

EXHIBIT A SCOPE OF WORK

A. CITY HALL/POLICE STATION/COUNCIL CHAMBERS - JANITORIAL SERVICES

1. AREAS TO BE CLEANED:

17425 Ballinger Way NE

- **City Hall/Council Chambers (Municipal Court):** Clean all interior spaces.
- **Police Station:** Clean all office areas except locked rooms, the evidence room, and the sally port.

2. FREQUENCY OF SERVICE: designated below as 2/W or 6/W (number of times per week), 1/M (once per month), or 1/Y, 2/Y, 3/Y (number of times per year).

Common Spaces, Offices, Corridors, & Misc. Rooms

- Empty waste receptacles. Replace plastic liners as needed – any liner with food on it shall be replaced. Check non-commercial paper shredders and empty as necessary. 6/W
- Empty compost bins on the first and second floors of City Hall. 6/W
- Empty all recycling containers; recycle contents.
(deposit in exterior recycle dumpster provided to City) 6/W
- Damp clean lunchroom tables and counters using sanitizer. Wipe down chairs if needed.
Remove stains. 6/W
- Clean interior and exterior glass on all building entrances. 6/W
- Spot clean interior glass in partitions and doors. 6/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handles, stainless steel corner protectors and railings. Sanitize these surfaces. 6/W
- Walls: remove spots, stains and marks to hand height. (70") 6/W
- Vacuum all carpeted areas to walls moving chairs and garbage cans (anything light and easy to move) including under desks and put back items moved. All visible dirt, dust and soil to be removed. 6/W
- Spot clean carpet areas to remove spilled or soiled spots. 6/W
- Dust, sweep or mop all hard flooring. Damp mop kitchen floor (using a cleaning agent). 6/W
- Clean and sanitize all sinks and counter tops. 6/W
- Clean and sanitize all customer service countertops and windows. (interior and exterior) 6/W
- Stairs: sweep/damp mop/vacuum (as appropriate). For non-concrete, finished steps, remove visible marks. 6/W
- Dust and clean customer service countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, windowsills, door frames, picture and artwork frames, molding, counters, sanitizer dispensers and battery depository. 1/M
- Clean and remove marks from metalwork anywhere in building, including, but not limited to, nameplates, trim and handles. 1/M
- Dust tops of all office partitions. 1/M
- Vacuum under chair carpet protectors and clean, as needed (visible dirt or stains). 1/M
- Remove black marks and scuffs from floors. 1/M

- Remove dust and cobwebs from ceiling areas. 1/M
- Dust or vacuum and spot clean all supply and return air grilles and diffusers, high or low, to remove all visible dust and dirt and fingerprints. 1/M
- Dust grove in decorative wood wall adjacent to stairway. 2/Y
- Damp clean base moldings once per year in July. 1/Y
- Clean, in the appropriate manner (vacuum or wash) all window blinds once per year in April. 1/Y

Restroom Areas:

NOTE: CLEANING TOOLS USED IN RESTROOMS SHALL NOT BE UTILIZED IN GENERAL OFFICE AND OTHER AREAS (i.e: rags, mops, sponges, gloves etc.)

- Using a germicidal cleaner, clean and sanitize all restroom fixtures including, but not limited to, toilet seats, toilet bowls, base of toilet, urinals and sinks. 6/W
- Damp wipe and polish all glass and mirrors. 6/W
- Clean and sanitize all flush rings, drain and overflow outlets. 6/W
- Clean and polish all chrome fittings. 6/W
- Damp wipe all counters, doors, etc. using a germicidal cleanser and sanitize 6/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handle, etc. 6/W
- Remove spots, stains and splashes from wall area adjacent to hand basins. 6/W
- Damp mop all floors using a germicidal cleaner. 6/W
- Pay particular attention to stains under urinals when cleaning the grout and tile. 6/W
- Refill all dispensers from City stock. 6/W
- Empty all containers and disposals and insert liners as required. 6/W
- Empty and sanitize interior of sanitary containers. 6/W
- Wash and sanitize exterior of all dispensers and containers. 6/W
- Spot clean all walls, doors and partitions as needed. 6/W
- Machine scrub all restroom floors using a detergent three times per year – Jan, May, Oct. 3/Y

Carpet Cleaning 2/Y

- Vacuum floors
- Target stains with a pre-wash solution.
- Steam clean carpets.
- Extract excess moisture using extraction machine.
- Let dry under fans.

Floor Stripping & Sealing 2/Y

- Use a floor scrubber and chemical stripper to remove existing layers of sealer, stains, and scuff marks from the floors.

Note: While we make every effort to remove all stains and marks from the floors, we will not be held responsible for any remaining marks remaining after application of the described cleaning process.

- Neutralize the chemical stripper using vinegar.
- Rinse the floors with water and let air dry for at least two hours.
- Apply two (2) to three (3) coats of sealer.

B. PUBLIC WORKS BUILDING - JANITORIAL SERVICES

1. AREAS TO BE CLEANED:

19201 Ballinger Way NE

Public Works Building: Clean all areas.

2. FREQUENCY OF SERVICE: designated below as 2/W or 6/W (number of times per week), 1/M (once per month), or 1/Y, 2/Y, 3/Y (number of times per year).

Common Spaces, Offices, Corridors, & Misc. Rooms

- Empty waste receptacles. Replace plastic liners as needed – any liner with food on it shall be replaced. Check non-commercial paper shredders and empty as necessary. 2/W
- Empty all recycling containers; recycle contents. (deposit in exterior recycle dumpster provided to City) 2/W
- Damp clean lunchroom tables and counters using sanitizer. Wipe down chairs if needed. Remove stains. 2/W
- Clean interior and exterior glass on all building entrances. 2/W
- Spot clean interior glass in partitions and doors. 2/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handles, stainless steel corner protectors and railings. Sanitize these surfaces. 2/W
- Walls: remove spots, stains and marks to hand height. (70") 2/W
- Vacuum all carpeted areas to walls moving chairs and garbage cans (anything light and easy to move) including under desks and put back items moved. All visible dirt, dust and soil to be removed. 2/W
- Spot clean carpet areas to remove spilled or soiled spots. 2/W
- Dust, sweep or mop all hard flooring. Damp mop kitchen floor (using a cleaning agent). 2/W
- Clean and sanitize all sinks and counter tops. 2/W
- Clean and sanitize all customer service countertops and windows. (interior and exterior) 2/W
- Stairs: sweep/damp mop/vacuum (as appropriate). For non-concrete, finished steps, remove visible marks. 2/W
- Dust and clean customer service countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, windowsills, door frames, picture and artwork frames, molding, counters, sanitizer dispensers and battery depository. 1/M
- Clean and remove marks from metalwork anywhere in building, including, but not limited to, nameplates, trim and handles. 1/M
- Dust tops of all office partitions. 1/M
- Vacuum under chair carpet protectors and clean, as needed (visible dirt or stains). 1/M
- Remove black marks and scuffs from floors. 1/M
- Remove dust and cobwebs from ceiling areas. 1/M
- Dust or vacuum and spot clean all supply and return air grilles and diffusers, high or low, to remove all visible dust and dirt and fingerprints. 1/M
- Dust grove in decorative wood wall adjacent to stairway. 2/Y
- Damp clean base moldings once per year in July. 1/Y

- Clean, in the appropriate manner (vacuum or wash) all window blinds once per year in April.
1/Y

Restroom Areas:

NOTE: CLEANING TOOLS USED IN RESTROOMS SHALL NOT BE UTILIZED IN GENERAL OFFICE AND OTHER AREAS (i.e: rags, mops, sponges, gloves etc.)

- Using a germicidal cleaner, clean and sanitize all restroom fixtures including, but not limited to, toilet seats, toilet bowls, base of toilet, urinals and sinks. 2/W
- Damp wipe and polish all glass and mirrors. 2/W
- Clean and sanitize all flush rings, drain and overflow outlets. 2/W
- Clean and polish all chrome fittings. 2/W
- Damp wipe all counters, doors, etc. using a germicidal cleanser and sanitize 2/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handle, etc. 2/W
- Remove spots, stains and splashes from wall area adjacent to hand basins. 2/W
- Damp mop all floors using a germicidal cleaner. 2/W
- Pay particular attention to stains under urinals when cleaning the grout and tile. 2/W
- Refill all dispensers from City stock. 2/W
- Empty all containers and disposals and insert liners as required. 2/W
- Empty and sanitize interior of sanitary containers. 2/W
- Wash and sanitize exterior of all dispensers and containers. 2/W
- Spot clean all walls, doors and partitions as needed. 2/W
- Machine scrub all restroom floors using a detergent three times per year – Jan, May, Oct. 3/Y

Floor Stripping & Sealing 2/Y

- Use a floor scrubber and chemical stripper to remove existing layers of sealer, stains, and scuff marks from the floors.

Note: While we make every effort to remove all stains and marks from the floors, we will not be held responsible for any remaining marks remaining after application of the described cleaning process.

- Neutralize the chemical stripper using vinegar.
- Rinse the floors with water and let air dry for at least two hours.
- Apply two (2) to three (3) coats of sealer.

C. SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES

Furnished by the City:

- Electrical power at existing outlets for the Contractor to operate such equipment as necessary to perform the work
- Water as necessary
- Materials and supplies such as:
 - hand soap
 - paper towels

- toilet paper
- toilet seat covers
- wastebasket and trash can liners
- urinal mats
- urinal screens and cakes

The City will work with the Contractor to provide storage for supplies and equipment in City buildings. Closets and the stored equipment shall be kept clean and in an orderly manner by the Contractor. The City will replenish paper supplies in storage areas as needed. The City will not be responsible in any way for damage to the Contractor's stored supplies materials, replacement parts, or equipment but will exercise due care in working around those items to prevent any damage.

Furnished by the Contractor:

The Contractor shall supply all necessary tools, equipment, waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies that may be utilized, but not stated, in the work request as being supplied by the Contractor. Equipment must be professional or commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the City. Contractor shall supply SDS sheets for all supplies maintained in the building. Only approved environmentally safe biodegradable cleaning supplies will be used. All cleaning supplies and/or chemicals must be preapproved by the Public Works Director or designee.

D. MAINTENANCE HOURS

City Hall/Council Chambers (Municipal Court)/Police Station: available for cleaning after 5:00 p.m. Monday through Sunday, except during Council Meetings (schedule provided annually by January 31). The building is available for cleaning during any City scheduled holiday (see Section E).

Public Works Building: 6:00 p.m. – 5:00 a.m. Monday through Sunday.

E. CITY HOLIDAYS

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day Following Thanksgiving
- Christmas Day