

ATTACHMENT B – DETAILED SCOPE

Section 1 Security

Security services must be provided throughout the three (3) levels of Unit 3.

The scope of the security proposal shall consist of three (3) guard stations, which will be manned for two (2) eight (8) hour shifts during the hours of 7:00 am through 11:00 pm and one (1) guard station which will be manned for a third (3rd) shift for eight (8) hours during the hours of 11:00 pm to 7:00 am, seven (7) days a week, three hundred and sixty-five (365) days a year.

One (1) guard will be posted at a station inside the Market Street entrance on the ground level of Unit 3. This guard will greet the public as they proceed through the front doors to answer questions and to provide a security presence in the area. This is the only station that will be manned for the third (3rd) shift from 11:00 pm to 7:00 am.

One (1) guard will be stationed on the Concourse level of Unit 3. This guard will greet the public as they proceed through the Basement level to answer questions and to provide a security presence in the area.

One (1) guard will be stationed on the ground level next to the Filbert Street entrance hallway. This guard will greet the public as they proceed through the hallway from Filbert Street to answer questions and to provide a security presence in the area.

Security Station Location	Shift 1	Shift 2	Shift 3
Market Street Entrance	7:00 am – 3:00 pm	3:00 pm – 11:00 pm	11:00 pm – 7:00 am
Jefferson Station Entrance	7:00 am – 3:00 pm	3:00 pm – 11:00 pm	N/A
Filbert Street Entrance	7:00 am – 3:00 pm	3:00 pm – 11:00 pm	N/A
Total Guards	3	3	1

No guard shall carry a firearm.

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All guards will be on the same radio frequency. Additionally, there may be a coordinated in-house phone in order to have direct contact with the other HeadHouse adjacent security teams as well as SEPTA and Philadelphia Police.

All shifts will be covered at the posts defined above. Supervisors will manage this force by patrolling each station on an hourly basis.

The Philadelphia Police Department has a substation connected to the Pennsylvania Convention Center located on 13th and Race Streets that is manned in two (2) shifts from 6:00 am – 2:00 pm.

Security services shall consist of the following:

- Safeguarding personnel, guest, visitors and property;
- Conducting roving and stationary tours;
- Peaceably escorting individuals who are loitering or negatively affecting the safety, peace or operation of the HeadHouse or obstructing the flow of pedestrian traffic or free movement of any individual;
- Communicating with and providing assistance to the public;
- Preparing incident reports and daily logs;
- Rendering assistance as necessary; and
- Enforcing the HeadHouse Code of Conduct.

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Section 2 Housekeeping

Housekeeping will be completed for the entire Unit 3 area, including all back-of-house service corridors. The proposal shall be based on two (2) staff members working eight (8) hours per day, 7:00 am to 11:00pm, seven (7) days a week, three hundred and sixty-five (365) days a year.

During these hours, all areas will be maintained so as not to disrupt activity throughout Unit 3. The costs associated with this service must include all labor, supervision, equipment and supplies (trash liners, chemicals, cleaning agents, mop heads, scrub brushes, etc.) required to perform all work. Housekeeping company must procure the necessary cleaning agents and equipment to effectively machine sweep/scrub floors.

Daily housekeeping responsibilities include, but are not limited to:

- Keep walls and floors clean and free of stains and remove trash from receptacles and floors
- Detail cleaning to eradicate harmful microorganisms, bacteria and viruses that can cause serious illnesses
- Disinfect high touch surfaces (i.e., door handles, stair railings, escalator railings, elevator buttons, etc.) several times a day
- Cleaning and disinfecting shall be performed in adherence to Center for Disease Control guidelines for bacteria and viruses
- Products used to disinfect shall be specified for use against SARS-CoV-2 by the Environmental Protection Agency
- Clean entryways (including Market Street vestibule), stairwells, and elevators
- Clean, polish and dry all receptacles
- Machine sweep floors
- Damp mop floors with a solution of water and disinfectant
- Spot clean partition walls, doors, light switches and other horizontal surfaces
- Remove dust from moldings, ledges, louvers/grills
- Empty and sanitize all trash and receptacles and replace liners
- Wet wipe and polish bright metal
- Report physical deficiencies (ex. broken/damaged tiles, doors, stairs, etc.)
- Wipe/clean glass entrance doors and glass panels and partitions

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Bi-weekly housekeeping responsibilities include, but are not limited to:

- Damp mop and spray buff tile floors
- Polish tile with soft bristle brush
- Clean baseboards and ensure they are free of accumulations of old wax and mopping solutions
- Dust high vents, frames and sills
- Machine scrub tile surface flooring

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Section 3 Vertical Transportation

Maintenance will be provided for the Vertical Transportation ("VT"), which consists of four (4) escalators and one (1) elevator (total five (5) units). Two (2) escalators connect the ground level to the basement level and two (2) escalators connect the ground level to the second (2nd) floor. There is one (1) elevator connecting all three (3) levels.

Maintenance shall include regularly scheduled preventive maintenance ("PM"), inspections and all parts and labor for all such service during normal working hours and any emergency services required. PM services should include eight (8) hours per week on premises. Any emergency service required outside of the normal working hours will be billed at labor and materials.

All personnel shall be properly licensed and certified in the Commonwealth of Pennsylvania, and properly trained, supervised and insured to perform the maintenance or repair work

All work is to be performed in compliance with all applicable codes, standards, due care and OSHA safety requirements.

Routine PM and any necessary repairs shall be performed as specified according to manufacturer's specifications and all applicable rules and guidelines.

Load Tests may be performed during or outside of business hours as specified.

Where possible, work that would prevent public use of the specified VT unit shall be completed during non-peak usage hours, which are prior to 7:30 am, between 10:00 am and 3:00 pm or after 6:30 pm.

Preparatory activities that do not require disabling VT may be initiated during business hours.

All maintenance parts, supplies and equipment must be provided by the VT company who must provide HHRA with its actual paid supplier invoices and statements for parts, supplies and equipment.

All parts, supplies, materials, and equipment installed to repair VT shall be new and from acceptable manufacturers with warranty periods acceptable to HHRA.

Upon request for service by the Association, the service technician is required to be on site and commence work within two (2) hours of initial contact if deemed by the Association to be an emergency and within four (4) hours if not deemed an emergency by the Association.

Approval must be received from the Association or its designee to perform any repairs or incur any repair expenses.

A service report is to be completed by the technician and sent to HHRA upon completion of work.

Invoices must state hours, rates and costs for labor separate from cost of materials.

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PM responsibilities include, but are not limited to:

- Maintain escalator step treads, comb plates and step risers so that the step riser cleats mesh with the slots on the adjacent step treads and the comb plate teeth mesh with and are set into the slots in the step treads
- Provide all services necessary to inspect, maintain, test and certify the VT as required by the effective version of the Pennsylvania Department of Labor & Industry elevator rules, codes and laws, as they may be amended from time to time
- Provide preventative maintenance services as directed by manufacturer's specifications, conduct load tests as required and diagnose issues
- Conduct a thorough examination of each unit of VT
- Oil and grease guides, shafts and other moving parts
- Check oil levels in machine tanks and in shaft drain tank
- Remove dust, dirt and debris from cab, step tread, handrail, interior panel, door tracks and pit
- Check interlocks, switches and controller for proper operation
- Replace minor parts found reasonably necessary to be replaced at time of inspection
- Provide HHRA with a detailed written report on maintenance results noting any deficiencies and corrective action needed no later than ten (10) business days after service

Additional repair responsibilities:

- Provide diagnostic and repair services for all VT

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Section 4

Mechanical Equipment

There are two (2) air handler units that supply heating and cooling to Unit 3 and they are located in two (2) different mechanical rooms. Associated equipment may be in different areas including the upper and lower HeadHouse roofs.

The scope of the maintenance of the mechanical equipment shall include all labor costs required to do periodic checks, tests, repairs and PM on the equipment. Tasks shall be performed based upon the manufacturer's recommended services at the specified intervals for the air handlers and associated equipment.

Manufacturer's instructions will be reviewed prior to commencing any check, test, repair or PM.

Compliance with the latest provisions of the Clean Air Act, Environmental Protection Agency regulations, and any other applicable statutes, rules, codes and regulations is required as they apply to the protection of stratospheric ozone and any other potential environmental concern or hazard.

Outages will be scheduled with HHRA.

Appropriate protective equipment should be worn at all times and caution should be exercised when disassembling equipment.

Please note, any revisions or modifications to the electrical service that originates from the PA Convention Center Authority (i.e. electrical panels, MDP's, transformers, etc.) that contractor would want to modify or connect into requires written approval by the PCCA Director of Engineering & Capital Projects prior to performing any such work.

Any revisions or modifications to the chilled water or heating hot water piping that originates from PCCA that contractor would want to modify or connect into requires the written approval by PCCA Director of Engineering & Capital Projects prior to performing any such work.

Maintenance responsibilities include, but are not limited to:

- Secure air and chilled water valves and tag them
- Provide an alternate source of air, if necessary
- Schedule PM on associated equipment, if possible
- Change belt and filter, if needed
- Clean dust and vacuum coils

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- Wash equipment
- Flush condensate
- Oil/grease bearings or other moving parts
- Check for and relieve pressure, where found
- Remove panels
- Clean drain pan
- Clean strainer on chilled water unit, if applicable
- Check for refrigerant leaks, if applicable
- Check coil pressure drop
- Clean coils, if necessary
- Drain and clean humidifier pan, if applicable
- Clean and lubricate motor and fan bearings, as required
- Check pulley alignment
- Check bearings for excessive wear
- Check reheat coil pressure drop and clean, if necessary

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Section 5 Maintenance/Engineering

Maintenance and engineering services for Unit 3 includes all carpentry, painting, electrical and daily mechanical and plumbing issues.

The engineering staff will perform a daily walkthrough of the space in order to identify the need for repairs or adjustments. All doors will be checked for proper operation and ability to be secured. All lighting fixtures will be inspected for lamp replacement. All finishes will be inspected for touch-up or repair.

Daily mechanical maintenance and electrical labor will be performed. Maintenance and engineering services should include eight (8) hours per week for walkthroughs. Repairs shall be billed based upon time and materials.

Personnel should be adept in the safe and skillful operation of a variety of hand and electrical tools.

Additional responsibilities include:

- Efficient operation, maintenance and repair of all building systems including:
 1. HVAC systems
 2. Electrical systems
 3. Lighting systems
 4. Plumbing systems
 5. Energy management
 6. Fire protection
 7. Structural, hardware and keying systems
 8. Life Safety systems
- Compliance with all applicable safety codes, regulations, governmental agency and company directives as they relate to building operations
- Drywall installation, painting and general building repair
- Perform PM operations to avoid costly repairs
- Light fixture and ballast replacement, as needed
- Utilization of Crawler boom to replace fixtures, life safety, tiles, skylights or other building systems on ceiling or high wall areas

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Section 6 Equipment

In order to properly maintain Unit 3, it is necessary to rent/lease an aerial lift for the maintenance of the ceiling areas and high wall areas. This aerial lift will be the sixty (60) foot Crawler boom or equivalent.

Since it may not possible to maneuver the aerial lift through any of the openings to the Unit 3 area, it may be necessary that this lift access the HeadHouse through a neighboring building, hence the aforementioned narrow width aerial lift is suggested.

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Section 7 Administration Costs

Personnel and subcontractors must be monitored to ensure the full, timely, and proper performance of all phases of maintenance, housekeeping, construction and security. All services performed must be supervised to ensure compliance with any existing or new guarantees or warranties and that they have not been invalidated by the work performed.

Contractor will be required to act as the liaison between the HeadHouse condominium unit owners (HHRA and Marriott), the Association, Pennsylvania Convention Center Authority, construction managers and subcontractors to isolate and resolve coordination or warranty issues as they occur during the normal operation of the Unit 3.

Additional administrative duties and responsibilities include:

- All aspects of day-to-day operations related to the maintenance of Unit 3, including accounting, upkeep and repair
- Assist in the preparation of the annual budget
- Act as the main contact person who takes care of all the important details required to maintain and operate Unit 3
- Launch and implement (or maintain) an existing PM schedule for all equipment and building systems that are HHRA's responsibility to maintain
- Establish and implement housekeeping programs to upgrade common area
- Supervise all vendors related to maintenance and housekeeping personnel
- Attend to the supervision of all ordinary and extraordinary repairs and alterations
- Analyze periodically all service contracts to determine if alternative subcontractors would be more cost-effective
- Provide monthly financial reports for billings made during each month

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Section 8 Pest Control

Pest control services shall be billed at a fixed monthly rate.

Utilize Appropriate protective gear and equipment must be utilized during application.

Protective respirators must be used and used properly.

When spraying pesticides, care must be taken to prevent the spread of the pesticides through the ventilation system.

Operational safety guidelines and the instructions on the label of the pesticides for application must be strictly adhered to by the those applying the pesticides.

Work should be performed during off-peak hours, where possible.

Pest control services shall include:

- Spray chemical solutions, powders, and gases that are safe and appropriate for the HeadHouse on or near surfaces of the entire building to eliminate pests
- Identify invading pests, including rats, termites, snakes, wasps, ants, spiders, mosquitos, or bed bugs
- Set mechanical traps and place bait
- Remove dead rodents after extermination
- Inspect the HeadHouse to ascertain wall and roof porosity and possible sites of pest invasion
- Access infested locations
- Clean and remove excess pesticides after application
- Study preliminary reports and diagrams of infested area and determine treatment type required to eliminate and prevent recurrence of infestation

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Section 9 Snow Removal

The following snow/ice removal services shall be performed automatically and without need for any request from HHRA or the Association:

- Apply calcium chloride to all entrances, walkways, back entry doors, stairways, loading dock areas, trash receptacle areas, parking areas, plaza areas, utility rooms, sidewalks, etc. that are adjacent to the HeadHouse (collectively, the "Snow Removal Site") prior to or upon the start of fresh snow or ice accumulation and continue to apply as needed during and after snow or ice accumulation
- Completely remove snow and/or ice from the Snow Removal Site
- Provide continuous maintenance to make sure that the Snow Removal Site is clear for pedestrian and vehicular traffic before, during and after every snow/ice event
- Continue to monitor the HeadHouse after the initial removal of snow and ice from the HeadHouse following a snow/ice event to limit the future build-up of ice in the Snow Removal Site
- In the event that snow needs to be placed in piles, piles must be created in remote locations with the prior consent of the Association. If necessary, snow must be hauled to such remote locations. In no event will snow be placed in such a way to impede normal access and traffic patterns to the premises. In addition, snow piles must be placed in such a way, and in such locations so as not to block drive site lines and vehicular and/or pedestrian visibility
- Walkways must be cut in any snowbanks created by clearing sidewalks, at the rate of approximately one (1) every forty (40) feet, to allow for easy pedestrian access to the sidewalks and the HeadHouse
- Clear all of the areas surrounding all downspouts. No snow is to be piled in the vicinity of any downspouts
- Ensure that all fire hydrants are cleared immediately after a snow/ice event
- Perform the foregoing services throughout the duration of the snow/ice event

If snow or ice has fallen after 9:00 p.m., the Snow Removal Site must be clean by 7 am the following morning.

If snow has fallen during the day or evening hours, snow removal shall commence within one (1) hour after the snow/ice event has ended or during an interval where it is feasible for the snow and/or ice to be removed.

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All reasonable care will be taken to avoid damage to pavement, brick pavers, curbs, bus shelters, bicycle racks, plant materials, and signage. Proper marking or flagging of curb lines, fire hydrants, etc. are to be completed before the first snowfall.

All dumpsters and sidewalks are to be kept free and clear of snow piles, by snow removal and areas being treated. Snow from sidewalk clearance shall not be left on edge of the sidewalks and snow from HeadHouse clearance shall not be piled by the sidewalks in order to ensure that customers and pedestrians shall have continuous hazard-free access to the sidewalks along the HeadHouse.

Excess snow is to be placed in an area where water runoff from melting snow will not affect pedestrian and vehicular traffic.

A single contact will be appointed to communicate with HHRA prior to and during snow/ice events.

Same snow follow-up visits: Should HHRA or the Association independently deem that follow-up visits are necessary to clean up the Snow Removal Site, the snow removal contractor shall arrive within one (1) hour of HHRA's request.

Adequate equipment and manpower must be supplied to ensure that the snow/ice removal services will be performed in accordance with the foregoing requirements. If a plow is necessary, rubber edged plows will only be used on brick-paver surfaces.

Bulk salt and equipment may be stored, in accordance with governmental regulations and in areas designated by the HHRA or the Association, at its own expense and risk.

Snow Removal should be billed at a fixed priced based upon snow/ice event amount as follows: 1" to 1.99", 2" to 3.99", 4" to 5.99", 6" to 7.99", 8" to 9.99", 10"+.

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