

Exhibit B

Janitorial Services Contract Outline

Hyp-Tro Building Services LLC | Town of Bladensburg

Contract Date: May 12, 2025 *(Pending Council Approval)*

1. Terms of Agreement

- **Duration:** Three (3) years with the option for a two-year renewal.
- **Scope Adjustments:** After the initial three-year term, the Town of Bladensburg reserves the right to either extend the contract or initiate a new competitive bidding process.

2. Fees

- **Monthly Fee:** \$1,950.00
- **Annual Total:** \$23,400.00
- **Bostwick House:** \$ as needed.
- **Additional Service:**
 - COVID-19 Electrostatic Spray Disinfection – Offered once per month per location at an additional cost.
- **Paper Supplies:**
 - Hyp-Tro will now supply all paper goods, previously provided by the Town, at no additional cost.

3. Scope of Services

All cleaning services shall be performed in strict compliance with the cleaning performance standards detailed in the RFP issued by the Town of Bladensburg, as referenced in Section 2.2 of the Scope of Work.

A. Daily Services (2–5 Days per Week Depending on Area Use)

- General office and public area cleaning per RFP specifications.

B. Weekly Services

10. Office Areas

- Dust lower parts of chairs, desks, and file cabinets
- Dust tops of picture frames and high ledges
- High-dust partitions and vertical surfaces
- Damp-wipe interior doors
- Clean and disinfect telephones
- Vacuum upholstered furniture
- Spot-clean carpet stains (under 3" diameter)

11. Lavatories

- Wipe partitions, doors, and walls with disinfectant
- Clean toilets and urinals as needed
- Dust light fixtures
- Pour water into floor drains

12. Corridors

- Dust ledges
- Spot-clean walls
- Spot-clean carpets (under 3" diameter)

13. Elevators

- Spot-clean elevator carpets
- Vacuum door tracks and thresholds
- Damp-wipe and clean threshold plates

14. Stairwells

- Sweep and damp mop stairwells and landings
- Dust and wipe handrails, bannisters, exit signage, doors, baseboards, and ledges

C. Monthly Services

15. All Areas

- Dust vents and grills; vacuum as needed
- Dust blinds

16. Lobby and Entry

- Dust high ledges and walls
- Clean and shine thresholds
- Spot-clean carpet stains (up to 3")

17. Office Areas

- Clean baseboards and door jambs
- Dust window blinds
- Vacuum upholstered furniture

18. Lavatories

- High-dust all walls and air diffusers
- Damp-wipe and clean tile walls with disinfectant

19. Stairwells

- Dust walls and remove cobwebs
- Dust and clean emergency fire equipment and plumbing