

EXHIBIT 4

JOB DESCRIPTIONS AND SCOPE OF WORK FOR RESTROOM AND GROUNDS CLEANING STAFF HIRED BY THE DEPARTMENT

RESTROOM CLEANING

Job Responsibilities/Scope of Work (Staff):

- A. Routine cleaning of outdoor public restrooms (mens and ladies) shall include:
 - 1) Sweep (and as needed mop) the floors and collect trash in a dust pan
 - 2) Empty trash receptacles into waste collection bags
 - 3) Wipe down towel, soap, napkin dispensers, shelves and ledges
 - 4) Clean mirrors using soft, clean cloth, glass cleaner from a plastic spray bottle
 - 5) Apply germicidal detergent solution to all basins, wall areas beside & between
 - 6) Apply germicidal detergent solution to all urinal and wall areas between & below
 - 7) Apply germicidal detergent solution to toilets, inside and out, to wall areas beside
 - 8) Apply germicidal detergent solution to the floor and rinse
 - 9) Apply germicidal detergent solution to the underside of the basins and pipes
 - 10) Clean the partition walls and doors to each stall
 - 11) Clean both sides of all doors – including kickplates going into restrooms
 - 12) Clean the insides of the waste receptacles
 - 13) Check all paper, soap and sanitary napkin machines and refill as necessary
 - 14) Report any building deficiencies to the supervisor as soon as possible
- B. Routine cleaning of the outside shower facilities shall include:
 - 1) Sweep (and as needed mop) the floors and collect trash in a dust pan
 - 2) Empty trash receptacles into waste collection bags
 - 3) Wipe down towel, soap, napkin dispensers, shelves and ledges
 - 4) Clean mirrors using soft, clean cloth, glass cleaner from a plastic spray bottle
 - 5) Power wash all shower walls and floors with germicidal solution and stock and clean shower facilities daily between the hours of 12:00 a.m. and 6:00 a.m.
 - 6) Report any building deficiencies to the supervisor as soon as possible
- C. All restrooms must be cleaned and fully stocked prior to the last shift leaving for the day during the Fair.

Job Responsibilities/Scope of Work (Supervisor): Responsible for assisting in the management of front line staff to ensure that they are completing the tasks and duties assigned to them. The supervisor will be responsible for working with the selected vendor to ensure that cleaning supplies and implements are being accounted for and distributed, that the staff is onsite working the hours that they have been assigned and that the restrooms and showers are clean at all times. Any issues must be reported to the selected vendor and AGM staff.

GROUNDS CLEANING

Job Responsibilities/Scope of Work (Staff):

- A. **Day Crew:** Services shall include: (1) pick up of litter from the grounds, roadways, camping areas and parking areas on the New York State Fairgrounds; and (2) the removal of garbage bags from receptacles, the replacement of bags in the receptacles and the placement of removed bags in the dumpsters. The areas to be cleaned are identified on the map of the Fairgrounds attached to the IFB as Exhibit
- B. **Night Crew:** Services shall include clean-up of the grounds and the Coliseum between the hours of midnight and 7:00 a.m. This shall include the removal of litter, trash bags, cardboard and other garbage and recyclable items from designated areas.
- 1) Assigned staff shall be responsible for collecting trash and transporting trash to designated locations on the Fairgrounds.
 - 2) Below is a schedule for the night crew cleaning of the grounds/facilities (subject to change at the Department's discretion). The following designated areas are depicted on the map of the Fairgrounds attached to the IFB as Exhibit 1:
 - i. **Coliseum:** The building must be cleaned between the hours of 1:00 a.m. and 4:00 a.m. The Coliseum must be cleaned two (2) days prior to the start of the Fair.
 - ii. **Outside:** All front gates must be cleaned which includes blown, swept or raked from the fence line to State Fair Blvd. prior to 5:00 a.m.
 - iii. **The outside fenced areas and parking lots along State Fair Blvd:** The areas must be cleaned from both sides of State Fair Blvd to the fence line of the Fairgrounds.
 - iv. **The interior of the Fairgrounds:** This includes all the interior of the grounds except for the Midway & Kiddie Midway. All other areas of the Fairgrounds are included. All parking lots (red lot, gray lot, pink lot, brown lot, orange lot, purple lot, and blue lot) must be picked up of all debris each night after all parking is vacated.
 - v. **The main entrance (Gate 1):** Cleaning shall include pressure washing the Gate 1 entrance every night of the Fair between the hours of midnight to 5:00 a.m. (this includes the inside and outside of the gate). Please note this area has newer concrete and should be cleaned accordingly.
 - vi. **Chevy Court:** Cleaning shall include blowing and raking of the seating/standing areas around Chevy Court and the removal of garbage, litter, recyclables and debris in and around Chevy Court. The benches should be wiped clean. Chevy Court should be cleaned between the hours of midnight and 5:00 a.m.
- C. **Recyclables/Redeemables:** The Day Crew and the Night Crew shall be responsible for removing all bottles and cans from the recycling containers on the Fairgrounds at least once daily. These recyclable items shall be taken to a location to be determined by the Department.

Job Responsibilities/Scope of Work (Supervisor): Responsible for assisting in the management of front line staff to ensure that they are completing the tasks and duties assigned to them. The supervisor will be responsible for working with the selected vendor to ensure that cleaning supplies and implements are being accounted for and distributed, that the staff is onsite working the hours that they have been assigned and that the restrooms and showers are clean at all times. Any issues must be reported to the selected vendor and AGM staff.