

**SERVICES CONTRACT AGREEMENT
JANITORIAL SERVICES FY2021-2025
PROJECT NUMBER 10150.A**

THIS AGREEMENT FOR JANITORIAL SERVICES shall become effective October _____ 2020, between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as "CITY", 33 East Broadway Avenue, Meridian, Idaho 83642, and American Cleaning Services hereinafter referred to as "SERVICES PROVIDER", whose business address is 616 Front Street, Boise Idaho 83702.

INTRODUCTION

Whereas, the City has a need for services involving **JANITORIAL SERVICES FY2021-2025**; and

WHEREAS, the Services Provider is specially trained, experienced and competent to perform and has agreed to provide such services;

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties agree as follows:

TERMS AND CONDITIONS

1. Scope of Services:

1.1 SERVICES PROVIDER shall perform and furnish to the City upon execution of this Agreement and receipt of the City's written notice to proceed, all services, and comply in all respects, as specified in the Request for Proposal documents CW-15-10150 and also the document titled "Scope of Services" a copy of which is attached hereto as Exhibit "A" and Exhibit "B" and incorporated herein by this reference, together with any amendments that may be agreed to in writing by the parties.

1.2 All documents, drawings and written work product prepared or produced by the Services Provider under this Agreement, including without limitation electronic data files, are the property of the Services Provider; provided, however, the City shall have the right to reproduce, publish and use all such work, or any part thereof, in any manner and for any purposes whatsoever and to authorize others to do so. If any such work is copyrightable, the Services Provider may copyright the same, except that, as to any work which is copyrighted by the Services Provider, the City reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish and use such work, or any part thereof, and to authorize others to do so.

1.3 The Services Provider shall provide services and work under this Agreement consistent with the requirements and standards established by applicable federal, state and city laws, ordinances, regulations and resolutions. The Services Provider represents and warrants that it will perform its work in accordance with generally accepted industry standards and practices for the profession or professions that are used in performance of this Agreement and that are in effect at the time of performance of this Agreement. Except for that representation and any representations made or contained in any proposal submitted by the Services Provider and any reports or opinions prepared or issued as part of the work performed by the Services Provider under this Agreement, Services Provider makes no other warranties, either express or implied, as part of this Agreement.

1.4 Services and work provide by the Services Provider at the City's request under this Agreement will be performed in a timely manner in accordance with a Schedule of Work, which the parties hereto shall agree to. The Schedule of Work may be revised from time to time upon mutual written consent of the parties.

2. Consideration

2.1 The Services Provider shall be compensated on a Not to Exceed basis as provided in Exhibit C "Payment Schedule" attached hereto and by reference made a part hereof for the Not-to-Exceed amount of **\$345,970.20 annually for years 1-5.**

2.2 The Services Provider shall provide the City with a monthly statement, as services warrant, of fees and costs to be earned and incurred for services provided during the billing period, which the City will pay within 30 days of receipt of a correct invoice and approval by the City. The City will not withhold any Federal or State income taxes or Social Security Tax from any payment made by City to Services Provider under the terms and conditions of this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Services Provider.

2.3 Service Provider will provide an itemized monthly statement listing each facility separately and referencing the assigned purchase order number. Itemization will include, but not limited to:

- A. Facility
- B. Service Provided
- C. Service Date(s)
- D. Service Rate (if applicable)
- E. Total Amount

2.4 Except as expressly provided in this Agreement, Services Provider shall not be entitled to receive from the City any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement., including , but not limited to, meals, lodging, transportation, drawings,

renderings or mockups. Specifically, Services Provider shall not be entitled by virtue of this Agreement to consideration in the form of overtime, health insurance benefits, retirement benefits, paid holidays or other paid leaves of absence of any type or kind whatsoever.

3. Funding:

The amounts beyond the 2021 fiscal year have not yet been appropriated by the City. Contractor may NOT expend more than the amount specified and approved for a specific fiscal year. Agreement is contingent upon budget approval for each fiscal year.

4. Term:

4.1 This agreement shall become effective upon execution by both parties, and shall expire upon (a) completion of the agreed upon work, (b) September 30, 2025 or (c) unless sooner terminated as provided below or unless some other method or time of termination is listed in Attachment A.

4.2 Should Supplier default in the performance of this Agreement or materially breach any of its provisions, City, at City's option, may terminate this Agreement by giving written notification to Supplier.

4.3 Should City fail to pay Supplier all or any part of the compensation set forth in Attachment B of this Agreement on the date due, Supplier, at the Supplier's option, may terminate this Agreement if the failure is not remedied by the City within thirty (30) days from the date payment is due.

4.4. This Agreement shall terminate automatically on the occurrence of any of the following events: a) Bankruptcy of insolvency of either party; or b) Death of Supplier.

5. Independent Contractor:

5.1 In all matters pertaining to this agreement, SERVICES PROVIDER shall be acting as an independent contractor, and neither SERVICES PROVIDER nor any officer, employee or agent of SERVICES PROVIDER will be deemed an employee of CITY. Except as expressly provided in Exhibit A and Exhibit B, Services Provider has no authority or responsibility to exercise any rights or power vested in the City. The selection and designation of the personnel of the CITY in the performance of this agreement shall be made by the CITY.

5.2 Services Provider shall determine the method, details and means of performing the work and services to be provided by Services Provider under this Agreement. Services Provider shall be responsible to City only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to City's control with respect to the physical action or activities of Services Provider in fulfillment of this Agreement.

6. Indemnification and Insurance:

SERVICES PROVIDER shall indemnify and save and hold harmless CITY from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses and other costs including litigation costs and attorney's fees, arising out of, resulting from, or in connection with the negligent acts and/or errors or omissions by the SERVICES PROVIDER, its servants, agents, officers, employees, guests, and business invitees, and not caused by or arising out of the tortuous conduct of CITY or its employees. SERVICES PROVIDER shall maintain, and specifically agrees that it will maintain, throughout the term of this Agreement, liability insurance in the minimum amounts as follow, General Liability One Million Dollars (\$1,000,000) per incident or occurrence, Automobile Liability Insurance One Million Dollars (\$1,000,000) per incident or occurrence and Workers' Compensation Insurance , in the statutory limits as required by law. The CITY shall be named an additional insured on both General Liability and Automotive policies. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless CITY; and if CITY becomes liable for an amount in excess of the insurance limits, herein provided, SERVICES PROVIDER covenants and agrees to indemnify and save and hold harmless CITY from and for all such losses, claims, actions, or judgments for damages or injury to persons or property and other costs, including litigation costs and attorneys' fees, arising out of, resulting from , or in connection with the performance of this Agreement by the Services Provider or Services Provider's officers, employs, agents, representatives or subcontractors and resulting in or attributable to personal injury, death, or damage or destruction to tangible or intangible property, including use of. SERVICES PROVIDER shall provide CITY with a Certificate of Insurance, or other proof of insurance evidencing SERVICES PROVIDER'S compliance with the requirements of this paragraph and file such proof of insurance with the CITY at least ten (10) days prior to the date Services Provider begins performance of its obligations under this Agreement. In the event the insurance minimums are changed, SERVICES PROVIDER shall immediately submit proof of compliance with the changed limits. Evidence of all insurance shall be submitted to the City Purchasing Agent with a copy to Meridian City Accounting, 33 East Broadway Avenue, Meridian, Idaho 83642.

A Fidelity Bond shall be acquired, also known as an Employee Dishonesty Bond with the minimum amount of \$50,000. This bond is to protect the city and its employee's personal property, money, and securities within the City's facilities against loss or damage caused by Service Providers employees or agents' dishonesty, theft, or actions leading to a loss.

- 7. Notices:** Any and all notices required to be given by either of the parties hereto, unless otherwise stated in this agreement, shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addressed as follows:

CITY

City of Meridian
Procurement Manager
33 E Broadway Ave
Meridian, ID 83642
208-888-4433
Email: kwatts@meridiancity.org

Service Provider

American Cleaning Service
Attn: Eli Schmoeger
616 W. Front St.
Boise, ID 83702
208 344-8464
Email: eli@americancleaning.com

Either party may change their address for the purpose of this paragraph by giving written notice of such change to the other in the manner herein provided.

8. **Attorney Fees:** Should any litigation be commenced between the parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other relief as may be granted, to court costs and reasonable attorneys' fees as determined by a Court of competent jurisdiction. This provision shall be deemed to be a separate contract between the parties and shall survive any default, termination or forfeiture of this Agreement.
9. **Time is of the Essence:** The parties hereto acknowledge and agree that time is strictly of the essence with respect to each and every term, condition and provision hereof, and that the failure to timely perform any of the obligations hereunder shall constitute a breach of, and a default under, this Agreement by the party so failing to perform.
10. **Assignment:** It is expressly agreed and understood by the parties hereto, that SERVICES PROVIDER shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of CITY.
11. **Discrimination Prohibited:** In performing the Services required herein, SERVICES PROVIDER shall not unlawfully discriminate in violation of any federal, state or local law, rule or regulation against any person on the basis of race, color, religion, sex, national origin or ancestry, age or disability.
12. **Reports and Information:**
 - 12.1 At such times and in such forms as the CITY may require, there shall be furnished to the CITY such statements, records, reports, data and information as the CITY may request pertaining to matters covered by this Agreement.
 - 12.2 Services Provider shall maintain all writings, documents and records prepared or compiled in connection with the performance of this Agreement for a minimum of four (4) years from the termination or completion of this or Agreement. This includes any handwriting, typewriting, and printing, photo static, photographic and every other means of recording upon any tangible thing, any form of communication or representation including letters, words, pictures, sounds or symbols or any combination thereof.

13. **Audits and Inspections:** At any time during normal business hours and as often as the CITY may deem necessary, there shall be made available to the CITY for examination all of SERVICES PROVIDER'S records with respect to all matters covered by this Agreement. SERVICES PROVIDER shall permit the CITY to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.
14. **Publication, Reproduction and Use of Material:** No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The CITY shall have unrestricted authority to publish, disclose and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.
15. **Compliance with Laws:** In performing the scope of services required hereunder, SERVICES PROVIDER shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments.
16. **Changes:** The CITY may, from time to time, request changes in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the amount of SERVICES PROVIDER'S compensation, which are mutually agreed upon by and between the CITY and SERVICES PROVIDER, shall be incorporated in written amendments to this Agreement.
17. **Termination:** If, through any cause, SERVICES PROVIDER, its officers, employees, or agents fails to fulfill in a timely and proper manner its obligations under this Agreement, violates any of the covenants, agreements, or stipulations of this Agreement, falsifies any record or document required to be prepared under this agreement, engages in fraud, dishonesty, or any other act of misconduct in the performance of this contract, or if the City Council determines that termination of this Agreement is in the best interest of CITY, the CITY shall thereupon have the right to terminate this Agreement, in part or in its entirety, by giving written notice to SERVICES PROVIDER of such termination and specifying the effective date thereof at least fifteen (15) days before the effective date of such termination. SERVICES PROVIDER may terminate this agreement at any time by giving at least sixty (60) days' notice to CITY.

In the event of any termination of this Agreement, all finished or unfinished documents, data, and reports prepared by SERVICES PROVIDER under this Agreement shall, at the option of the CITY, become its property, and SERVICES PROVIDER shall be entitled to receive just and equitable compensation for any work satisfactorily complete hereunder.

Notwithstanding the above, SERVICES PROVIDER shall not be relieved of liability to the CITY for damages sustained by the CITY by virtue of any breach of this

Agreement by SERVICES PROVIDER, and the CITY may withhold any payments to SERVICES PROVIDER for the purposes of set-off until such time as the exact amount of damages due the CITY from SERVICES PROVIDER is determined. This provision shall survive the termination of this agreement and shall not relieve SERVICES PROVIDER of its liability to the CITY for damages.


18. **Construction and Severability:** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.
19. **Advice of Attorney:** Each party warrants and represents that in executing this Agreement. It has received independent legal advice from its attorney's or the opportunity to seek such advice.
20. **Entire Agreement:** This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.
21. **Public Records Act:** Pursuant to Idaho Code Section 9-335, et seq., information or documents received from the Contractor may be open to public inspection and copying unless exempt from disclosure. The Contractor shall clearly designate individual documents as "exempt" on each page of such documents and shall indicate the basis for such exemption. The CITY will not accept the marking of an entire document as exempt. In addition, the CITY will not accept a legend or statement on one (1) page that all, or substantially all, of the document is exempt from disclosure. The Contractor shall indemnify and defend the CITY against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring such a designation or for the Contractor's failure to designate individual documents as exempt. The Contractor's failure to designate as exempt any document or portion of a document that is released by the CITY shall constitute a complete waiver of any and all claims for damages caused by any such release.
22. **Confidentiality:** Services Provider understands and acknowledges that all tests and results (confidential information) are intended solely for the City. Services Provider agrees to hold all confidential information in confidence and will not disclose the confidential information to any person or entity without the express prior written consent of City.
23. **Applicable Law:** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Idaho, and the ordinances of the City of Meridian.
24. **Approval Required:** This Agreement shall not become effective or binding until approved by the City of Meridian.

CITY OF MERIDIAN

BY: _____
KEITH WATTS, Procurement Manager

Dated: _____

AMERICAN CLEANING SERVICE

BY:  _____
ELI SCHMOEGER, President

Dated: 10/7/2020 _____

EXHIBIT A

SCOPE OF SERVICES

1. General

This Contract establishes the standard for janitorial services at various City facilities. The Service Provider shall provide all management, supervision, labor, materials, supplies, transportation of owner supplied supplies to each facility, and equipment (except as otherwise provided), and will plan, schedule, coordinate and assure effective performance of all services described herein. The Service Provider will be required to provide janitorial and related services in accordance with the specifications of this solicitation. All services shall be performed in the highest professional manner, and in accordance with all applicable, current industry standards, regulations, codes and statutes. Unless the means or methods of performing a task are specified elsewhere in this contract, Service Provider shall employ methods that are generally accepted and used by the industry. Contract oversight is by the Building Maintenance Technician or their designated representative.

2. Silence of Specifications

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

3. Service Locations

The work shall be performed at the City locations identified in this section. The City reserves the right to add or delete locations.

LOCATION	ADDRESS	SQUARE FOOTAGE (Estimated area of service)
City Hall	33 E Broadway	100,000
Police Station Administration Building	1401 E. Watertower	32,9500
Police Station K-9 Building	1401 E. Watertower	540
Police Station Public Safety Training Center (PSTC)	1223 E. Watertower	12,700
Water Administration	2235 NW 8 th St.	8,000

Wastewater Resource Recovery Facility – Administration Building	3401 N. Ten Mile	12,200
Wastewater Resource Recovery Facility – Controls Building	3401 N. Ten Mile	3,600
Wastewater Resource Recovery Facility – Lab Building (non-lab area only for internal cleaning)	3401 N. Ten Mile	2,500
Parks and Recreation Maintenance Building	1700 E. Lanark	2,500
Community Center	213 E Idaho	4,200
Fire Station 1	540 E. Franklin Road	6,000 livable
Fire Station 2	2401 N. Ten Mile Road	2,300 livable
Fire Station 3	3545 N. Locust Grove	2,300 livable
Fire Station 4	2515 S. Eagle Road	2,300 livable
Fire Station 5	6001 N Linder Road	2,300 livable
Fire Station 6	1435 W. Overland	7,029 livable
Fire Safety Center	1901 E. Leighfield	920

*Measurements are approximations only. It is up to the Service Provider to field-verify dimensions to satisfy their needs.

4. Schedule of Services

Work is to be performed outside of the City’s regularly scheduled business hours except where otherwise specified. All tasks are to be completed on their designated service days. Service schedule cannot be altered without prior approval from the City’s Building Maintenance Technician. All regular janitorial personnel must work the same continuous shift.

5. Observed Holidays

City observed holidays are listed below. City facilities are closed on these days and services are not required except where otherwise specified. Scheduled services that fall on a holiday are to be performed the **next business** day. Observed holidays are:

- New Year’s Day
- Martin Luther King/Human Rights Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day

- Christmas Day

6. Minimum Qualifications of Service Provider

Service Provider must meet the minimum qualifications set forth to be considered eligible to provide the proposed service. Service Provider must:

- A. Be a company that has been in business and performing services specified herein for a minimum of five (5) consecutive years.
- B. Possess and keep in force all licenses, certifications, bonds and permits required to furnish and perform the services specified herein.
- C. Possess the ability to commit sufficient staffing, equipment and materials to perform the work required (with the exception of restorative carpet cleaning services).

7. Qualifications of Service Provider's Personnel

- A. All matters and costs pertaining to the recruitment, screening, City required background screening, hiring and retention of personnel shall be the exclusive responsibility of the Service Provider. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.
- B. All personnel used by the Service Provider shall be subject to review and approval by the City. The City reserves the right to demand the removal of any employee who is deemed unacceptable for any reason.
- C. All work by contract personnel shall be performed in a professional, courteous manner. Discourtesy, rudeness, or the use of profanity will not be tolerated, and shall be grounds for immediate removal of the offending employee from performing work under any contract awarded as a result of this specification.

8. Staffing Levels:

Service provider shall maintain an adequate number of employees to satisfactorily perform scheduled tasks. Service Provider will provide an adequate number of trained cleaning personnel each day to ensure that all cleaning services herein specified are accomplished. It is the Service Provider's responsibility to determine and furnish the total staff-hours required to meet the requirements of the service level agreement. The Service Provider shall provide onsite supervision at City Hall. Supervisor will be responsible for staff at all locations.

Service Provider will ensure that all employees working within City facilities can read and understand warning signs that are written in English.

The Service Provider shall provide onsite supervision to assure competent performance of the work during the scheduled hours. The Service Provider or authorized agent will make daily routine inspections prior to leaving for the day to ensure that the work is performed as required by this Contract. The Service Provider's job manager and supervisors must be literate and fluent in the English language, because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with management personnel. The Service Provider's on site supervisor must also be literate and fluent in the primary language of the Janitorial staff. All supervisors shall have an intimate knowledge of the various cleaning tasks, equipment and materials so as to be able to maintain and control an effective inspection and follow-up program. The supervisor shall be authorized to represent and act for the Service Provider.

The Service Provider shall provide and equip each shift supervisor with a communication device such as a cell phone or similar independent communication device.

9. Staff Training:

Service Provider shall comply with the OSHA Standard as it pertains to the training, safety and equipment needed for all employees engaged in Janitorial service. Service Provider shall be responsible for compliance on date of Contract acceptance.

Proposer shall furnish information about the training programs for managers, supervisors and workers covering the following categories: Include training for 1) general cleaning, 2) floor work, 3) carpet cleaning and 4) OSHA standards.

Describe in detail your firm's training procedures for complying with above regulations.

10. Cleaning Standards: The following cleaning standards shall be used on a daily basis and during the quality assurance inspection process to assess the quality of cleaning.

A. Building and Elevator Mats, Carpets, Floors, Cove Bases, Corners, Thresholds, and Stairwell Landings and Steps

1. Shall be free of dust, cobwebs, spots, stains, gum, dirt and debris without causing damage.
2. Shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.
3. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by CITY.

B. Building and Elevator Walls, Ceilings, Wainscot and Ledges

1. Shall be free of dust, cobwebs, soil, spots and stains without causing damage.
2. Elevator walls and ceiling shall be polished to a high-shine and shall appear streak-free, film-free and uniformly clean.
3. Elevator buttons and surround, inside and outside of the car, shall be disinfected.

C. Building and Elevator Doors

1. Doors shall be free of dust, cobwebs, soil, spots and stains without causing damage.
2. Elevator doors shall be polished to a high-shine and shall appear streak-free, film-free and uniformly clean.
3. Handles, push plates, crash bar apparatus, and kick plates on doors shall be polished to a high-shine and shall appear streak-free, film free and uniformly clean.
4. Handles, push plates and crash bar apparatus shall be disinfected.

D. Glass and Metal Surfaces

1. Shall appear streak-free, film-free and uniformly clean. This includes the elimination of dust and soil from sills, ledges and heat registers.

E. Water Fountains

1. Shall be free of dust, cobwebs, soil, scale and water spots without causing damage. Bright work shall be disinfected and polished to a streak-free shine. Pushbars shall be cleaned and disinfected. Water fountains shall appear visibly and uniformly clean. This includes the elimination of film and cleaner residue.

F. Stairwell Handrails, Related Surfaces, Exposed Mechanical and Structural Elements, Window Sills and Ledges

1. Shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This included the elimination of film, streaks, lint, standing water, cleaner residue or film.

G. Restrooms

Special Note: Maintaining a sanitary restroom environment that minimizes the possibility of cross-infection is considered of the highest priority by CITY. Sanitation levels shall be closely monitored by inspection, and approved testing methods.

1. Dispensers and hardware shall be free of dust, dried-soil, bacteria and soil without causing damage. Bright work shall be uniformly cleaned, disinfected and shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item. No cleaning agents are to come in contact with fixture sensors.
2. Sinks shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This includes the elimination of streaks, embedded soil, film and water spots.
3. Counters shall be free of dust, cobwebs, bacteria, and soil without causing damage. Surfaces shall be uniformly cleaned, disinfected and shall appear visibly and uniformly clean.
4. Mirrors shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.
5. Toilets, toilet seats and urinals shall be free of dust, cobwebs, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This includes the elimination of streaks, film and water spots.
6. Partitions and ledges shall be free of dust, cobwebs, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This includes the elimination of streaks and film.
7. Waste containers shall have contents removed and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.

H. Air Vents

1. Shall be free of dust, cobwebs, and soil. This also pertains to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.

I. Light Fixtures

1. Light fixtures shall be free of dust, cobwebs, and soil without causing damage. Diffusers shall remain in proper position and appear streak-free and uniformly clean.

J. Counters and Office Equipment

1. Shall be free of dust, cobwebs, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean.

K. Waste and Recycling Containers

1. Waste container contents shall be removed from waste containers and can liners replaced, as required. Inside and outside of the container shall be cleaned and disinfected monthly, at a minimum. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.
2. Recycling containers shall be cleaned and disinfected monthly, at a minimum. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of any offensive odor emitting from the container.

L. Furniture and Furnishings

1. Common area, conference room, copier area furniture and equipment shall be free of dust, cobwebs, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film. Individual office desks and work surfaces will be cleaned by CITY of Meridian employee.
2. Tables and chairs shall be free of dust and soil. These surfaces shall appear visibly and uniformly clean. Tables are to be wiped with cleaner daily to remove all finger prints.
3. Lamps shall be free of dust, cobwebs, dried-soil and soil without causing damage. Lamps shall appear visibly and uniformly clean. This includes the elimination of streaks, cleaner residue and film.
4. Partitions and ledges shall be free of dust, cobwebs, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This includes the elimination of streaks, film and cleaner residue.
5. Cabinets, refrigerator and microwave exterior tops, sides and front shall be cleaned and free of dust, soil, cleaner residue and soap film. Sinks and fixtures shall be clean and sanitized.

M. Miscellaneous Carpet Cleaning/Deep Machine Extraction

1. The professional cleaner shall use truck mounted, heavy duty hot-water extraction method for cleaning of carpets (and upholstered chairs). All cleaning methods and workmanship must be in strict accordance with carpet and furniture manufacturer's requirements.
2. Carpets that are cleaned must be dry within seven (7) hours after completion of work. The Service Provider shall supply and set up fans of adequate size and in sufficient number to ensure carpets will be dry within said time frame.
3. All Service Provider employees providing services must have a minimum of five (5) years of verifiable commercial carpet cleaning experience.
4. The cleaning will take place during the weekend, or in the evening after hours if approved by City
5. The cleaning operations frequency and locations are noted in the Task Frequency Sheets of Exhibit B.

N. Janitor Closets and Storeroom

1. Shelves - Shall be free of dust, cobwebs, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stored in an organized fashion, in their appropriate locations by neatly utilizing shelving space.
2. Storeroom shall appear visibly and uniformly clean. Delivered supplies shall be unpacked and stored, in an organized fashion, in their appropriate locations by neatly utilizing shelving and storage space.
3. Janitor carts shall be free of dust, cobwebs, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and soil, and organized, neatly. Carts shall be cleaned and disinfected monthly, at a minimum.
4. Walls shall be free of dust, cobwebs, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.
5. Utility sinks shall be free of dust, cobwebs, soil, cleaner residue and soap film. Utility sinks shall appear visibly and uniformly clean. This includes the elimination of streaks, embedded soil, film and water spots.
6. Bright work shall be cleaned, de-scaled and polished.

7. Floors shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by CITY. Floors shall appear visibly and uniformly smooth and clean. This includes the elimination of dust streaks, lint, standing water, cleaner residue and film.

O. Trash Removal/Trash Containers/Recycle Containers

1. Waste removal shall be to containers designated by CITY and shall be deposited in such a manner that contents will not fly around causing a mess or nuisance.
2. Waste containers shall be fitted with a liner.
3. Recycle bins in cubicles and office areas shall be emptied as necessary.

11. Security

1. Service Provider will be responsible for compliance with all City security requirements.
2. All doors and windows shall be closed and locked upon completion of cleaning operations in the area. All areas shall be double-checked at end of shift to verify the areas are secured. On occasion, certain areas that are normally open for cleaning may be secured. In such a situation, cleaning shall take place only upon request of the Building Maintenance Technician. Service Provider will not enter any office where the door is closed.
3. Service Provider shall not duplicate any keys for premises unless directed to do so by the Building Maintenance Technician. Service Provider/Supervisory staff must promptly report any lost keys or need for additional keys to the Building Maintenance Technician.
4. To avoid the possibility of tracing lost keys to the premises, the Service Provider shall not put identification on any keys.
5. Service Provider will only access departments through the card reader access doors.

A. Background Checks:

1. Service Provider shall hire an independent security firm (specialist) to perform background checks and fingerprinting on all employees, subcontractors, vendors, delivery personnel, or others required to have regular access to the

- site. These checks will be conducted on an annual basis. Any prior convictions for theft offenses, violent crimes, sexual offenses, and criminal convictions will not be allowed. Cost of background checks will be borne by the Service Provider. Employees working at the Police Department campus will be required to go through an additional background check. The cost for background checks will be borne by the service provider.
2. Service Provider shall submit a written plan to the City's site representative for review and approval. The plan shall outline procedures proposed for conducting background checks. Submittal shall also contain name and qualifications of the security firm that will perform background checks.
 3. The background checks shall check for outstanding warrants (both local and national), verification of U.S. citizenship or appropriate work visa, and known ties to terrorist groups. Only personnel whose background is clear of the listed items shall be allowed to obtain security photo identification/access cards and gain full access to the site. The Service Provider shall provide a list to the City with personnel proposed to have site access privileges. Further the Service Provider must certify that a background check has determined each individual is clear of the listed items

B. Photo Identification/Access Cards:

1. Security photo identification/access cards shall be worn at all times by on-site personnel (Service Provider's employees, subcontractors, and others required to have access to site). Only personnel that pass specified background check shall be allowed to wear security photo identification/access cards.
2. Personnel will not be allowed to access site without security photo identification/access cards. Personnel found on-site without photo identification/access cards are to be immediately removed from site.
3. Security photo identification/access cards shall be issued by the City. The City will supply up to 12 photo/identification/access cards the first year at no charge. Additional photo identification/access cards will be at the cost of \$20 each, which will be the responsibility of the Service Provider. Lost or stolen cards must be reported immediately and the Service Provider will be responsible for replacement cost. Service Provider shall schedule arrangements with Building Maintenance Technician and Security Coordinator.

C. Intrusion Alarms:

1. Service Provider's personnel performing work at service locations equipped with intrusion alarms will be responsible for disarming the alarm upon entering the facility and arming the alarm upon exiting. City's Building Maintenance Technician shall be responsible for furnishing instructions to the Service

Provider's supervisory personnel on the correct procedures for operating each intruder alarm system. Awarded Service Provider could be responsible for any false alarm fees due to the improper use of the intrusion system. It shall be the Service Provider's responsibility to instruct any temporary or replacement personnel on the operation of the intruder alarm system.

12. Safety

The Service Provider shall be responsible for all necessary training relating to the application of chemicals and the use of equipment as it relates to the Work. Service Provider shall be solely responsible for initiating, supervising and maintaining all needed safety precautions in connection with the Work (i.e. hazardous material communication, blood borne pathogens, etc.). Service Provider shall take all necessary precautions for the safety of, and provide for the necessary protection to prevent damage, injury or loss to employees, bystanders, materials, equipment and property. In so doing, Service Provider shall comply with the applicable rules and regulations of any regulatory body (i.e. OSHA) having jurisdiction over the safety of persons or property. Service Provider shall be liable for any resulting damage arising from its operations.

Service Provider will not compromise the safety of City employees or the public through Service Provider's, Service Provider Employees, or Service Provider's Agents actions.

Service Provider may be required to maintain an incident log and report OSHA recordable incidents to the Building Maintenance Technician within 24 hours of request.

13. Materials, Supplies and Equipment

A. Supplies

1. Service Provider shall furnish all cleaning supplies and equipment necessary to do the work.
CITY will furnish the following supplies: restroom and kitchenette soap, restroom and kitchenette paper products, hand sanitizer dispenser product, garbage bins plastic bags and restroom feminine products.
2. Ordering supplies will be done via email to the Building Maintenance Technician.
3. Service Provider shall be responsible for transporting supplies from City Hall to the individual service locations and stocking supplies in the Janitorial Rooms/Closets.
4. Service Provider shall maintain owner furnished supplies.
5. Service Provider certifies that all materials, equipment, etc., used in the performance of the Work meet all Occupational Safety and Health Act (OSHA) and applicable environmental requirements.

6. A complete list of cleaning materials, supplies and equipment to be used by Service Provider shall be submitted to City prior to the commencement of the Service Agreement. The list must show generic-type, brand name, model number (if applicable), product name (if applicable) and catalogue number. In the case of cleaning chemicals, a copy of the Safety Data Sheets (or Material Safety Data Sheets if Safety Data Sheets are not yet available for the product) must be provided.
7. All cleaning chemicals used by Service Provider shall be in compliance with OSHA's Hazard Communication Standard (HCS).

B. Hazardous and Toxic Substances

Manufacturers and distributors are required by the Federal Hazardous Communication Standard (29 CFR 1910.1200) to label each hazardous material or chemical container, and to provide Material Safety Data Sheets to the purchaser. Contractor must comply with these laws and must provide CITY with copies of the Material Data Sheets five (5) days prior to performance of services or contemporaneous with delivery of services. The CITY will require that the Contractor maintain an onsite Material Safety Data Sheet three ring binder for all chemicals and substances used in each facility. Binders shall be kept in the primary janitorial closet in each facility.

C. Equipment

Service Provider will furnish and maintain in good working condition all the necessary cleaning equipment required to maintain the facilities as specified in this Scope of Services including, but not limited to, vacuum cleaners, mops, buffers, strippers, scrubbing machines, extension poles, ladders and carpet extraction equipment. Equipment (vacuums, buffers, pylons, buckets) will be kept clean by the Service Provider and stored in a designated location when not in use.

14. Storage Space

- A. City may provide some storage space at the various facilities for janitorial supplies and equipment. Due to the limited amount of space, and storage space beyond that which City is presently providing for janitorial equipment is the responsibility of Service Provider.
- B. Service Provider shall keep storage spaces neat a clean at all times and in accordance with applicable fire codes, regulations and good housekeeping standards.

15. Waste & Recycle Removal

All collected trash and recycling must be transported by Service Provider to area(s) designated by the City. Each location will have a collection site(s).

16. Reporting Problems

Janitorial staff shall report any operational or maintenance problems encountered during the course of the work to their supervisor at the end of each shift. These issues shall be communicated to the Building Maintenance Technician by Service Provider's supervisory and/or managerial staff by 12:00 PM on the following business day. The supervisor will alert City if supply stock is below two weeks.

17. Performance / Evaluation of Work

The level of cleaning is extremely important. Quality of work will be formally evaluated through inspections scheduled by the Building Maintenance Technician at the CITY's discretion.

Evaluation of work will include the following:

1. Adherence to work schedule for all scheduled work tasks
2. Performance and quality of cleaning for scheduled work tasks
3. Adherence to all specifications and requirements of the contract documents

At a minimum, a semi-annual, in-person meeting must be conducted between the Service Provider/Supervisor and the City to discuss performance/evaluation of work. It will be the responsibility of the Service Provider to coordinate this meeting and to be prepared to discuss the items listed below:

1. Adherence to work schedule for all scheduled work tasks
2. Performance and quality of cleaning for scheduled work tasks
3. Repetition of violations of work tasks not performed during the month
4. Response time to correct substandard work
5. Adherence to all specifications and requirements of the contract documents

18. Inspections

- A. Service Provider Lead/Supervisor will make daily routine inspections at each location after services have been provided to ensure Service Provider's work is performed as required by this Contract.
 - a. Service Provider will create a checklist for use in daily routine inspections and review with City for approval before use. The checklist will be aligned specifically with the contract "Task List" of services to be performed in each facility at the designated times. It will be completed by indicating the completion of tasks and will be signed by the Service Provider Lead/Supervisor designating satisfactory completion of services. Service Provider will provide the completed checklist to the Building Maintenance Technician in electronic form the day after being completed.
- B. CITY's Building Maintenance Technician or designee shall conduct regular inspections of the premises to ensure compliance with the work required by this contract.

- C. Extra work authorized by the Building Maintenance Technician will also be inspected on a regular basis to ensure compliance with the standards of the City and this contract.
- D. The Service Provider's supervisor shall be available, upon request, for inspections with the Building Maintenance Technician.

19. Service Complaints and Violation Substantiation Process

A. Service Complaints

Service Complaints from within the City will be dispositioned through a validation process. Once a complaint is received the City will go through the following process to validate its legitimacy and determine if it is a "Task Violation".

Process Outline:

1. Complaint will be visually confirmed. If feasible, a picture with supporting information will be obtained.
2. The City will cross check the complaint against the completed daily "Checklist" from the Service Provider/Supervisor.
3. A determination of whether a service violation occurred or not will be made by the City.
4. If a service violation has occurred, the Service Violation Penalties section of this contract will be followed.
5. The findings of this process will be shared with the Service Provider/Supervisor as per the "Communication" protocol of this agreement.

B. Service Violations

Service Violations from the CITY's Building Maintenance Technician or designee regular inspections to ensure compliance with the work required by this contract will go through the following process.

Process Outline:

1. A picture with supporting information will be obtained.
2. The City will cross check the service violation against the completed daily "Checklist" from the Service Provider/Supervisor.
3. If a service violation has occurred, the Service Violation Penalties section of this contract will be followed.
4. The findings of this process will be shared with the Service Provider/Supervisor as per the "Communication" protocol of this agreement.

- C. Service Violations must be corrected within two (2) hours for daily and weekly tasks and 48 hours all other tasks. Failure to respond within the timeframe will be cause for a \$100 penalty for each service task.
- D. Service Provider's Supervisor will notify Building Maintenance Technician once deficiency is corrected and provide picture of correction. In the event that the Building Maintenance Technician re-visits the deficiency noted as being corrected and finds the deficiency not corrected, City will levy a \$100 penalty for each time the Service Provider has to be contacted again to address the deficiency.

20. Communications

Service Provider shall not contact clients unless specifically directed to by the Building Maintenance Technician. All communication between CITY and SERVICE PROVIDER shall be through the Building Maintenance Technician with email being the primary method of communication and a phone call the secondary method of communication. Service Provider/staff shall return Building Maintenance Technicians phone calls within four (2) hours of receipt.

21. Service Violation Penalties

- A. Service Provider will be allowed no more than one (1) substantiated service task violation related to the non-performance or unsatisfactory performance of work included in the Contract per month per location. City will levy a \$100 penalty each violation above that threshold.
- B. In the case of non-performed work, CITY may:
 - 1. Withhold from Service Provider's invoice all billings associated with that location for non-performed work as set out in Contract.
 - 2. Perform the services with CITY personnel or other means.
- C. In the case of unsatisfactory work, CITY may:
 - 1. Withhold payment from Service Provider's invoice all billings associated with that location for unsatisfactory work as set out in Contract.
 - 2. Perform the services with CITY personnel or other means.
- D. In the event of a repeated violation of any task at an individual location, an escalation penalty of an additional \$100 shall be assessed for each substantiated task violation at that location. This penalty should be considered cumulative and unlimited for each violation of the same task, and will be in effect for each year of the contract. Substantiated task violations will be tracked, documented and reported on to insure proper assessment of any such penalty.
- E. Should CITY elect options B.2 and C.2 above, CITY will also deduct all costs, including administrative costs, incurred by CITY to obtain satisfactory completion of the services.
- F. Repeated instances of non-performance or non-satisfactory performance will be grounds for termination of the Contract for the default pursuant to the terms of the Contract.

- G. If the Service Provider fails to perform the work required by the terms of the Contract and subsequent work requests in a diligent and satisfactory manner, the City may terminate said Contract, and perform or cause to be performed all or any part of the work needed to complete and/or correct same. The Service Provider agrees that it will reimburse the City for any expense incurred therefrom, and the City, at its election, may deduct said amounts from any sum owing the Service Provider. The waiver by the City of a breach of any provision of the contract by the Service Provider shall not operate or be construed as a waiver of any subsequent breach by the Service Provider.

22. Turning Off Lights

Janitorial staff is expected to turn off all lights as they complete their work with the exception of those that are designated to remain on as determined by City.

23. Lost and Found

Service Provider shall be responsible for ensuring that all articles found by its personnel are turned in to the nearest City lost and found location, as managed by City or agent in charge of such articles, not later than by the end of each shift.

24. Suspension of Work

CITY unilaterally may order Service Provider, in writing, to suspend, delay or interrupt all or any part of the work for such period of time as they may determine to be in the best interest of CITY. Reasons may include, but are not limited to, the following:

- A. Fire or other casualty, which renders the facility or any part thereof, unfit for occupancy or use immediately.
- B. Interruption of facility services or systems, such as utilities, elevator, plumbing, electrical, heating/cooling systems, which renders the facility or any part thereof unfit for occupancy or use immediately.
- C. A facility or any part thereof remaining vacant or unoccupied immediately by virtue of CITY relocating the occupants to another facility, or performing remodeling, renovations, and/or construction within a facility or part thereof.

25. Notice of Suspension of Work

CITY will give notice of suspension of work and effective date as follows:

- A. If work suspension is due to 23 "A" or "B" above, verbal notice will be given within twenty-four (24) hours of effective date, written confirmation to follow.

- B. If suspension is due to 23 "C" above, written notice will be given at least ten (10) working days in advance prior to effective date.
- C. Reduction in payment during a suspension period will be calculated on prorated basis of the proportion of the monthly rate listed on the Proposal Form.

26. Interrupted Service

In the event that CITY declares an emergency due to road or weather conditions or other reasons, and the building is closed for the day or opens late, or closes early, CITY may grant excused absences to Service Provider's employees or may require Service Provider to have the employees make up the lost time in order to complete the Janitorial duties. Service Provider must make every effort to provide Janitorial services, particularly if the occurrence is on a Friday or is on a day preceding a holiday. Work should be performed during the holiday or weekend so that the building will be cleaned prior to office hours on the following work day.

27. Conduct of Employees

Employees of Service Provider, while performing work under this contract, will not:

- A. Remove any CITY or Meridian property or personal property, equipment, monies, forms, or any other item from their place.
- B. Engage in horseplay or loud boisterous behavior.
- C. Play amplified sound equipment.
- D. Be under the influence of alcohol or drugs.
- E. Smoke within the building.
- F. Bring unauthorized personnel to job site (e.g., relatives, friends, guests and children).
- G. Turn on or off or use any CITY equipment other than Service Provider's equipment.
- H. Use any CITY telephone except a telephone designated by the building management for the purpose of business under this contract.
- I. Open any desk, file cabinet, storage cabinet or refrigerator.
- J. Disturb or remove any article from desks.
- K. Consume any food or beverage, other than that brought with the employee or purchased from vending machines, and only in areas designated by the building management for regular breaks.
- L. Engage in long conversations with visitors or other individuals.
- M. Take photographs of the building or its content.
- N. Remove any documents, records, forms or paper of any kind which is not either in trash cans or clearly marked as trash.
- O. Engage in any activity which is not in the best interest of CITY or is otherwise detrimental to the performance of this Contract. If an employee arrives to the work site and their actions suggest intoxication, this person will be asked to confine their presence to a waiting area while a contract supervisor is contacted to the purpose of escorting the employee away from the building safely.

P. Enter any office where the door is closed.

28. Discipline or Discharge of Employees

Any Service Provider's employee whose employment or performance is objectionable to CITY shall be immediately transferred from the premises. A request by CITY to transfer an employee shall not constitute an order to discipline or discharge the employee. All actions taken by the Service Provider in regards to employee discipline shall be at the sole discretion of the Service Provider. The department shall be held harmless in any disputes the Service Provider may have with the Service Provider's employees. This shall include, but is not limited to, charges of discrimination, harassment, and discharge without just cause.

EXHIBIT B

City Hall					
General Cleaning Throughout (includes elevators and bathrooms)					
Task	Task Frequency				Notes
	Monday through Friday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)	X				
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors	X				
Vacuum door thresholds then wipe clean with appropriate cleaner	X				
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				
Wipe down elevator walls and ceiling with appropriate streak free cleaner		X			
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			

Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls		X			
Empty trash bins (replace trash liners semi-weekly at a minimum)	X				
Empty recycling bins		2X			Tues and Thur
Hand clean server room floors	Semi-Annually				
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)	X				
Clean and wet mop stairwells			X		
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas	X				As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes	X				
Clean, damp wipe and dry work area counter surfaces	X				
Pour water into floor drains	X				

Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors	X				
Clean bathroom mirrors and bright work	X				
Clean and sanitize all bathroom floors	X				
Check and refill toilet paper dispensers	X				
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains	X				
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.	X				
Wash exterior side of exterior windows	Semi-annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height at all areas other than Council Chambers and Historical Society				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
City Hall Lobby					
Dust main entry raised artwork	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top		X			Spot clean as needed between frequencies

of door frame height at City Hall main entry vestibule interior wall					
Clean both sides of interior wall glass from the top of door frame height to ceiling at City Hall main entry vestibule interior wall	Annually				
Clean both sides of interior wall glass from floor to top of door frame height at Council Chambers and Historical Society			X		Spot clean as needed between frequencies
Initial Point Art Gallery					
Clean and remove dead insects and debris from high window sills and framed ledges	Annually				Schedule with City for approval
Day Porter Duties					
Clean front entrance doors and glass, sweep, mop, empty trash bins and vacuum as needed, wipe down employee breakroom, check and replace paper towels and soap in dispensers at kitchenettes, break areas and bathrooms as needed, and other duties as needed or assigned	X				Between Hours of 1:00 and 2:30
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Police Station Admin					
General Cleaning Throughout (includes elevators and bathrooms) to be Provided During Normal Business Hours					
Task	Task Frequency				Notes
	Monday through Friday	Weekly	Monthly	Quarterly	

Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)	X				
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors	X				
Vacuum door thresholds then wipe clean with appropriate cleaner	X				
Deep machine extraction of carpets with mounted unit (Public Meeting Room, Patrol Room, Briefing Room)	Semi-Annually				Schedule with City for approval
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Wipe down elevator walls and ceiling with appropriate streak free cleaner		X			
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		

Spot clean partition walls		X			
Empty trash bins (replace trash liners semi-weekly at a minimum)	X				
Empty recycling bins		2X			Tues and Thurs
Hand clean server room floors	Semi-Annually				Schedule with City for approval
Clean and polish door kick plates				X	Spot clean as needed Between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)	X				
Clean and wet mop stairwells			X		
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas	X				
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes	X				
Clean, damp wipe and dry work area counter surfaces	X				
Dust and polish shared workstations, bookshelves, chairs, and electronics in Patrol (including shift Sargent offices and small report rooms)		X			
Pour water into floor drains	X				

Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors	X				
Clean bathroom mirrors and bright work	X				
Clean and sanitize all bathroom floors	X				
Check and refill toilet paper dispensers	X				
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains	X				
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.	X				
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Police Station K-9

General Cleaning Throughout (includes bathrooms) to be Provided During Normal Business Hours					
Task	Task Frequency				Notes
	Monday through Friday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)		X			
Vacuum door thresholds then wipe clean with appropriate cleaner		X			
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Empty trash bins (replace trash liners semi-weekly at a minimum)		X			
Empty recycling bins		X			
Clean and polish door kick plates					Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates,		X			

crash bar apparatus, elevator control push buttons and surroundings etc.)					
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas		X			As needed
Clean, damp wipe and dry work area counter surfaces		X			
Pour water into floor drains		X			
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors		X			
Clean bathroom mirrors and bright work		X			
Clean and sanitize all bathroom floors		X			
Check and refill toilet paper dispensers		X			
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains		X			
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.		X			
Wipe down gym equipment with an approved disinfectant	X				
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Police Station PSTC

General Cleaning Throughout (includes bathrooms) to be Provided During Normal Business Hours					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)	X				
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors	X				
Vacuum door thresholds then wipe clean with appropriate cleaner	X				
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls		X			

Empty trash bins (replace trash liners semi-weekly at a minimum)	X				
Empty recycling bins		2X			Tues and Thur
Hand clean server room floors	Semi-Annually				Schedule with City for approval
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)	X				
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas	X				
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes	X				
Clean, damp wipe and dry work area counter surfaces	X				
Pour water into floor drains	X				
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors	X				
Clean bathroom mirrors and bright work	X				

Clean and sanitize all bathroom floors	X				
Check and refill toilet paper dispensers	X				
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains	X				
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.	X				
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Wipe down mats and equipment with approved sanitizer in Mat Room		X			
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Water Department Admin					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots)		2X			Task to be performed Tuesday and Thursday

and stains smaller than a dinner plate)					
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors		2X			Task to be performed Tuesday and Thursday
Vacuum door thresholds then wipe clean with appropriate cleaner		2X			Task to be performed Tuesday and Thursday
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls		2X			As needed
Empty trash bins (replace trash liners semi-weekly at a minimum)		2X			Task to be performed Tuesday and Thursday
Empty recycling bins		2X			Task to be performed Tuesday and Thursday
Hand clean server room floors	Semi-Annually				Schedule with City for approval
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door		2X			Task to be performed Tuesday and Thursday

automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)					
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas		2X			As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes		2X			Task to be performed Tuesday and Thursday
Clean, damp wipe and dry work area counter surfaces		2X			Task to be performed Tuesday and Thursday
Pour water into floor drains		2X			Task to be performed Tuesday and Thursday
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors		2X			Task to be performed Tuesday and Thursday
Clean bathroom mirrors and bright work		2X			Task to be performed Tuesday and Thursday
Clean and sanitize all bathroom floors		2X			Task to be performed Tuesday and Thursday
Check and refill toilet paper dispensers		2X			Task to be performed Tuesday and Thursday
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval

Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains		2X			Task to be performed Tuesday and Thursday
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.		2X			Task to be performed Tuesday and Thursday
Wash exterior side of exterior windows	Semi-annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Parks Maintenance					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)		2X			Task to be performed Tuesday and Thursday
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove		2X			Task to be performed Tuesday and Thursday

stains/spills with non-tracking, no-buildup cleaner at hard surface floors					
Vacuum door thresholds then wipe clean with appropriate cleaner		2X			Task to be performed Tuesday and Thursday
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls		2X			As needed
Empty trash bins (replace trash liners semi-weekly at a minimum)		2X			Task to be performed Tuesday and Thursday
Empty recycling bins		2X			Task to be performed Tuesday and Thursday
Hand clean server room floors	Semi-Annually				Schedule with City for approval
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)		2X			Task to be performed Tuesday and Thursday

Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas		2X			As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes		2X			Task to be performed Tuesday and Thursday
Clean, damp wipe and dry work area counter surfaces		2X			Task to be performed Tuesday and Thursday
Pour water into floor drains		2X			Task to be performed Tuesday and Thursday
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors		2X			
Clean bathroom mirrors and bright work		2X			
Clean and sanitize all bathroom floors		2X			
Check and refill toilet paper dispensers		2X			
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains		2X			
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.		2X			
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval

Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Community Center					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)	X				
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors	X				
Vacuum door thresholds then wipe clean with appropriate cleaner	X				
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval

Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls	X				As needed
Empty trash bins (replace trash liners semi-weekly at a minimum)	X				
Empty recycling bins		2X			Tues and Thur
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)	X				
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas	X				As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens,	X				

break areas and Department kitchenettes					
Clean, damp wipe and dry work area counter surfaces	X				
Pour water into floor drains	X				
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors	X				
Clean bathroom mirrors and bright work	X				
Clean and sanitize all bathroom floors	X				
Check and refill toilet paper dispensers	X				
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains	X				
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.	X				
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Homecourt

General Cleaning Throughout (includes bathrooms)

Task	Task Frequency				Notes
	Sunday Through Saturday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)	X				
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors	X				
Vacuum door thresholds then wipe clean with appropriate cleaner	X				
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls	X				As needed

Empty trash bins (replace trash liners semi-weekly at a minimum)	X				
Empty recycling bins		2X			Tues and Thur
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)	X				
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas	X				As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes	X				
Clean, damp wipe and dry work area counter surfaces	X				
Pour water into floor drains	X				
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors	X				
Clean bathroom mirrors and bright work	X				
Clean and sanitize all bathroom floors	X				

Check and refill toilet paper dispensers	X				
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains	X				
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.	X				
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Sweep baseboards with small broom (pull away moveable bleachers)	X				
Sweep entire basketball courts with large push broom	X				
Wet mop spills and stains	X				
Dust bleachers				X	
Clean gym floor of any gum	X				
Auto scrub hardwood floors			X		
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Fire Station 1

General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Deep machine extraction of fabric recliners with mounted unit	Annually				Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Annually				Schedule with City for approval
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean hard surface floors and baseboard (includes buffing)	Annually				Schedule with City for approval
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Fire Station 2					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Deep machine extraction of fabric recliners with mounted unit	Annually				Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Annually				Schedule with City for approval
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval

Machine clean hard surface floors and baseboard (includes buffing)	Annually	Schedule with City for approval
Close Out Procedures		
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day		

Fire Station 3					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Deep machine extraction of fabric recliners with mounted unit	Annually				Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Annually				Schedule with City for approval
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean hard surface floors and baseboard (includes buffing)	Annually				Schedule with City for approval
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Fire Station 4					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	

Deep machine extraction of carpets with mounted unit (hallway and living area)	Semi-Annually				Schedule with City for approval
Deep machine extraction of carpets with mounted unit (all carpeted areas)	Annually				Schedule with City for approval
Deep machine extraction of fabric recliners	Annually				Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Annually				Schedule with City for approval
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean hard surface floors and baseboard (includes buffing)	Annually				Schedule with City for approval
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Fire Station 5					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Deep machine extraction of carpets with mounted unit (hallway and living area)	Semi-Annually				Schedule with City for approval
Deep machine extraction of carpets with mounted unit (all carpeted areas)	Annually				Schedule with City for approval
Deep machine extraction of fabric recliners with mounted unit	Annually				Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Annually				Schedule with City for approval

Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval
Machine clean hard surface floors and baseboard (includes buffing)	Annually				Schedule with City for approval
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

Fire Station 6					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Deep machine extraction of fabric recliners with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors	Annually				Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Annually				Schedule with City for approval
Seal all concrete floors	Annually				Schedule with City for approval
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.	Semi-Annually				Schedule with City for approval
Professionally steam clean all bathroom shower walls and floors and reseal grout	Annually				Schedule with City for approval
Deep clean bathroom shower curtains and door panel enclosures				X	Schedule with City for approval

Machine clean hard surface floors and baseboard (includes buffing)	Annually	Schedule with City for approval
Close Out Procedures		
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day		

Fire Safety Center					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Machine clean hard surface floors and baseboard (includes buffing)	Annually				Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Annually				Schedule with City for approval
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

WRRF Admin					
General Cleaning Throughout (includes elevators and bathrooms)					
Task	Task Frequency				Notes
	Monday Through Friday	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)		3X			Task to be performed Monday, Wednesday, and Friday

Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors		3X			Task to be performed Monday, Wednesday, and Friday
Vacuum door thresholds then wipe clean with appropriate cleaner		3X			Task to be performed Monday, Wednesday, and Friday
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Wipe down elevator walls and ceiling with appropriate streak free cleaner		X			
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls		X			As needed
Empty trash bins (replace trash liners semi-weekly at a minimum)		3x			Task to be performed Monday, Wednesday, and Friday
Empty recycling bins		2X			Tues and Thur
Hand clean server room floors	Semi-Annually				Schedule with City for approval
Clean and polish door kick plates				X	Spot clean as needed between frequencies

Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)		3X			Task to be performed Monday, Wednesday, and Friday
Clean and wet mop stairwells			X		
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas		3X			As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes		3X			Task to be performed Monday, Wednesday, and Friday
Clean, damp wipe and dry work area counter surfaces		3X			Task to be performed Monday, Wednesday, and Friday
Pour water into floor drains		3X			Task to be performed Monday, Wednesday, and Friday
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As Needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors		3X			Task to be performed Monday, Wednesday, and Friday
Clean bathroom mirrors and bright work		3X			Task to be performed Monday, Wednesday, and Friday

Clean and sanitize all bathroom floors		3X			Task to be performed Monday, Wednesday, and Friday
Check and refill toilet paper dispensers		3X			Task to be performed Monday, Wednesday, and Friday
Machine clean bathroom floors and baseboard (includes buffing)			X		
Clean and sanitize drinking fountains		3X			Task to be performed Monday, Wednesday, and Friday
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.		3X			Task to be performed Monday, Wednesday, and Friday
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

WRRF Controls					
General Cleaning Throughout (includes bathrooms)					
Task	Task Frequency				Notes
	Daily	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)		3X			Task to be performed Monday, Wednesday, and Friday
Mechanically agitate carpets, mats and rugs		X			

Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors		3X			Task to be performed Monday, Wednesday, and Friday
Vacuum door thresholds then wipe clean with appropriate cleaner		3X			Task to be performed Monday, Wednesday, and Friday
Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls		3X			As needed
Empty trash bins (replace trash liners semi-weekly at a minimum)		3X			Task to be performed Monday, Wednesday, and Friday
Empty recycling bins		2X			Tues and Thur
Hand clean server room floors	Semi-Annually				Schedule with City for approval
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push		3X			Task to be performed Monday, Wednesday, and Friday

buttons and surroundings etc.)					
Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls in all areas		3X			As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes		3X			Task to be performed Monday, Wednesday, and Friday
Clean, damp wipe and dry work area counter surfaces		3X			Task to be performed Monday, Wednesday, and Friday
Pour water into floor drains		3X			Task to be performed Monday, Wednesday, and Friday
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors		3X			Task to be performed Monday, Wednesday, and Friday
Clean bathroom mirrors and bright work		3X			Task to be performed Monday, Wednesday, and Friday
Clean and sanitize all bathroom floors		3X			Task to be performed Monday, Wednesday, and Friday
Check and refill toilet paper dispensers		3X			Task to be performed Monday, Wednesday, and Friday
Machine clean bathroom floors and baseboard (includes buffing)			X		

Clean and sanitize drinking fountains		3X			Task to be performed Monday, Wednesday, and Friday
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.		3X			Task to be performed Monday, Wednesday, and Friday
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

WRRF Lab (non-lab area inside cleaning only)					
General Cleaning Throughout (includes elevators and bathrooms)					
Task	Task Frequency				Notes
	Daily	Weekly	Monthly	Quarterly	
Thoroughly clean and vacuum carpet, mats and rugs using a beater bar/brush type vacuum (includes removing all spots and stains smaller than a dinner plate)		3X			Task to be performed Monday, Wednesday, and Friday
Mechanically agitate carpets, mats and rugs		X			
Vacuum loose dirt and debris, then remove stains/spills with non-tracking, no-buildup cleaner at hard surface floors		3X			Task to be performed Monday, Wednesday, and Friday
Vacuum door thresholds then wipe clean with appropriate cleaner		3X			Task to be performed Monday, Wednesday, and Friday

Deep machine extraction of carpets with mounted unit	Annually				Schedule with City for approval
Scrub and buff hard surface floors			X		Schedule with City for approval
Strip all tile and linoleum floors and apply wax and sealer	Semi-Annually				Schedule with City for approval
Wipe down elevator walls and ceiling with appropriate streak free cleaner		X			Task to be performed Monday, Wednesday, and Friday
Dust horizontal surfaces up to 70 inches. This includes shelves, moldings, ledges, windowsills, chair rails, furniture tops, file cabinet tops, bookcase tops, picture frames, and similar surfaces. Use a lightly treated cloth, dusting mitts, or dust mop (excludes desktops)		X			Task to be performed Monday, Wednesday, and Friday
Dust horizontal surfaces above 70 inches. This includes shelves, moldings, picture frames ledges, windowsills, pipes, ductwork, vents, etc.			X		
Spot clean partition walls		3X			As needed
Empty trash bins (replace trash liners semi-weekly at a minimum)		3X			Task to be performed Monday, Wednesday, and Friday
Empty recycling bins		2X			Tues and Thur
Hand clean server room floors	Semi-Annually				Schedule with City for approval
Clean and polish door kick plates				X	Spot clean as needed between frequencies
Clean and disinfect all touch points (light switches, door automatic opener controls, door handles, push plates, crash bar apparatus, elevator control push buttons and surroundings etc.)		3X			Task to be performed Monday, Wednesday, and Friday
Clean and wet mop stairwells			X		

Dust all window blinds (internal and external windows)	Annually				Schedule with City for approval
Clean all window blinds with no streak, no buildup cleaner or ultra-sonic clean (internal and external windows)	Annually				Schedule with City for approval
Clean glass in doors (both sides)				X	Spot clean as needed between frequencies
Spot clean walls		3X			As needed
Clean and disinfect counters, table tops, sinks, fixtures, front of refrigerators and microwaves at kitchens, break areas and Department kitchenettes		3X			Task to be performed Monday, Wednesday, and Friday
Clean, damp wipe and dry work area counter surfaces		3X			Task to be performed Monday, Wednesday, and Friday
Pour water into floor drains		3X			Task to be performed Monday, Wednesday, and Friday
Dust and clean air vents in walls and ceiling			X		
Change air fresheners			2X		As needed
Clean and disinfect bathroom toilets, urinals, sinks, counters partitions, shelving, dispensers, shower walls and floors		3X			Task to be performed Monday, Wednesday, and Friday
Clean bathroom mirrors and bright work		3X			Task to be performed Monday, Wednesday, and Friday
Clean and sanitize all bathroom floors		3X			Task to be performed Monday, Wednesday, and Friday
Check and refill toilet paper dispensers		3X			Task to be performed Monday, Wednesday, and Friday
Machine clean bathroom floors and baseboard (includes buffing)			X		

Clean and sanitize drinking fountains		3X			Task to be performed Monday, Wednesday, and Friday
Check and refill towel dispensers, soap dispensers, hand sanitizer dispensers, etc.		3X			Task to be performed Monday, Wednesday, and Friday
Wash exterior side of exterior windows	Semi-Annually				Schedule with City for approval
Wash the interior side of exterior windows	Annually				Schedule with City for approval
Clean both sides of interior wall glass from floor to top of door frame height				X	Spot clean as needed between frequencies
Clean both sides of interior wall glass from top of door frame height to ceiling	Annually				Spot clean as needed between frequencies
Close Out Procedures					
Insure all exterior doors are closed and locked; Turn off all lights in each areas as the task in the area is complete; All trash and recycling to be placed in designated areas; Cleaning supervisor to inspect daily and ensure all work has been performed according to the contract and leave a check off sheet with signature for City staff every day					

EXHIBIT C

MILESTONE / PAYMENT SCHEDULE

- A. Total and complete compensation for this Agreement shall not exceed \$345,970.20.

LOCATION	MONTHLY COST	ANNUAL COST
City Hall Complex	\$ 13,800.00	\$ 165,600.00
Police Station Admin Building	\$ 3,600.00	\$ 43,200.00
Police Station - K-9 Building	\$ 160.00	\$ 1,920.00
Police Station Public Safety Training Center (PSTC)	\$ 1,350.00	\$ 16,200.00
Water Administration	\$ 450.00	\$ 5,400.00
Wastewater Resource Recovery Facility – Admin Building	\$ 880.00	\$ 10,560.00
Wastewater Resource Recovery Facility Controls Building	\$ 350.00	\$ 4,200.00
Wastewater Resource Recovery Facility Lab Building	\$ 350.00	\$ 4,200.00
Parks and Recreation Maintenance Building	\$ 220.00	\$ 2,640.00
Parks and Recreation Homecourt	\$ 6,800.00	\$ 81,600.00
Community Center	\$ 550.00	\$ 6,600.00

Fire Station 1	\$ 62.50	\$ 750.00
Fire Station 2	\$ 41.67	\$ 500.04
Fire Station 3	\$ 41.67	\$ 500.04
Fire Station 4	\$ 41.67	\$ 500.04
Fire Station 5	\$ 41.67	\$ 500.04
Fire Station 6	\$ 62.50	\$ 750.00
Fire Safety Center	\$ 29.17	\$ 350.04

Additional Services

Supervisor	\$ 40.00
Custodian	\$ 25.00
Day Porter	\$ 30.00
Callout Services / COVID clean	\$ 45.00
Emergency Calls	\$ 65.00

Total billable hourly rate for janitorial services, inclusive of all costs, including materials, equipment, supplies, labor, taxes, overhead, and any other cost necessary for the completion of work with the exception of supplies for stocking dispensers.