



November 10, 2022

Robert Tuck
798 CR 4446
Whitewright, Texas

RE: Janitorial/Maintenance Contract
at Texoma HIDTA

Dear Mr. Tuck:

Effective 11/1/2022, current janitorial/maintenance services provided by you to Texoma HIDTA/TAG, will be at a rate of \$3,960 per month, subject to the following conditions:

- 1) This will continue month to month subject to satisfactory performance.
- 2) Payment for services will be monthly upon receipt of an invoice to the Texoma HIDTA detailing service and all expenses.
- 3) Expenses to be reimbursed related to building cleaning/maintenance, including all paper products necessary for stocking of bathrooms, breakrooms, etc., and for any necessary repair items.
- 4) Maintenance, including replacement of lights and small repairs, will be reimbursed at an hourly rate of \$30 per hour rounded to the 1/2 hour. Repairs must be approved by Director or Facility Manager prior to them being completed.
- 5) Cleaning must be conducted during the hours of 10:30 a.m. – 5:30 p.m., Monday – Friday, except upon approved request (suggested schedule detailed on page one)
- 6) Access to the office space is limited to Bob and Joie Tuck, and family members – no temporary employees will be allowed access, without approved security clearance.
- 7) Cleaning services are estimated to average a total of seven (7) hours per day for one person and four (4) hours per day for two persons.
- 8) Advance notice of any absence is required, except for emergencies.
- 9) Adhere to DAILY and PERIODIC duties as detailed on pages 2 and 3 of this agreement.
- 10) Services under this agreement are contingent upon receipt of HIDTA Program funding for the Texoma HIDTA.

If you find these conditions acceptable, please sign and return the original of this letter:

Sincerely,

Lance Sumpter
Director

Accepted:

 11-10-22
 Robert Tuck Date

DAILY:

OVERALL OFFICE, INDIVIDUAL OFFICES, LOBBY, CONFERENCE ROOM(S)

1. Empty trash receptacles and remove trash to designated area. Reline one a week at a minimum. Liners to be bought by customer unless otherwise agreed upon.
2. Vacuum carpeting, rugs and mats DAILY with a commercial type vacuum. Can split in sections (example below):
Monday – Front lobby back to the IRS area, and Commercial Smuggling area
Tuesday – Western and Eastern area
Wednesday – ATF and FBI area on the TAG side
Thursday – TAG DPS/HSI area, as well as the training room
Friday – Vacuum all of the offices (most everyone is at lunch)
During any scheduled day, if anyone has a reason they do not want the area vacuumed, please advise the Facility Manager.
3. Spot clean carpet and rug stains/spills.
4. Damp mop hard surface floors to remove spillage and soil.
5. Clean, disinfect, and dry polish drinking fountains.
6. Clean outside entrance for obvious trash, dirt, debris.
7. Sweep/vacuum entrance matting.

RESTROOMS

1. Toilets and urinals to be cleaned, sanitized, and disinfected on porcelain exteriors and bases, interior bowl, rim, and upper lip, seat tops and seat bottoms. Polish all bright work.
2. Remove splash marks from walls and partitions.
3. Clean and sanitize light switch plates.
4. Clean and disinfect counter tops, counter sides and facings.
5. Scrub, disinfect and polish sinks.
6. Clean and polish mirrors and framing.
7. Clean, disinfect and empty trash and sanitary napkin receptacles. Reline DAILY.
8. Clean, disinfect and refill paper and soap dispensers.
9. Wipe down and polish handicap access rails and fixtures.

BREAKROOM

1. Empty and re-line trash receptacles, daily.
2. Spot clean wall area behind trash receptacles.
3. Damp wipe tables to remove spillage and food debris.
4. Damp wipe seating facilities to remove spillage and food debris.
5. Damp wipe counter tops and ledges.
6. Wash, sanitize and disinfect sinks.
7. Clean microwaves, inside and out. Wipe down other appliances.
8. Clean and refill paper and soap dispensers.
9. Sweep hard surface floors, corners and edges.
10. Wet mop and disinfect hard surface floors, corners and edges.

(As needed – Clean inside of the refrigerator, provided that food containers have been removed)

WEEKLY/MONTHLY:

1. Dust window sills, ledges and cubical tops weekly.
2. Dust blinds twice monthly.
3. Dust air vents monthly.
4. Dust return air grills monthly.
5. Remove cobwebs from corners, ceilings and windows monthly or as needed.
6. Thoroughly clean ALL walls, doors, light switch plate and door handles monthly (spot check/clean as needed).