the due date and time.

**Inclement Weather:** In the event that Spotsylvania County is closed during the scheduled times for a pre-bid (pre-proposal) conference or bid opening, the pre-bid conference or bid opening will occur on the next business day that Spotsylvania County is open at the appropriate times as stated in the IFB/RFP. No exceptions will be made in this situation. Please contact the procurement officer as stated in the IFB/RFP for information pertaining to this procurement

- E. The Offer or shall submit a proposal that demonstrates and provides evidence that the Offer or is able to provide suitable goods and/or services and has the capabilities, professional expertise, and experience to provide janitorial services for Spotsylvania County.
- F. Offerors are responsible for familiarizing themselves with the conditions and

objectives of the items/services described herein.

- G. As a guideline the County anticipates the following tentative timetable for selection of a Contractor and implementation of a contract.

<u>Date</u>	<u>Activity/Event</u>
November 1, 2016	Request For Proposal Issued
November 9, 2016	Non-mandatory pre-proposal meeting 10:00 AM
November 16, 2016	Deadline for Questions is 12:00 noon
December 6, 2016	Proposals Due By 2:00 PM Deadline
December 2016	Evaluation of Proposals Completed by Source Selection Committee (SSC)

- H. Any vendor transacting business with Spotsylvania County requires a bidder or Offeror to be organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or Offeror is not required to be so authorized. **Include a copy of your State Corporation Commission Certificate and a list of officers with your proposal response.**

## V. PROPOSAL REQUIREMENTS

- A. The proposal shall provide information necessary for Spotsylvania County to evaluate the qualifications, experience, and expertise of the proposing firm to perform janitorial services for various county buildings. The proposal shall also demonstrate the experience and capabilities of the Offeror in providing the goods and services to local and/or state governments.
- B. The proposal shall contain a CONCISE summary of the subject items described in the proposal evaluation criteria contained in this RFP, Section VI.
- C. The proposal shall clearly indicate primary contact and assigned personnel. Offeror shall provide the name of the Offeror and firm, if any, the address and telephone number, and the name and title of the primary and secondary individuals who would be responsible for providing these goods and/or services to the County.

- D. The proposal shall demonstrate Offerors experience in providing Scope of Services.
- E. Offeror shall provide a minimum of three references of other similar size organizations utilizing janitorial services that they have provided. The references shall include names, phone numbers and email addresses of key contact personnel. Spotsylvania County cannot be listed as a reference.
- F. Offerors shall indicate any exceptions taken to any part of this Request for Proposals. Offerors shall fill out and clearly identify any proprietary information on Attachment A and return with proposal response. Identify the specificity of the data or other materials for which protection is sought, indicate the section and page number where it can be found in the Offerors RFP response and state the reasons why protection is necessary in accordance with the Code of Virginia, Chapter 43, § 2.2-4342. For more details see Section VIII Terms and Conditions paragraph S, Freedom of Information Act.
- G. Offerors shall provide a table of contents and number all pages of their proposal response and shall fill out and return the cover page of this RFP signed by a person with corporate authority to enter into any contract which may result from the RFP.
- H. Offerors shall provide their current workload with particular reference to personnel and other resources being proposed.
- I. Offerors shall provide information on the corporate structure of their firm as well as any proposed subcontractors required to perform the required work.
- J. Offerors shall provide cost for services stated in the proposal. The average of price for square foot for all buildings will be used for evaluation purposes.
- K. Offeror shall include a copy of their State Corporation Commission Certificate of Good Standing and a list of officers with their proposal response, as identified in Section V, subdivision H above.

## VI. PROPOSAL EVALUATION CRITERIA

- A. Selection of the successful Offeror(s) will be based upon submission of proposals meeting the selection criteria. The Source Selection Committee (SSC) will use the following criteria in its review and evaluation of the Proposals:

EVALUATION CRITERIA		WEIGHT
1.	Qualifications and Experience of Offeror in Providing Similar Services	35
2.	Approach for Providing Services to Meet the Statement of Needs	35
3.	Proposed price based on the average of price per square foot for all buildings	20
4.	Oral Presentation Interview(s) will only be conducted if deemed necessary by the County. If an interview is not needed proposals will be scored on a maximum of 90 points only.	10
Total		90/100

- B. The Selection Committee will evaluate the most responsive proposals as deemed by staff and may also ask questions of a clarifying nature from Offerors as required. A composite rating will be developed which indicates the group's collective ranking of the written proposals in a descending order. If deemed necessary by the selection committee, the County shall engage in individual discussions with two or more Offerors deemed the most fully qualified, responsible and suitable on the basis of the Selection Committee's evaluations.
- C. At the conclusion of any discussion, on the basis of evaluation factors as set at the time of issuance of this proposal and all information developed in the selection process to this point, the County shall select in the order of preference one or more Offerors whose qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted; beginning with the Offeror ranked first. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror. Spotsylvania County reserves the right to award a contract to more than one Offeror, if it is in the Owner's best interest.

The County reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of Spotsylvania County.

## VII. TERMS AND CONDITIONS:

### A. Acceptance, Invoicing and Payment

Spotsylvania County will make payment to the Contractor, net 30 days or in accordance with discount terms, if offered, after receipt of an acceptable invoice for work resulting from this RFP.

Nothing herein, or in the process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFP, or to the selected consultant prior to the Board of Supervisors' approval of a consultant services contract.

Pursuant to Virginia Code § 2.2-4354, (1950, as amended), the CONTRACTOR covenants and agrees to:

1. Within seven (7) days after receipt of any amounts paid to the CONTRACTOR under the Agreement, (i) pay any subcontractor for its proportionate share of the total payment received from the COUNTY attributable to the work under the Contract performed by such subcontractor, or (ii) notify the COUNTY and the subcontractor, in writing, of its intention to withhold all or part of the subcontractor's payment and the reason therefore;
2. Provide its federal employer identification number or social security number, as applicable, before any payment is made to the CONTRACTOR under the Agreement;
3. Pay interest at the legal rate or such other rate as may be agreed to in writing by the subcontractor and the CONTRACTOR on all amounts owed by the CONTRACTOR that remain unpaid after seven (7) days following receipt by the CONTRACTOR of payment from the COUNTY for work performed by the subcontractor under the Agreement; and
4. Include in its contracts with any and all subcontractors the requirements of 1, 2, and 3 above.

### B. Attorney's Fees

In the event of any action brought by either party against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, each party shall pay their own attorney's fees, costs and expenses, except in a case of default by the Contractor, the Contractor shall be responsible for any resulting additional purchase and administrative costs including, but not limited to fees and charges of engineers, architects, attorneys, and other professionals and all court or other dispute resolution costs.

### C. Audit

Contractor shall keep and require each of its Subcontractors, if any, to keep, at no additional cost to County, full and detailed accounts of costs chargeable to County, during the project, and for five (5) years following completion. County shall be afforded full access to accounts, records, and supporting documents for review, audit, copy (such copies will be the property of County), and verification of costs. Audit access to Contractor's records in lump sum or unit price areas when applicable shall be sufficient to satisfy County that all quantities meet the payments to its subcontractor and suppliers, Contractor shall remit promptly to County the amount of any adjustment resulting from audit.

### D. Availability of Funds

It is understood and agreed between the parties herein that the County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

### E. Binding Effect

The terms, provisions, covenants and conditions contained in any resulting Contract shall apply to, insure to the benefit of, and be binding upon the parties hereto and upon their respective heirs, legal representatives, successors, and permitted assigns except as otherwise expressly provided.

### F. Compliance of Law

The Contractor providing materials and services to the County under any contract resulting from this RFP represents and warrants to the County that it is:

1. Conforming to the provisions of the Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, and the Virginia Human Rights Act, as amended, where applicable.
2. Not employing illegal alien workers or otherwise violating the provisions of the Immigration Reform and Control Act of 1986 and Virginia Code § 2.2-4311.1.
3. Complying with federal, state and local laws and regulation applicable to the performance of the services procured; and
4. In full compliance with the Virginia Conflict of Interest Act.

### G. Contract Award

Spotsylvania County has the right to award a contract to more than one Offeror, if it is in the County's best interest to provide adequate goods and/or services in accordance with the criteria found in the RFP. Should Spotsylvania County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror. Spotsylvania County has the right to accept or reject any or all Proposals, to waive informalities, and to request additional information. Spotsylvania

County reserves the right to award the contract to the most qualified, responsible, and responsive Offeror(s), resulting in a negotiated agreement, which is most advantageous to and in the best interest of Spotsylvania County. Spotsylvania County shall be the sole judge of the Proposal and the resulting negotiated agreement that is in the public interest, and Spotsylvania County's decision shall be final.

#### H. Contract Changes

No verbal agreement or conversation with any officer, agent or employee of Spotsylvania County either before or after execution of the contract resulting from this Request for Proposal (RFP), RFP Addendum or follow-on negotiations, shall effect or modify any of the terms or obligations contained in the contract. No alterations to the terms and conditions of the contract shall be valid or binding upon Spotsylvania County unless made in writing and where Board approval is not required, by the County Administrator or his designee.

#### I. Contract Documents

The contract entered into by Spotsylvania County and the Contractor shall consist of this Request for Proposal, any addendum issued, the proposal submitted by the Contractor, Spotsylvania County's Standard Form of Agreement, and any approved change orders issued, all of which shall be referred to collectively as the Contract Documents. Additional documents which the parties agree to include as contract documents may be set forth in the final contract.

#### J. Contract Performance Terms

Any contract resulting from this RFP shall have a term limit of three (3) years and may be renewable for three (3) additional one (1) year terms at the option of Spotsylvania County. This contract may be extended during the term of the existing contract for services in order to complete any work undertaken but not completed during the original term of the contract.

#### K. Cooperative Procurement

1. This procurement is being conducted on behalf of Spotsylvania County, Virginia and other public bodies in accordance with the provisions of §2.2-4304 of the Virginia Public Procurement Act.
2. If approved by the Contractor, the contract resulting from this procurement may be used by other public bodies to purchase at contract prices and in accordance with the contract terms. The Contractor shall deal directly with any public body it approves to use the contract. Failure to extend a contract to another public body will have no effect on consideration of Contractor's bid/proposal.
3. With the approval of the Contractor, any public body using the resultant contract has the option of executing a separate contract with the Contractor to add terms and conditions required by statute, ordinances, or regulations, or to remove terms

and conditions which conflict with its governing statutes, ordinances, or regulations.

4. The County of Spotsylvania, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Spotsylvania County contract. If, when preparing such a contract, the additional terms and conditions of a public body seeking to purchase pursuant to cooperative procurement are unacceptable to the Contractor, the Contractor may withdraw its consent to extension of the contract to that particular public body.
5. Spotsylvania County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may carry out such notification.

L. Definitions:

1. Contractor:  
The Contractor who enters into a contract with Spotsylvania County to provide the services described herein for Spotsylvania County.
2. County:  
Wherever the word "County" appears, it shall be understood to mean Spotsylvania County Government.
3. Offeror:  
A person who makes an offer in response to a Request for Proposal.
4. Informality:  
A minor defect or variation in a bid or proposal from the exact requirements of the Invitation for Bid, or the Request for Proposal, which does not affect the price, quality, quantity, or delivery schedule for the goods, services or construction being procured.

M. Drug Free Workplace

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means any site at which the performance of work is done in connection with this contract awarded to the Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### N. Ethics in Public Contracting

The Offeror hereby certifies that it has familiarized itself with Article 6 of Title 2.2 of the Virginia Public Procurement Act, Section 2.2-4367 through 2.2-4377, Virginia Code Annotated, and that all amounts received by it, pursuant to a Contract resulting from this RFP, are proper and in accordance herewith. By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

#### O. Examination of Records

The Contractor agrees that Spotsylvania County or any duly authorized representative shall have access to and the right to examine any and copy any directly pertinent books, documents, papers and records of the Contractor involving transactions related to any Contract resulting from this RFP. The period of access provided in this paragraph for records, books, documents, and papers and software which may be related to any arbitration, litigation, or the settlement of claims arising out of the performance of any subsequent contract or any subsequent Contracts with vendors shall continue until disposition of any appeals, arbitration, litigation, or claims. Contractors agrees to keep all records in accordance with the state and local retention laws including but not limited to Virginia Code § 55-525.27.

#### P. Faith-Based Organizations

Pursuant to Section 2.2-4343.1 of the Code of Virginia of 1950, in all invitations to bid, requests for proposals, contracts, and purchase orders, the COUNTY does not discriminate against faith-based organizations.

“Faith-based Organization” means a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.

If CONTRACTOR is a faith-based organization, then Contractor shall give to each individual who applies for or receives goods, services, or disbursements provided pursuant to

this Agreement the following notice:

NOTICE

Pursuant to Section 2.2-4343.1 of the Code of Virginia of 1950, as an applicant for or recipient of goods, services, or disbursements provided pursuant to a contract between the COUNTY and a faith-based organization, you are hereby notified as follows:

Neither the COUNTY'S selection of a charitable or faith-based provider of services nor the expenditure of funds under this contract is an endorsement of the provider's charitable or religious character, practices, or expression. No provider of services may discriminate against you on the basis of religion, a religious belief, or your refusal to actively participate in a religious practice. If you object to a particular provider because of its religious character, you may request assignment to a different provider. If you believe that your rights have been violated, please discuss the complaint with your provider or notify the COUNTY Administrator.

Q. Federal-Aid Provisions

When the U. S. government pays all or any portion of the cost of a project, the Contractor shall observe all federal laws, rules, and regulations made pursuant to such laws. The work shall be subject to inspection by the appropriate federal agency. Such inspection shall in no sense make the federal government a party of the contract and will in no way interfere with the rights of either party. Contractor shall require all subcontractors to observe all federal laws, rules, and regulations made pursuant to such laws. Reporting requirements that is part of the regulation shall be followed in accordance with the federal law, rules and/or regulation made pursuant to such laws. A Duns number will be provided by the Contractor and registration with the Central Contractor Registration (CCR) shall be followed according to the federal aid provisions.

R. Force Majeure

In any contract resulting from this RFP, neither party shall be liable hereunder by reason of any failure or delay in the performance of its obligations hereunder (except for the payment of money) on account of strikes, industry wide material shortages, riots, insurrection, fires, flood, storm, explosions, earthquakes, pandemic flu, acts of God, war, governmental action, and labor conditions. In the case of an industry wide material shortage the Contractors shall provide to the County within 24 hours of Contractor's determination that there exists an industry wide material shortage, the following: 1) a written description of the specific material alleged to be in short supply; 2) a written list of all manufacturers, wholesalers, suppliers and/or retailers from which Contractor has attempted to obtain, and/or contracted to obtain, said material; 3) a written description detailing all actions taken by Contractor to obtain said materials; 4) a written statement, signed by an authorized representative of Contractor, that Contractor has used due diligence to secure said materials in the most expeditious manner; 5) a written time frame in which Contractor anticipates that it will obtain said materials and; 6) the County, or its authorized representative, concurs that there is an industry wide shortage of the specific material so

identified by contractor.

#### S. Freedom of Information

All information submitted to the County in response to this RFP will constitute public information and pursuant to the Virginia Freedom of Information Act will be available to the public for inspection upon request. Pursuant to Virginia Code § 2.2-4342 and County Procurement Policy § 3-27, a Bidder/Offeror may request an exception to disclosure for trade secrets or proprietary information as such is defined under Virginia Code § 59.1-336, part of the Uniform Trade Secrets Act. In order to claim this exemption, a Bidder/Offeror must: (1) Submit a request in writing referencing their desire to invoke the protections of Virginia Code § 2.2-4342; (2) Specifically identify which data or materials they wish to have protected; and (3) Articulate the rationale for why protection is necessary for the particular data or materials, to the satisfaction of the County. Failure to meet these requirements will result in the data or materials being open for inspection in response to a valid inquiry under the Virginia Freedom of Information Act and serve to waive any right of the Bidder/Offeror to assert a claim against the County for disclosure of trade secrets or proprietary information.

#### T. Governing Law

In any contract resulting from this RFP, the parties agree that this agreement is governed by and shall be interpreted in accordance with the Spotsylvania County Procurement Policy and the laws of the Commonwealth of Virginia, including the Spotsylvania County Procurement Policy, and that proper venue, in the event of litigation concerning this matter, shall be in the Circuit Court of Spotsylvania County, Virginia. The parties agree that any litigation involving this Agreement shall be brought only in such court.

#### U. Grant Funds Provision

When a project is funded in part or all by grant funds, the Contractor shall observe all rules and regulations according to the grant fund award documentation. Contractor has the responsibility to comply with all grant fund reporting requirements and any or all award documentation terms and conditions.

#### V. Headings

Headings in the RFP and any resulting contract are informational only and the substance of each numbered or lettered provision shall prevail in the event of any ambiguity or inconsistency between a heading and its content.

#### W. Insurance

During the performance of any Contract resulting from this RFP, the Contractor shall have and keep current insurance whichever is greater in scope or amount as follows:

1. Worker's Compensation Insurance in compliance with all states in which Contractor does business, including coverage B Employer's liabilities in not less than the following amounts:
  - i. Bodily Injury by accident \$100,000 for each accident;
  - ii. Bodily Injury by disease, \$500,000 policy limit;
  - iii. Bodily Injury by disease, \$100,000 for each employee.
2. General Liability insurance in amount not less than \$1,000,000 for any occurrence involving bodily injury, and not less than \$1,000,000 for any occurrence involving property damage. This coverage shall include contractual liability, broad form property damage, independent contractors, and personal injury.
3. Automobile liability insurance in an amount not less than \$1,000,000 combined single limit bodily injury and property damage. This coverage shall include liability for the use of hired and non-owned apparatus.

The General Liability and Automobile Liability insurance policies specified herein shall name Spotsylvania County as additional insured with regard to work performed under any contract resulting from this IFB. The Contractor shall provide Spotsylvania County with copies of certificates of insurance coverage and proof of payment of all premiums. These certificates shall have provisions for notifying Spotsylvania County if there is any change in liability insurance.

#### X. Interpretation

Words of any gender used in any Contract resulting from this RFP shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context otherwise requires.

#### Y. Non-Collusion

The party making the foregoing proposal hereby certifies that such proposal is genuine and not collusive or sham; that said Offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any Offeror or person, to put in a sham proposal or to refrain from offering, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price or affiant or of any proposal, or to fix any overhead, profit or cost element of said proposal price, or of that of any other Offeror, or to secure any advantage against the County or any person interested in the proposed contract; and that all statements in said proposal are true.

## Z. Non-Discrimination

During the performance of a contract, following the provisions according to Virginia Code 2.2-4311, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that such contractor is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions in the foregoing paragraph in every contract, subcontract, or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor associated with Spotsylvania County.

## AA. Partial Invalidity

Neither any payment for, nor acceptance of, the whole or any part of the services by Spotsylvania County, nor any extension of time, shall operate as a waiver of any provision of any Contract resulting from this RFP, nor of any power herein reserved to Spotsylvania County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of Spotsylvania County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition nor a waiver of the subsequent enforcement thereof.

## BB. Proposal Withdrawal

Any Proposal may be withdrawn up until the time set above for the opening of the Proposal. Any Proposals not so withdrawn shall constitute an irrevocable offer for a period of 150 days.

## CC. RFP Proposal and Clarification

Spotsylvania County reserves the right to request clarification of information submitted and to request additional information of one or more Offerors. Each Offeror shall examine the Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing to Spotsylvania County's Procurement Manager or Procurement Officer I or II. Spotsylvania County shall not be responsible for oral interpretations given by any employee, representative, or others. The issuance of a written addendum signed by

Spotsylvania County's Procurement Manager or Procurement Officer I or II is the only official method whereby interpretation, clarification, or additional information can be given. Any addenda issued for this RFP will be posted on the Spotsylvania County Procurement website at [www.spotyslvania.va.us/bids](http://www.spotyslvania.va.us/bids).

**DD. Release and Ownership of Information**

Spotsylvania County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in Spotsylvania County's possession which Spotsylvania County may lawfully release including, but not limited to contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under this Contract. Spotsylvania County reserves its rights of ownership to all material given to the Contractor by Spotsylvania County and to all background information, documents, and computer software and documentation developed by the Contractor in performing any Contract resulting from this RFP.

No reports, information or data given to or prepared by the Contractor under the resulting Contract shall be made available to any individual or organization by the Contractor without the prior written approval of Spotsylvania County, which approval Spotsylvania County shall be under no obligation to grant.

As may be allowed by law, any information, ideas, or concepts that the County receives during the procurement process from any Offeror's written proposal, any discussion or interview with the Offeror or as a result of any portion of the procurement process for the services described in this Request for Proposal shall become the property of Spotsylvania County. Spotsylvania County may use this information for any purpose without compensation to the Offeror from whom the information was received.

**EE. Rights and Responsibilities of Contractor**

The Contractor shall indemnify, defend and hold harmless the County and its representatives from any and all claims, suits and actions for injury or damage sustained by any person or property from any act or omission by Contractor and/or its Contractors or employees, or anyone else for who Contractor is or may be responsible. This section shall survive the termination this agreement.

The Contractor in any contract resulting from this RFP shall pay all royalties and license fees necessary for performance of the contract. The Contractor shall defend all suits or claims for infringement of any patent rights or any other proprietary rights arising from or related to performance of the resulting contract and shall save Spotsylvania County harmless from any and all loss, including reasonable attorneys' fees, on account thereof.

#### FF. Subcontractors and Assignments

The Contractor shall not sublet or assign or transfer any interest in this Contract or any portion thereof without the prior written consent of Spotsylvania County of which Spotsylvania County shall be under no obligation to grant. In seeking consent for any subcontract or assignment, the Contractor shall furnish all information required by Spotsylvania County to permit Spotsylvania County to ascertain the qualifications of the proposed Subcontractor to perform the work, and the Contractor shall submit a copy of the subcontractor to Spotsylvania County for approval. The subcontractor shall incorporate by reference all provisions and conditions of the Contract resulting from this RFP.

Spotsylvania County's approval of a Subcontractor shall not relieve the Contractor of any of its responsibilities, duties or liabilities hereunder. The Contractor shall continue to be responsible to Spotsylvania County for performance of the Subcontractor and the Subcontractor, for all purposes, shall be deemed to be an agent or employee of the Contractor. Nothing in the Contract resulting from this RFP or any subcontract shall create any contractual relationship between any Subcontractor and Spotsylvania County.

#### GG. Tax Exemption

The County of Spotsylvania as a public body politic and corporate of the Commonwealth of Virginia, is exempt from any Federal excise tax and Virginia sales and use tax for purchases made by the County.

#### HH. Termination

Spotsylvania County shall have the right to terminate at Spotsylvania County's convenience, with or without cause, any Contract resulting from this RFP by specifying the date of termination in a written notice. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed. All work produced, and data collected shall become the property of Spotsylvania County.

**ATTACHMENT A**

**TRADE SECRETS/PROPRIETARY INFORMATION IDENTIFICATION**

**IF NO PROTECTION IS NEEDED STATE "N/A" ON THE TABLE BELOW AND SIGN.**

Trade secrets or proprietary information submitted by any Bidder/Offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Bidder/Offeror must invoke the protection of §2.2-4342(F) of the Code of Virginia, in writing, prior to or upon submission of the data or other materials, and must clearly and specifically identify the data or other materials to be protected, and state the reasons why protection is necessary. **The proprietary or trade secret material submitted must be identified by the Bidder/Offeror on the table below.** If the Bidder/Offeror fails to identify any protected information on the table below, the Bidder/Offeror by return of this form, hereby releases the County and all of its employees from any and all claims, damages, demands or liabilities associated with the County's release of such information, and agrees to indemnify it for all costs, expenses and attorney's fees incurred by the County as a result of any claims made by Bidder/Offeror regarding the release of such information. By submitting its bid or proposal, Bidder/Offeror understands and agrees that any language seeking protection from public disclosure, any specific documents or information, unless identified on the table below, are null and void and of no legal or binding effect on the County. The classification of line item prices, and/or total bid prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Bidder/Offeror refuses to withdraw such a classification designation, the bid/proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**ATTACHMENT B**  
**PRICING SCHEDULE**  
**RFP #17-15-DB**

Offeror shall indicate below price per square foot and day porter service for each building if awarded a contract.

<b>LOCATION</b>	<b>PRICE PER SQUARE FOOT</b>	<b>DAY PORTER SERVICE</b>	<b>PRICE PER SQUARE FOOT FOR ANY ADDITIONAL SERVICES (PLEASE SPECIFY)</b>
Holbert Building			
Salem Church Library			
Public Safety Building			
Circuit Court Building			
Merchant Square Building			

**The average of price for square foot for all buildings will be used for evaluation purposes.**

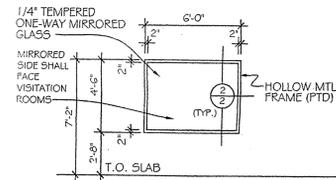
Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

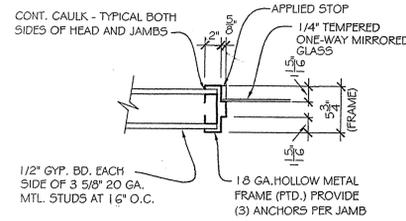
**ATTACHMENT C**

**FLOOR PLANS**

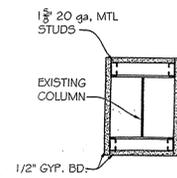




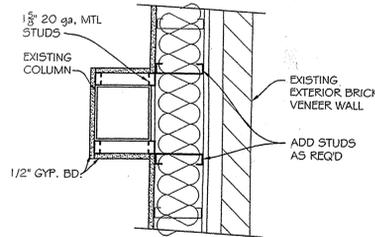
1 ELEVATION AT VIEW WINDOW (TYP)  
2 1/4" = 1'-0"



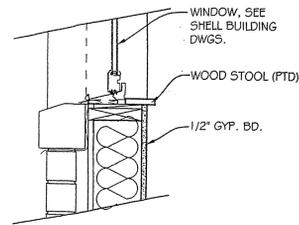
2 SILL DETAIL AT WIDE VIEW WINDOW  
2 1/2" = 1'-0"



3 TYP DETAIL AT INTERIOR COLUMNS  
2 1/2" = 1'-0" TYPICAL UNLESS NOTED OTHERWISE



4 TYP DETAIL AT EXTERIOR COLUMNS  
2 1/2" = 1'-0" TYPICAL UNLESS NOTED OTHERWISE



5 TYP SILL DETAIL AT WINDOWS  
2 1/2" = 1'-0"

NOTE: RUN SPRINKLER PIPING AND FEEDERS IN JOIST SPACE. COORDINATE WITH STRUCTURAL STEEL TO HAVE OPENINGS IN BEAMS TO ACCOMMODATE PIPING AND CONDUIT. COORDINATE WITH DUCTWORK AND LIGHT FIXTURES TO AVOID CONFLICTS WITH PIPING AND CONDUIT WORK.

NOTE: ALL DIMENSIONS ARE ROUGH SURFACE TO ROUGH SURFACE OF STUDS, UNLESS NOTED OTHERWISE.

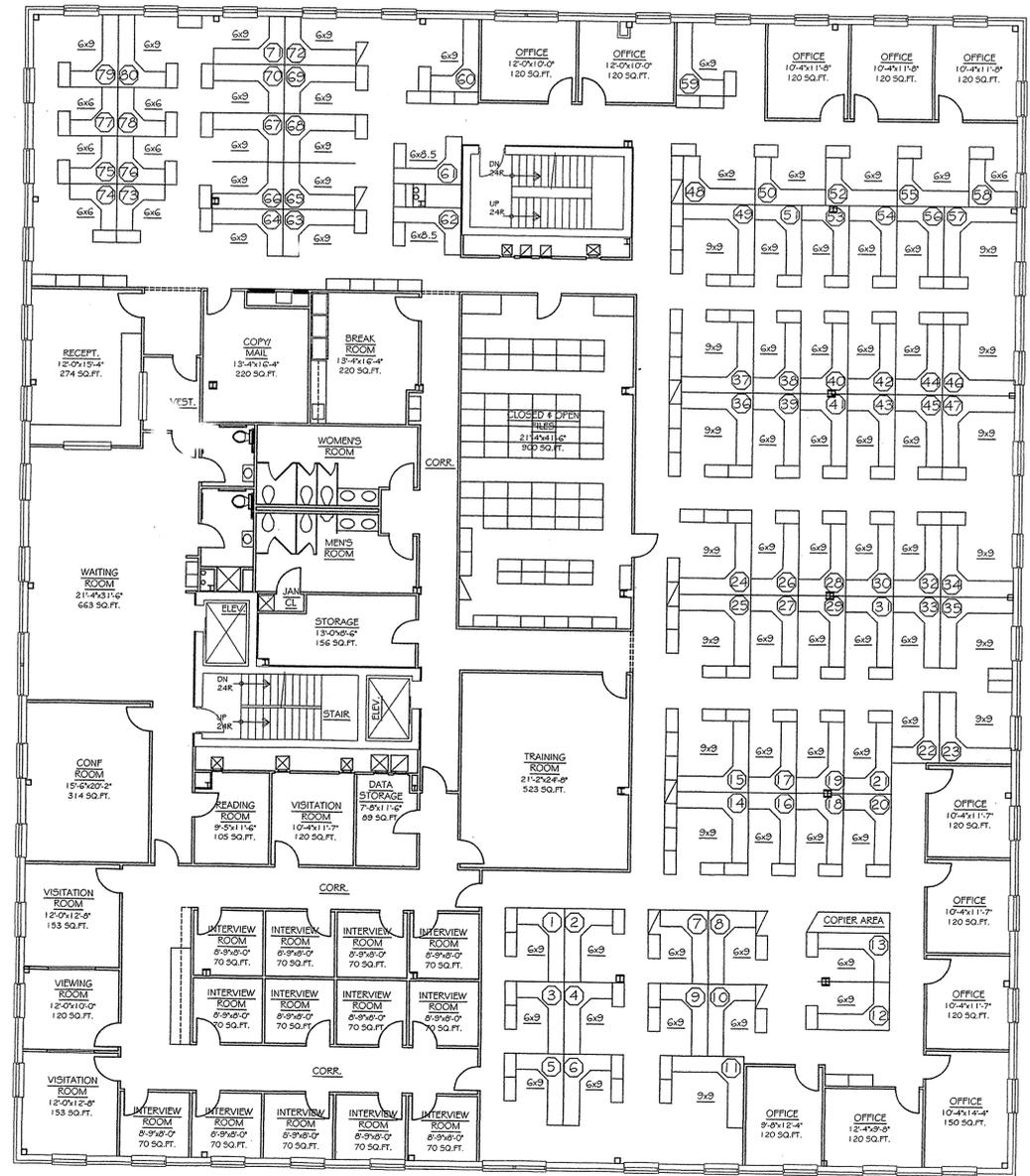
NOTE: PARTITIONS SHALL BE CONSTRUCTED WITH 3 5/8", 20 GA. MTL STUDS AT 16" O.C. WITH 1/2" GYPSUM BOARD EACH SIDE. PARTITIONS SHALL EXTEND 6" ABOVE SCHEDULED CEILING HEIGHT. SHADED WALLS AT TOILET ROOMS SHALL EXTEND TO FLOOR DECK ABOVE. PROVIDE SOUND ATTENUATION BLANKETS FOR THE FULL HEIGHT OF WALL AT TOILET ROOMS.

NOTE: PROVIDE SOLID WOOD BLOCKING IN WALLS FOR SCHEDULED TOILET ACCESSORIES AND CASEWORK. ALL BLOCKING SHALL BE FIRE RETARDANT. SEE SHEET 4 FOR TOILET ACCESSORY LEGENDS AND SHEET 4 FOR CASEWORK ELEVATIONS.

NOTE: PROVIDE SOUND ATTENUATION BLANKETS IN ALL ROOMS EXCEPT ROOM 214, 208, 207, 230, 240, 218. SOUND ATTENUATION BLANKETS SHALL BE 3" THERMAFIBER SOUND ATTENUATION FIRE BLANKETS (SAFB) AS MANUFACTURED BY U.S. GYPSUM CO. (NO SUBSTITUTIONS)

NOTE: PROVIDE 1/2" GYP BD AT ALL EXTERIOR WALLS TO 9'-0" ABOVE TOP OF FLOOR SLAB.

NOTE: FURR ALL MASONRY WALLS WITH 1 1/2" MTL STUDS AT 16" O.C. AND 1/2" GYP. BD.



SECOND FLOOR PLAN

1/8" = 1'-0"

JOHN J. BURGER, P.C.  
ARCHITECT  
FREDERICKSBURG, VIRGINIA  
(540) 371-8336

TENANT IMPROVEMENT FOR  
DEPARTMENT OF SOCIAL SERVICES  
AT BUILDING 120  
SPOTSYLVANIA COUNTY, VIRGINIA

SHEET TITLE:  
FLOOR PLAN

REVISIONS:

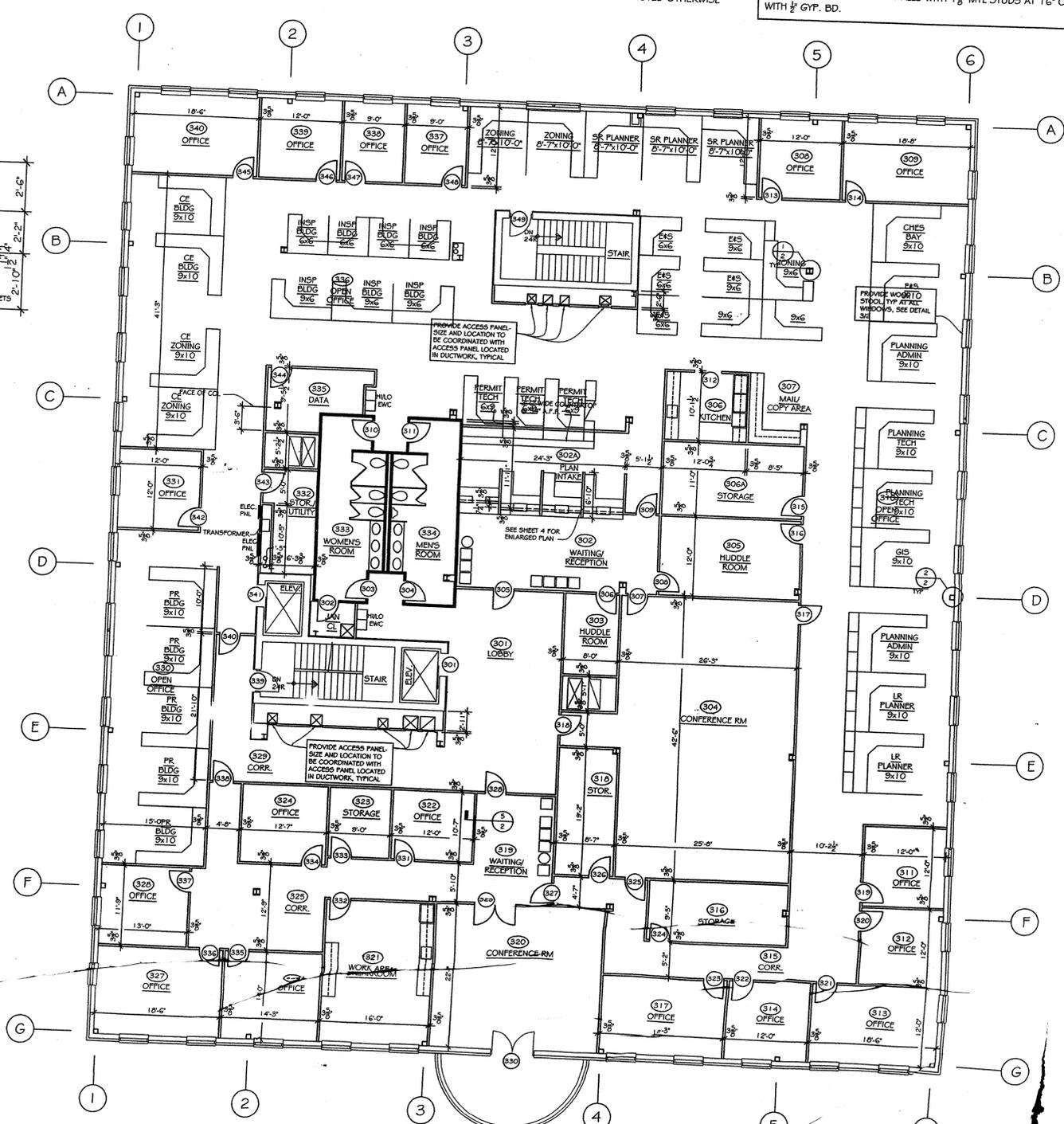
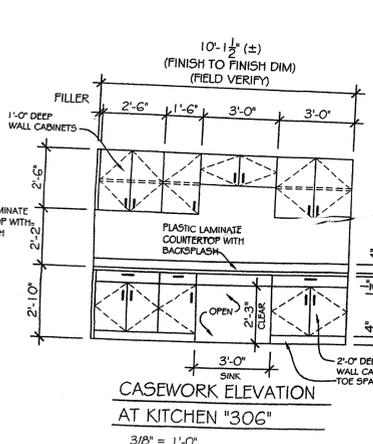
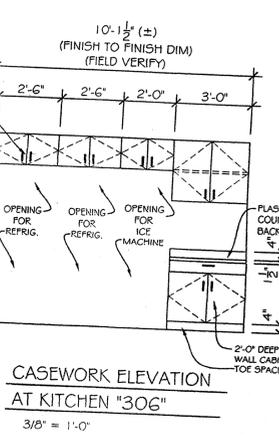
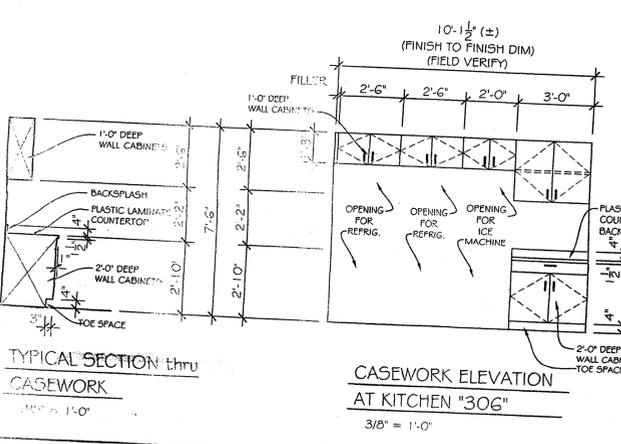
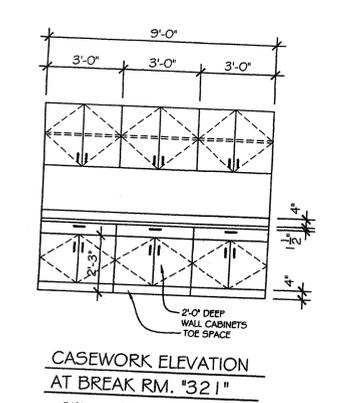
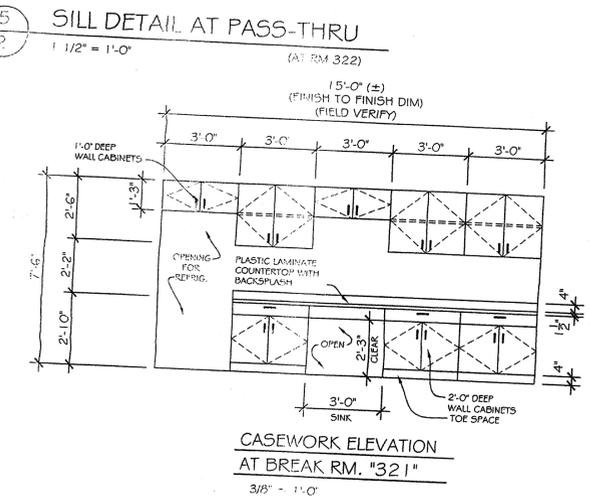
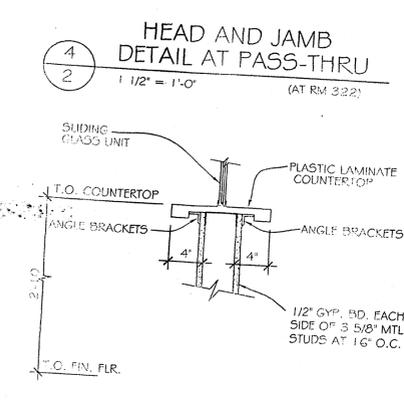
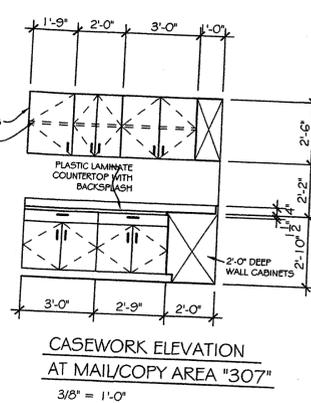
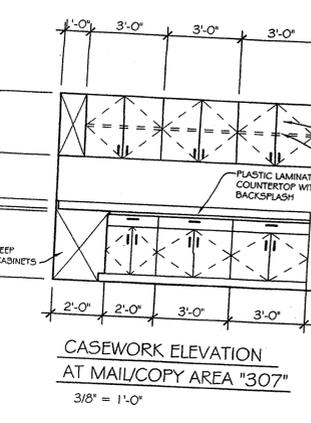
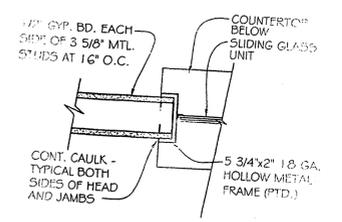
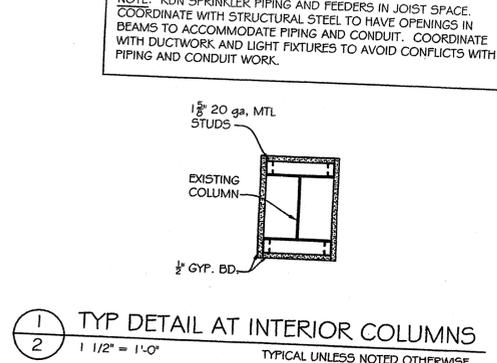
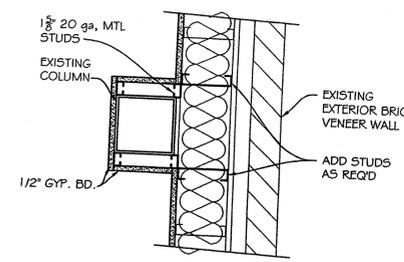
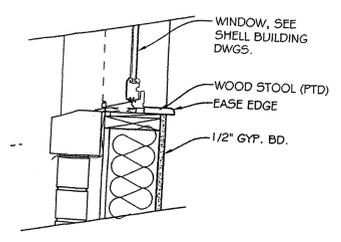
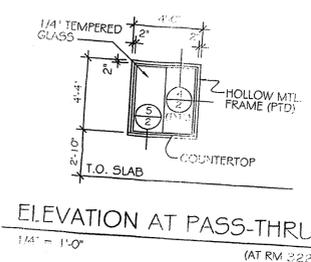
DATE: 26 OCT '09

JOB NO.: 0904

SHEET NO.:

2

2 OF 8 SHEETS



NOTE: RUN SPRINKLER PIPING AND FEEDERS IN JOIST SPACE. COORDINATE WITH STRUCTURAL STEEL TO HAVE OPENINGS IN BEAMS TO ACCOMMODATE PIPING AND CONDUIT. COORDINATE WITH DUCTWORK AND LIGHT FIXTURES TO AVOID CONFLICTS WITH PIPING AND CONDUIT WORK.

NOTE: ALL DIMENSIONS ARE ROUGH SURFACE TO ROUGH SURFACE OF STUDS, UNLESS NOTED OTHERWISE.

NOTE: PARTITIONS SHALL BE CONSTRUCTED WITH 3 5/8" 20 GA. MTL STUDS AT 16" O.C. WITH 1/2" GYPSUM BOARD EACH SIDE. PARTITIONS SHALL EXTEND 6" ABOVE SCHEDULED CEILING HEIGHT. SHADED WALLS AT TOILET ROOMS SHALL EXTEND TO FLOOR DECK ABOVE. PROVIDE SOUND ATTENUATION BLANKETS FOR THE FULL HEIGHT OF WALL AT TOILET ROOMS.

NOTE: PROVIDE SOLID WOOD BLOCKING IN WALLS FOR SCHEDULED TOILET ACCESSORIES AND CASEWORK. ALL BLOCKING SHALL BE FIRE RETARDANT. SEE SHEET 3 FOR TOILET ACCESSORY LEGENDS AND THIS SHEET FOR CASEWORK ELEVATIONS.

NOTE: PROVIDE SOUND ATTENUATION BLANKETS IN ALL ROOMS EXCEPT ROOMS 306, 316, 318, 321, 323, 332, 335. SOUND ATTENUATION BLANKETS SHALL BE 3" THERMAFIBER SOUND ATTENUATION FIRE BLANKETS (SAFB) AS MANUFACTURED BY U.S. GYPSUM CO. (NO SUBSTITUTIONS)

NOTE: PROVIDE 1/2" GYP BD AT ALL EXTERIOR WALLS TO 9'-0" ABOVE TOP OF FLOOR SLAB.

NOTE: FURR ALL MASONRY WALLS WITH 1 1/2" MTL STUDS AT 16" O.C. WITH 1/2" GYP. BD.

**JOHN J. BURGER, P.C.**  
ARCHITECT  
FREDERICKSBURG, VIRGINIA  
(540) 371-8356

TEENANT IMPROVEMENT FOR  
DEPT. OF CODE COMPLIANCE & ECONOMIC DEVELOPMENT  
AT BUILDING 120  
SPOTSYLVANIA COUNTY, VIRGINIA

SHEET TITLE:  
FLOOR PLAN

REVISIONS:

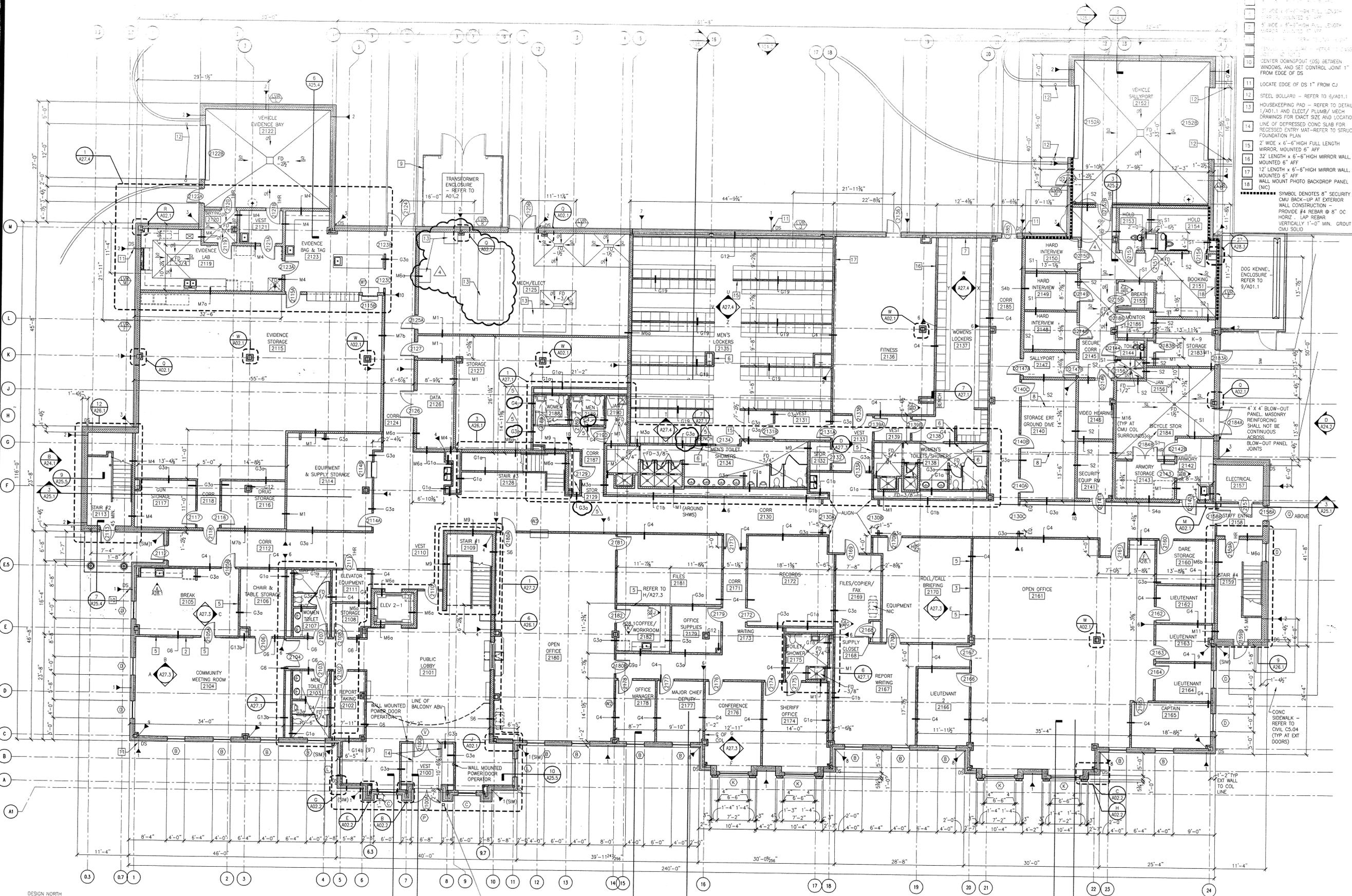
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JOB NO.: 0907

SHEET NO.:

2

File name: M:\Studio2\4614402\PUBLIC\_SAFETY\_BLDG\_(03)\Arch\461440-PS-A22\_1.dwg Date/Time: Jun 3, 2009 - 3:57pm User: jcm



- 1 5' WIDE x 4' HIGH MARKER BOARD
- 2 6' WIDE x 4' HIGH MARKER BOARD
- 3 8' WIDE x 4' HIGH MARKER BOARD
- 4 12' WIDE x 4' HIGH MARKER BOARD
- 5 2' WIDE x 6'-6" HIGH FULL LENGTH MIRROR, MOUNTED 6" AFF
- 6 32' LENGTH x 6'-6" HIGH MIRROR WALL, MOUNTED 6" AFF
- 7 12' LENGTH x 6'-6" HIGH MIRROR WALL, MOUNTED 6" AFF
- 8 WALL MOUNT PHOTO BACKDROP PANEL (NIC)
- 9 SYMBOL DENOTES 8" SECURITY QMB BACK-UP AT EXTERIOR WALL CONSTRUCTION - PROVIDE #4 REBAR @ 8" OC HORIZ. LAP REBAR VERTICALLY 1'-0" MIN. GROUT QMB SOLID
- 10 CENTER DOWNSPOUT (DS) BETWEEN WINDOWS, AND SET CONTROL JOINT 1" FROM EDGE OF DS
- 11 LOCATE EDGE OF DS 1" FROM CJ
- 12 STEEL BOLLARD - REFER TO 9/A01.1
- 13 HOUSEKEEPING PAD - REFER TO DETAIL 1/A01.1 AND ELEC/PLUMB/MECH DRAWINGS FOR EXACT SIZE AND LOCATION
- 14 LINE OF DEPRESSED CONC SLAB FOR RECESSED ENTRY MAT-REFER TO STRUCT FOUNDATION PLAN
- 15 2' WIDE x 6'-6" HIGH FULL LENGTH MIRROR, MOUNTED 6" AFF
- 16 32' LENGTH x 6'-6" HIGH MIRROR WALL, MOUNTED 6" AFF
- 17 12' LENGTH x 6'-6" HIGH MIRROR WALL, MOUNTED 6" AFF
- 18 WALL MOUNT PHOTO BACKDROP PANEL (NIC)

DESIGN NORTH  
TRUE NORTH

**PUBLIC SAFETY BUILDING  
FIRST FLOOR PLAN**

NOTES: 1. REFER TO ENLARGED PLANS FOR ADDITIONAL INFORMATION  
2. FINISHED FLOOR ELEVATION = 301.00' = REFERENCE DATUM EL (+0'-0")

SCALE: 1/8" = 1'-0"

10-27-08, ADDENDUM NO. 4  
REFERENCE REMOVED, SKETCH ADD4, A12  
CONCRETE PADS REVISED, SKETCH ADD4, A20

11-04-08, ADDENDUM NO. 5, CHANGE PARTITION TYPE G3 TO G3a, STORAGE 2120, SOUTH WALL, MEN'S LOCKERS 2135, SOUTH WALL, CORRIDOR 2187, WEST WALL NEAR DOOR 2188.  
ADD PARTITION TYPE G4, WOMEN 2188, WEST WALL  
CHANGE PARTITION TYPE G3 TO G4, MEN 2189, EAST WALL

PROJECT NO:  
461440  
DATE:  
JULY 28, 2008  
CONTRACT NO:  
CONTRACT SET  
DRAWN BY:  
CRH  
REVIEWED BY:  
JMM

**PUBLIC SAFETY  
BUILDING  
FIRST FLOOR PLAN**

A22.1

**CIRCUIT COURT BUILDING  
AND PUBLIC SAFETY BUILDING**  
SPOTSYLVANIA COUNTY, VIRGINIA



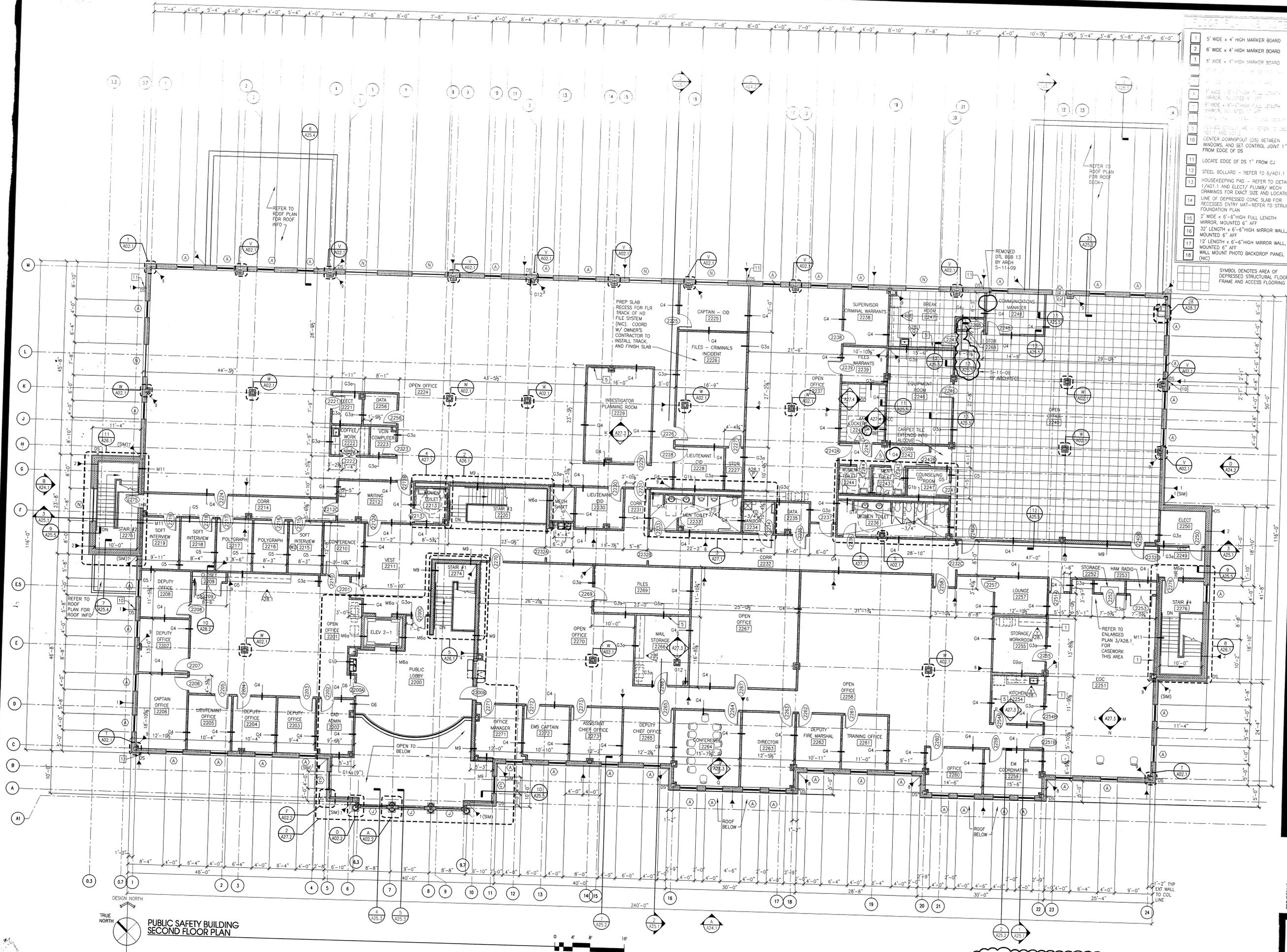
**MOSELEYARCHITECTS**  
A PROFESSIONAL CORPORATION

601 SOUTHLAKE BOULEVARD, RICHMOND, VIRGINIA, 23236  
PHONE (804) 794-7555 FAX (804) 379-8660  
MOSELEYARCHITECTS.COM

Filename: M:\Studio2\146144012-PUBLIC SAFETY\_BLDG\_(PS)\_Arch\1461440-PS-A22\_2.dwg

Date/Time: Jun 3, 2009 - 3:57pm

User: jdel



- 1 5" WIDE x 4" HIGH MARKER BOARD
  - 2 6" WIDE x 4" HIGH MARKER BOARD
  - 3 8" WIDE x 4" HIGH MARKER BOARD
  - 4 10" WIDE x 4" HIGH MARKER BOARD
  - 5 12" WIDE x 4" HIGH MARKER BOARD
  - 6 14" WIDE x 4" HIGH MARKER BOARD
  - 7 16" WIDE x 4" HIGH MARKER BOARD
  - 8 18" WIDE x 4" HIGH MARKER BOARD
  - 9 20" WIDE x 4" HIGH MARKER BOARD
  - 10 CENTER DOWNSPOUT (DS) BETWEEN WINDOWS, AND SET CONTROL JOINT 1" FROM EDGE OF DS
  - 11 LOCATE EDGE OF DS 1" FROM CJ
  - 12 STEEL BOLLARD - REFER TO 6/A01.1
  - 13 HOUSEKEEPING PAD - REFER TO DETAIL 1/A01.1 AND ELECT/PLUMB/MECH DRAWINGS FOR EXACT SIZE AND LOCATION
  - 14 LINE OF DEPRESSED CONC. SLAB FOR RECESSED ENTRY MAT-REFER TO STRUCT FOUNDATION PLAN
  - 15 2" WIDE x 6'-6" HIGH FULL LENGTH MIRROR, MOUNTED 6" AFF
  - 16 32" LENGTH x 6'-6" HIGH MIRROR WALL, MOUNTED 6" AFF
  - 17 12" LENGTH x 6'-6" HIGH MIRROR WALL, MOUNTED 6" AFF
  - 18 WALL MOUNT PHOTO BACKDROP PANEL (NIC)
- SYMBOL DENOTES AREA OF DEPRESSED STRUCTURAL FLOOR FRAME AND ACCESS FLOORING

**MOSELEY ARCHITECTS**  
A PROFESSIONAL CORPORATION

601 SOUTHLAKE BOULEVARD, RICHMOND, VIRGINIA, 23236  
PHONE (804) 794-7555 FAX (804) 379-8640  
MOSELEYARCHITECTS.COM



**CIRCUIT COURT BUILDING  
AND PUBLIC SAFETY BUILDING**  
SPOTSYLVANIA COUNTY, VIRGINIA

PROJECT NO. 1461440  
DATE: JULY 28, 2008  
REVISIONS: MAY 29, 2009  
CONVENIENCE SET  
DRAWN BY: JMM  
REVIEWED BY: JMM

**PUBLIC SAFETY  
BUILDING  
SECOND FLOOR  
PLAN**

**A22.2**

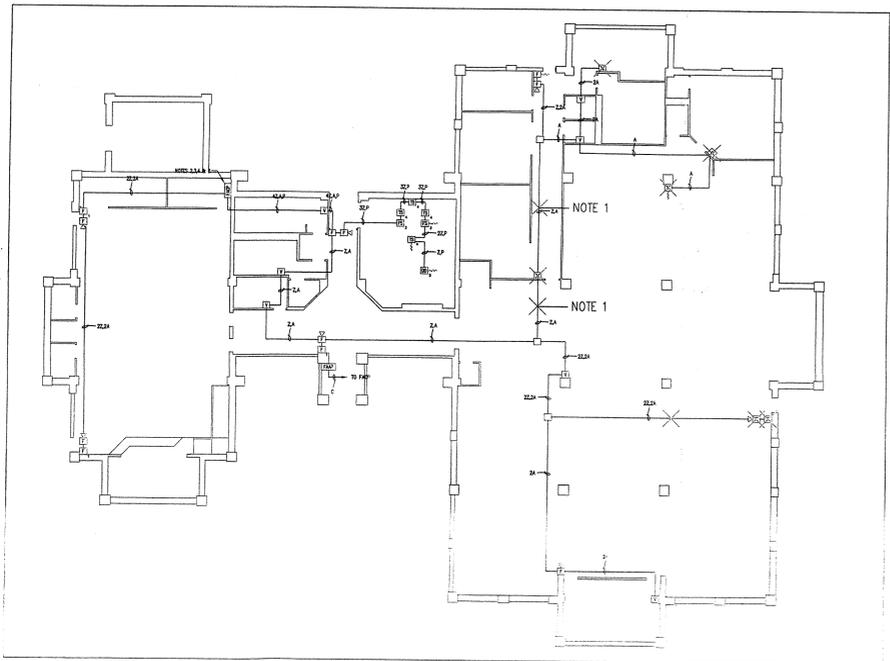
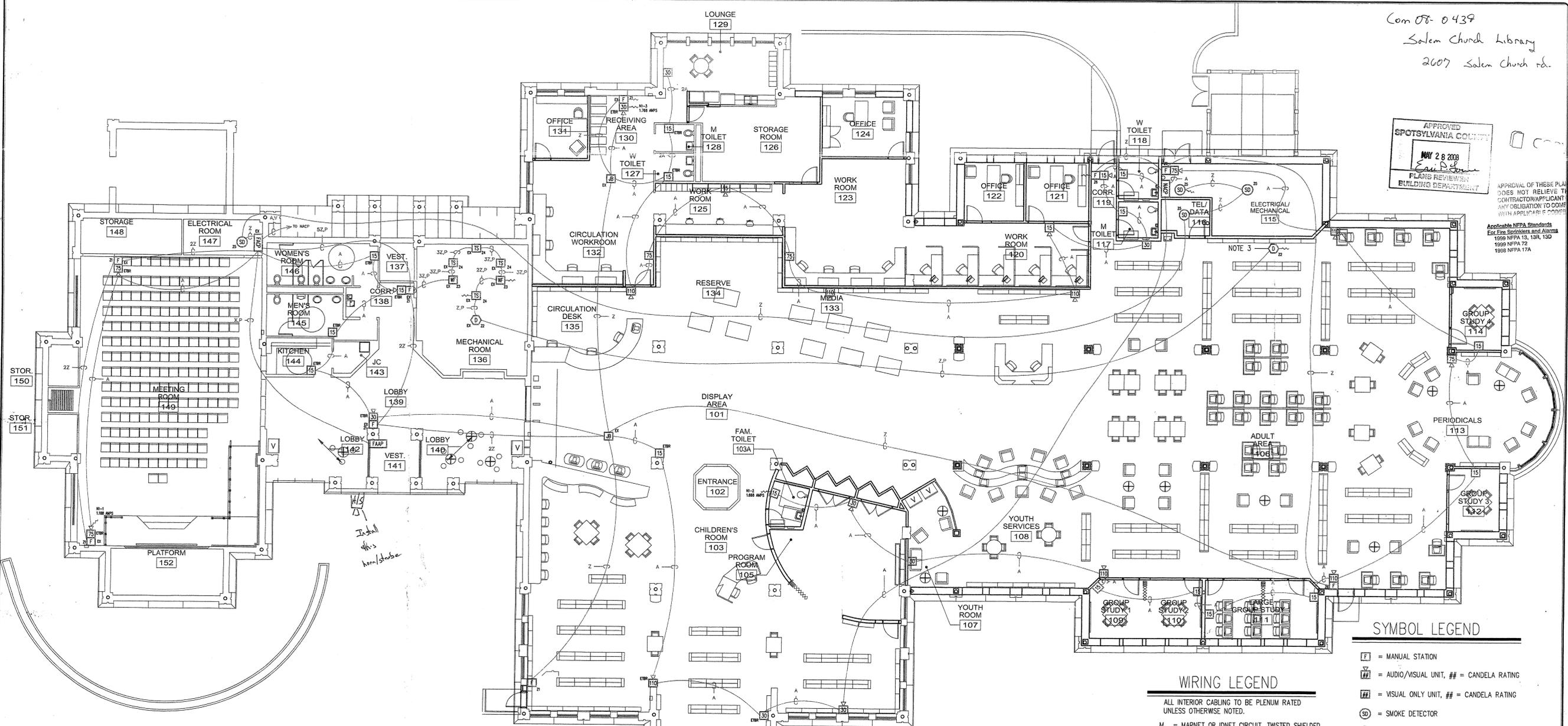


Com 07-0439  
 Salem Church Library  
 2607 Salem Church Rd.

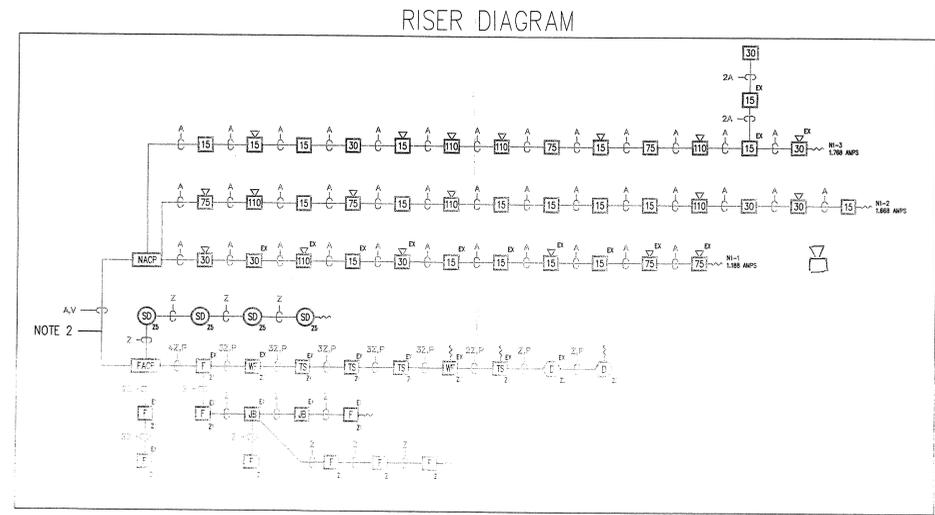
APPROVED  
 SPOTSYLVANIA COUNTY  
 PLANS REVIEWER  
 MAY 28 2008  
 BUILDING DEPARTMENT

APPROVAL OF THESE PLANS DOES NOT RELIEVE THE CONTRACTOR/APPLICANT OF ANY OBLIGATION TO COMPLY WITH APPLICABLE CODES.

Approved NFPA Standards For Fire Sprinklers and Alarm  
 1999 NFPA 13, 13R, 13D  
 1999 NFPA 72  
 1998 NFPA 17A



PREVIOUS LAYOUT/ DEMO PLAN  
 SCALE: 1/16" = 1'

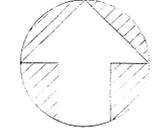


RISER DIAGRAM

WIRING LEGEND

- ALL INTERIOR CABLING TO BE PLENUM RATED UNLESS OTHERWISE NOTED.
- M = MAPNET OR IDNET CIRCUIT, TWISTED SHIELDED #18 PAIR (WEST PENN CABLE D975 OR EQUIV.)
  - A = SIGNAL CIRCUIT, 2 #14
  - P = 24VDC POWER CIRCUIT, 2 #14
  - N2 = REMOTE ANNUNCIATOR CIRCUIT, TWISTED SHIELDED #18 PAIR (WEST PENN CABLE D975 OR EQUIV.)
  - D = DOOR HOLDER CIRCUIT, 2 #14
  - V = VISUAL ONLY CIRCUIT, 2 #14
  - S = SPEAKER CIRCUIT, TWISTED SHIELDED #16 PAIR (WEST PENN CABLE 1991 OR EQUIV.)
  - Z = ZAM/IAM MONITOR CIRCUIT OR ZONE CIRCUIT, 2 #14
  - X = RS-232 COMMUNICATION CIRCUIT, 4 #18 SHIELDED (WEST PENN 1977 OR EQUIV.)
  - R = REMOTE ANNUNCIATOR CIRCUIT, TWISTED SHIELDED #18 PAIR (WEST PENN D975 OR EQUIV.)
  - NET = NETWORK CIRCUIT, TWISTED SHIELDED #18 PAIR (WEST PENN D975)
- NOTE 1: REMOVE SIGNAL CIRCUIT BUT MAINTAIN ZONE WIRE CIRCUIT
- NOTE 2: AUDIO AND VISUAL CIRCUIT FROM FACP TO TRIP 4009 NACP.
- NOTE 3: VERIFY LOCATION IN FIELD.

PLAN NORTH



SYMBOL LEGEND

- F = MANUAL STATION
  - AV = AUDIO/VISUAL UNIT, ## = CANDELA RATING
  - V = VISUAL ONLY UNIT, ## = CANDELA RATING
  - SD = SMOKE DETECTOR
  - HD = HEAT DETECTOR
  - HD = HEAT DETECTOR FOR ELEVATOR SHUNT-TRIP
  - D = DUCT SMOKE DETECTOR
  - R = REMOTE TEST SWITCH
  - IAM = INDIVIDUAL ADDRESSABLE MODULE (I.A.M.)
  - IR = IAM RELAY
  - KH = KITCHEN HOOD
  - LSI = ISOLATED LOOP CIRCUIT PROTECTOR (ILCP)
  - TS = SPRINKLER TAMPER SWITCH (F.B.O.)
  - WF = SPRINKLER WATERFLOW SWITCH (F.B.O.)
  - PSI = SPRINKLER PRESSURE SWITCH (F.B.O.)
  - SVI = SOLENOID VALVE
  - SM = SYNC MODULE
  - EDH = ELECTROMAGNETIC DOOR HOLDER
  - FACP = FIRE ALARM CONTROL PANEL (4005-9101)
  - FARP = FIRE ALARM ANNUNCIATOR PANEL
  - NACP = NAC POWER EXTENDER PANEL (4009-9000)
  - ER = END-OF-LINE RESISTOR
  - EX = EXISTING DEVICE
  - MR = MR SERIES RELAY(S)
  - RD = REMOVE DEVICE OR WIRE
  - JB = JUNCTION BOX
  - DR = DENOTES ZONE DEVICE
  - DR = DENOTES EXISTING TO BE REPLACED
- NOTE: SOME DEVICES SHOWN UNDER THIS SYMBOL LEGEND AS WELL AS CABLE TYPES MAY NOT APPEAR ON DRAWINGS.

**tyco Fire & Security**  
 8555 Magellan Parkway, Suite 1000  
 Richmond, Virginia 23227  
 SALES: 804-727-3890  
 FAX: 804-261-0014

NO.	DATE	REVISION DESCRIPTION

SCALE: 1/8" = 1'

FIRE ALARM SYSTEM

OF THE CONTRACT DRAWINGS DATED:

SALEM CHURCH LIBRARY

2607 SALEM CHURCH ROAD  
 FREDERICKSBURG, VA 22407

DRAWN BY: J. SEARS  
 DATE: 12/14/07

APPROVED BY: J. SEARS  
 DATE: 12/14/07

SIMPLED PROJECT NUMBER:  
 402216-03/5331/5203

SHEET TITLE:  
 WIRING

SHEET NUMBER:  
 FA-1

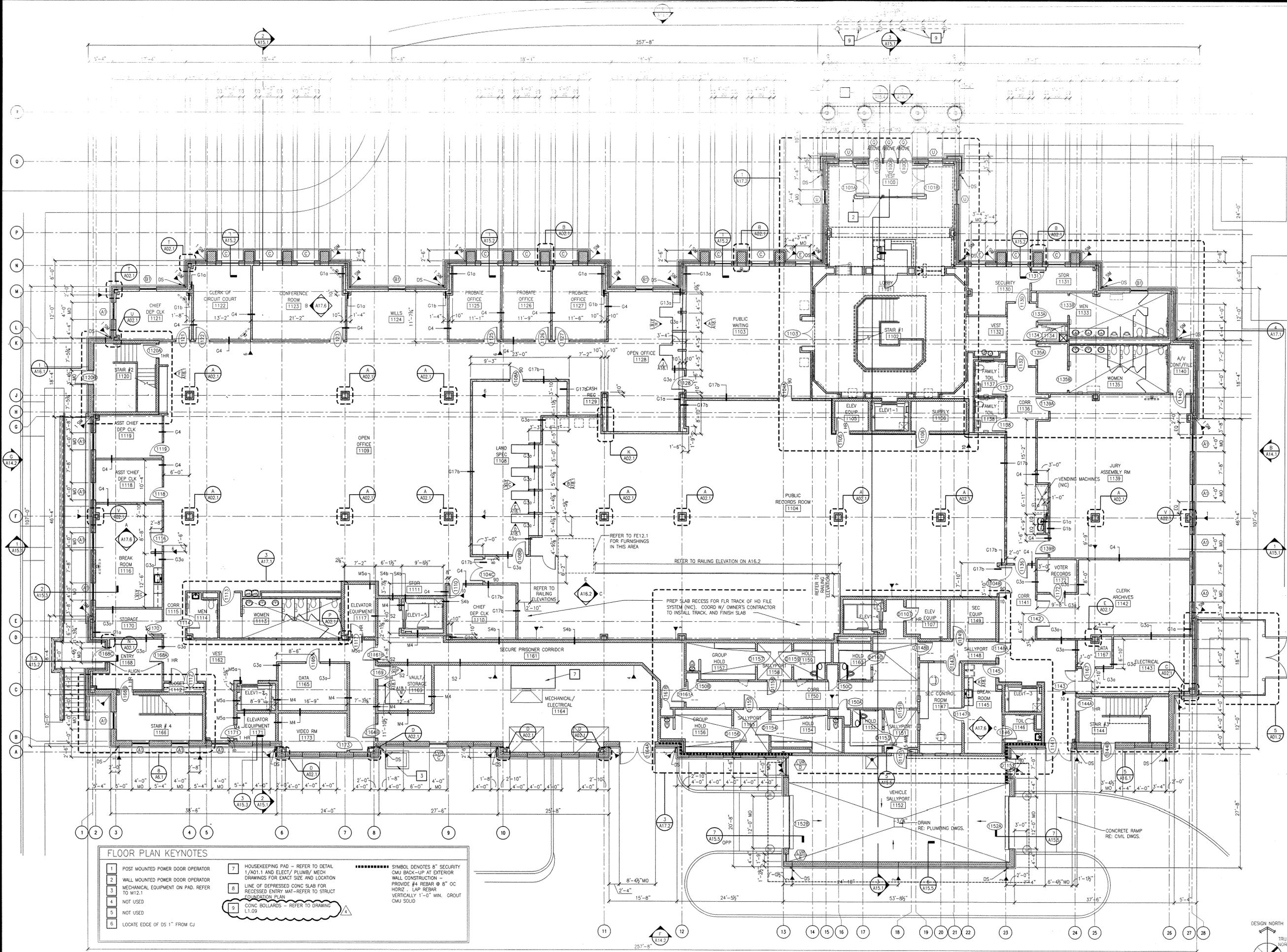


**CIRCUIT COURT BUILDING  
AND PUBLIC SAFETY BUILDING**  
SPOTSYLVANIA COUNTY, VIRGINIA

PROJECT NO. 461440  
DATE: JULY 28, 2008  
REVISIONS: MAY 29, 2009  
CONVENIENCE SET  
DRAWN BY: DEK  
REVIEWED BY: JMM

**CIRCUIT COURT BUILDING  
FIRST FLOOR PLAN**

**A12.1**



**FLOOR PLAN KEYNOTES**

1	POST MOUNTED POWER DOOR OPERATOR	7	HOUSEKEEPING PAD - REFER TO DETAIL 1/A01.1 AND ELECT/PLUMB/MECH DRAWINGS FOR EXACT SIZE AND LOCATION	SYMBOL DENOTES 8" SECURITY CMU BACK-UP AT EXTERIOR WALL CONSTRUCTION - PROVIDE #4 REBAR @ 8" OC HORIZ. LAP REBAR VERTICALLY 1'-0" MIN. GROUT CMU SOLID
2	WALL MOUNTED POWER DOOR OPERATOR	8	MECHANICAL EQUIPMENT ON PAD. REFER TO M15.1	
3	NOT USED	9	LINE OF DEPRESSED CONC SLAB FOR RECESSED ENTRY MAT-REFER TO STRUCT FOUNDATION PLAN	
4	NOT USED		CONC BOLLARDS - REFER TO DRAWING L1.09	
5	NOT USED			
6	LOCATE EDGE OF DS 1" FROM CJ			

**CIRCUIT COURT BUILDING - FIRST FLOOR PLAN**  
NOTES: 1. REFER TO ENLARGED PLANS FOR ADDITIONAL INFORMATION  
2. DIMENSIONS ARE TAKEN FROM ABOVE THE WATER TABLE  
3. FINISHED FLOOR ELEVATION = 310.33' = REFERENCE DATUM EL (+0'-0")

10-27-08, ADDENDUM NO. 4, REVISE KEYNOTE #9

SCALE: 1/8" = 1'-0"

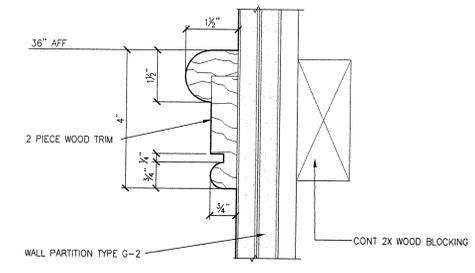


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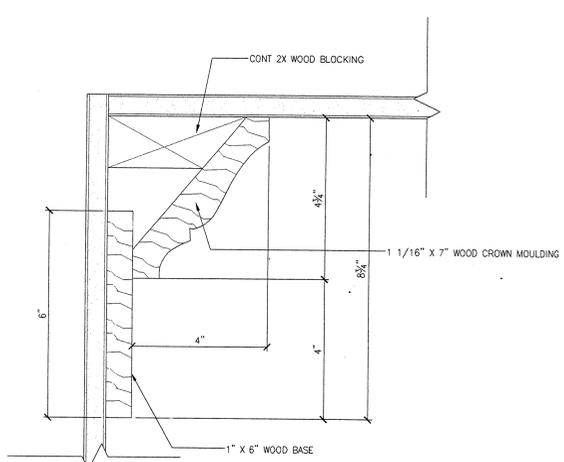


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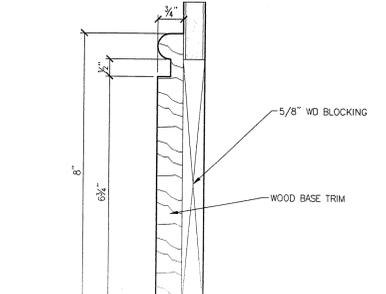
NUMBER	NAME	FLOOR	BASE	WALLS				WAINSCOT	CEILING		NOTES
				NORTH	EAST	SOUTH	WEST		MAT'L	HEIGHT	
1100	VEST	RM	WD-PT	PT	PT	PT	PT		9'-0"	1.3,10	
1101	REY	REY	WD-PT	PT	PT	PT	PT		9'-0"	1.3,10	
1102	STOR	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1103	WOMEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1104	MEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1105	CORR	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1106	BREAK ROOM	VCT-A	RB	PT	PT	PT	PT		9'-0"	11,17	
1107	ELEVATOR EQUIPMENT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"	19	
1108	ASSG CHIEF DEP CLK	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1109	ASSG CHIEF DEP CLK	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1110	STAIR #2	RFT/RSR/RST	RB/PT	PT	PT	PT	PT		9'-0"	17	
1111	CHIEF DEP CLK	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1112	CLERK OF CIRCUIT COURT	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1113	CONFERENCE ROOM	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1114	MILLS	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1115	PROBATE OFFICE	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1116	PROBATE OFFICE	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1117	PROBATE OFFICE	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1118	OPEN OFFICE	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1119	CASH REG	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	17	
1120	SECURITY	VCT-A	RB	PT	PT	PT	PT		9'-0"	17	
1121	STOR	VCT-A	RB	PT	PT	PT	PT		9'-0"	17	
1122	VEST	TERR-E	WD-PT	PT	PT	PT	PT		9'-0"	6	
1123	MEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10,17	
1124	JAN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	3	
1125	WOMEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1126	FAMILY TOOL	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	11	
1127	FAMILY TOOL	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1128	JURY ASSEMBLY RM	C-TILE-A	RB	PT	PT	PT	PT		9'-0"	1.3,10	
1129	A/V CONT/FILE	VCT-A	RB	PT	PT	PT	PT		9'-0"	17	
1130	CORR	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1131	CLERK ARCHIVES	VCT-A	RB	PT	PT	PT	PT		9'-0"	17	
1132	ELECTRICAL	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1133	STAIR #3	RFT/RSR/RST	RB/PT	PT	PT	PT	PT		9'-0"		
1134	BREAK ROOM	VCT-A	RB	PT	PT	PT	PT		9'-0"	11	
1135	TOIL	CT	GWT	EPK-PT	EPK-PT	EPK-PT	EPK-PT		9'-0"	3,10	
1136	SEC CONTROL ROOM	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1137	SALLYPORT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1138	SEC EQUIP	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1139	CORR	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1140	SALLYPORT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1141	SALLYPORT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1142	VEHICLE SALLYPORT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1143	HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1144	GROUP HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1145	SALLYPORT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1146	GROUP HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1147	GROUP HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1148	GROUP HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1149	SALLYPORT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1150	HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1151	HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1152	HOLD	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1153	SECURE PRISONER CORRIDOR	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1154	VEST	RB	PT	PT	PT	PT	PT		9'-0"	11,17	
1155	MECHANICAL/ELECTRICAL	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"		
1156	DATA	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1157	DATA	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1158	ENTRY	VCT-B	RB	PT	PT	PT	PT		9'-0"		
1159	VAULT/STORAGE	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1160	STORAGE	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1161	ELEVATOR EQUIPMENT	CONC-SLR-A	PT	PT	PT	PT	PT		9'-0"	19	
1162	VOTER RECORDS	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1163	VIDEO RM	VCT-A	RB	PT	PT	PT	PT		9'-0"		
1200	WAITING	C-TILE-A	WD-PT	PT	PT	PT	PT		10'-6"	5,8	
1201	WAITING	C-TILE-A	WD-PT	PT	PT	PT	PT		10'-6"	5,8	
1202	CORRIDOR	C-TILE-A	WD-PT	PT	PT	PT	PT		10'-6"	8	
1203	WOMEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1204	MEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1205	CORR	C-TILE-A	WD-PT	PT	PT	PT	PT		9'-0"	17	
1206	SHERIFF CONFERENCE ROOM	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1207	VEST	C-A	WD-PT	PT	PT	PT	PT		9'-0"		
1208	WTN/ATTNY	C-A	RB	PT	PT	PT	PT		9'-0"		
1209	WTN/ATTNY	C-A	RB	PT	PT	PT	PT		9'-0"		
1210	CIRCUIT COURT ROOM #1	C-A/C-TILE-B	WD-PT	PT/AMP	PT/AMP	PT/AMP	PT/AMP		9'-0"	4	
1211	JURY VEST	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1212	TOILET	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1213	TOILET	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1214	JURY DELIBERATION ROOM	C-TILE-A	RB	FWC-B/PT	FWC-B/PT	FWC-B/PT	CHAR RAIL		9'-0"	2	
1215	EV STOR	VCT-A	RB	PT	PT	PT	PT		8'-6"		
1216	WAITING	C-TILE-A	WD-PT	PT	PT	PT	PT		10'-6"	5,8	
1217	VEST	C-A	WD-PT	PT	PT	PT	PT		9'-0"		
1218	WTN/ATTNY	C-A	RB	PT	PT	PT	PT		9'-0"		
1219	WTN/ATTNY	C-A	RB	PT	PT	PT	PT		9'-0"		
1220	CIRCUIT COURT ROOM #2	C-A/C-TILE-B	WD-PT	PT/AMP	PT/AMP	PT/AMP	CHAR RAIL		9'-0"	4	
1221	STOR	VCT-A	RB	PT	PT	PT	PT		8'-6"		
1222	SALLYPORT	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1223	SECURE CORR	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1224	DEPUTY	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1225	TANK	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1226	SALLYPORT/INW	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1227	ATTNY	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1228	ATTNY	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1229	INW	HP-EPK	HP-EPK	PT	PT	PT	PT		9'-0"		
1230	HOLD	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1231	SALLYPORT	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1232	HOLD	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1233	SALLYPORT	HP-EPK	HP-EPK	PT	PT	PT	PT		8'-6"		
1234	JURY VEST	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1235	TOILET	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1236	TOILET	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1237	JURY DELIBERATION ROOM	C-TILE-A	RB	FWC-B/PT	FWC-B/PT	FWC-B/PT	CHAR RAIL		9'-0"	2	
1238	CONNECTOR	C-TILE-A	WD-PT	PT	PT	PT	PT		9'-0"	8	
1239	WAITING	C-TILE-A	WD-PT	PT	PT	PT	PT		10'-6"	5,8	
1240	VEST	C-A	WD-PT	PT	PT	PT	PT		9'-0"		
1241	WTN/ATTNY	C-A	RB	PT	PT	PT	PT		9'-0"		
1242	WTN/ATTNY	C-A	RB	PT	PT	PT	PT		9'-0"		
1243	CIRCUIT COURT ROOM #3	C-A/C-TILE-B	WD-PT	PT/AMP	PT/AMP	PT/AMP	CHAR RAIL		9'-0"	4	
1244	JURY VEST	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1245	TOILET	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	



**C CHAIR RAIL DETAIL**  
 SCALE: 6\"/>



**B CROWN MOLDING DETAIL**  
 SCALE: 6\"/>



**A WALL BASE DETAIL**  
 SCALE: 6\"/>

10-27-08, ADDENDUM NO. 4, CHANGE TITLE "FINISH SCHEDULE KEYNOTES" TO "FINISH SCHEDULE NOTES"  
 11-04-08, ADDENDUM NO. 5, CHANGE FLOOR FINISH IN ROOMS 1148, 1150, 1151, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, AND 1161 TO "CONC-SLR-A"

NUMBER	NAME	FLOOR	BASE	WALLS				WAINSCOT	CEILING		NOTES
				NORTH	EAST	SOUTH	WEST		MAT'L	HEIGHT	
1246	TOILET	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1247	JURY DELIBERATION ROOM	C-TILE-A	RB	FWC-B/PT	FWC-B/PT	FWC-B/PT	CHAR RAIL		9'-0"	2	
1248	CONNECTOR	C-TILE-A	WD-PT	PT	PT	PT	PT		9'-0"	8	
1249	MEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1250	CORR	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1251	ATTNY	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1252	ATTNY	C-TILE-A	RB	PT	PT	PT	PT		9'-0"		
1253	WOMEN	CT	GWT	GWT/PT	GWT/PT	PT	PT		9'-0"	1.3,10	
1254	WAITING	C-TILE-A	WD-PT	PT	PT	PT	PT		10'-6"	5,8	
1255	CORR	C-TILE-B	WD-PT	PT	PT	PT	PT		9'-0"		
1256	SITTING	C-TILE-A	WD-PT	PT	PT	PT	PT		9'-0"	8	
1257	HALL	C-TILE-A	WD-PT	PT	PT	PT	PT		9'-0"	17	
1258	LAW LIBRARY	C-TILE-A	WD-PT	PT							