

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-134: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$8,398 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/23/2024

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-134: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$8,398 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER.

BACKGROUND:

The Facility Maintenance Division's janitorial staff consists of two full-time employees, which are assigned daily duties involving supply chain deliveries, cleaning inspections, and cleaning needed areas on the main campus. As the City no longer employs staff members to perform custodial cleaning, the Facilities Maintenance Division has entered into month-to-month cleaning agreements with a custodial contractor.

On February 8, 2021, the Norman Municipal Authority approved Contract K-2021-97 with GE Johnson to build the Young Family Athletic Center (YFAC) at 2201 Trae Young Drive, Norman, OK. The project will be completed in March of 2024. The YFAC is a 130,000-square-foot building with a spacious nine-court basketball/volleyball gym, indoor competition and warm-up pool, meeting rooms, and access to a medical facility and physical therapy rooms.

DISCUSSION:

Nine proposals to provide custodial services for the YFAC (RFP 2324-28), were received in the Parks and Recreation office on January 11, 2024, from the following cleaning contractors:

- | | |
|-------------------------------|-----------------------------|
| 1. Alliance Maintenance, Inc. | 6. Office Pride |
| 2. Anago Cleaning service | 7. R+K |
| 3. Capitol Cleaning | 8. Office Express (DQ) |
| 4. SourceOne cleaning | 9. Unlimited Treasures (DQ) |
| 5. Goodwill Cleaning | |

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services, references, cost, and overall ability to deliver specified services. Office Express and Unlimited Treasures were disqualified for technical reasons.

Alliance Maintenance and Anago were the lowest bids, with a difference of \$698.07 per month cost. After evaluating each proposal, staff recommended the proposal submitted by Alliance Maintenance, Inc., the lowest bid price, as they met all the requirements in the Request for Proposal. Alliance Maintenance, Inc. is a full-service commercial janitorial cleaning company in Norman, Oklahoma, with branch offices in several other cities and states. Alliance Maintenance, Inc., is cleaning the Sooner Mall, BancFirst, and YMCA. References were checked and positive reviews for Alliance Maintenance, Inc., custodial services were provided.

The proposal submitted by Alliance Maintenance, Inc., includes a base fee of \$8,398 per month, which provides for fifty-three hours per week of porters and autonomous cleaning equipment, plus per-occurrence fees for deep cleaning of floors and windows. This amount only provides services for the City's portion of the YFAC and not the Norman Regional space. Funds are available in YFAC Misc. Contract Services account #24770412-44229.

If approved, the proposed contract will become effective March 1, 2024, and continue through December 31, 2024. The contract may be extended by mutual agreement for four (4) additional twelve (12) month periods provided sufficient appropriations are made by Council. Provided services are outlined in Exhibit A to the contract.

RECOMMENDATION: It is recommended that City Council approve Contract K-2324-134 to Alliance Maintenance, Inc., in the amount of \$8,398 per month (\$75,582 for the initial 9 month term, and \$100,776 for every 12 month term thereafter) to provide custodial services for the Young Family Athletic Center.

**AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES
FOR THE CITY OF NORMAN YOUNG FAMILY ATHLETIC CENTER (YFAC)**

This Agreement is entered into between The City of Norman ("CITY") and Alliance Maintenance, Inc. ("Alliance") for the following reasons:

1. The CITY requires custodial services ("Services") for the City of Norman Young Family Athletic Center (YFAC) located at 2201 Trae Young Drive, Norman, Oklahoma 73071; and,
2. Alliance is prepared to provide the Services as outlined in the proposal submitted January 11th, 2024, as Exhibit "A" to this Agreement included herein and made a part hereof.

In consideration of the promises contained in this Agreement, CITY and Alliance agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be the 1st day of March, 2024 and shall extend until January 1, 2025. The terms and provisions of this contract may be extended by mutual agreements of the parties for four (4) additional twelve (12) month periods unless the contract amount changes and only after sufficient appropriations shall have been made for the particular fiscal year in which renewal is sought.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any actions brought under the terms of this Agreement shall be heard in the United States District Court for the Western District of Oklahoma or in the District Court of Cleveland County, Oklahoma.

ARTICLE 3 – PERFORMANCE AND STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the Services, "Facility Nightly Cleaning Cost 7x per week with Autonomous Cleaning Equipment", providing for an average of fifty-three (53) hours per week for seven (7) days per week at a total price per month of \$8,398.00 for a total of \$100,776 over the requisite twelve (12) month contract period, and any additional per-occurrence fees for deep cleaning and day porter services, as needed and requested by CITY, as further described in Exhibit "A". The CITY will pay for the Services within thirty (30) days of receipt of a valid invoice. In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the goal.

ARTICLE 4 – INDEMNIFICATION AND LIABILITY

Indemnification. Alliance agrees to defend, indemnify, and hold harmless the CITY, its officers, servants, and employees, from and against any and all liability, loss, damage, cost and expense (including attorney's fees and accountants fees) caused by an error, omission, or negligent act of Alliance in the performance of Services under this Agreement. The CITY agrees to defend, indemnify and hold harmless Alliance, its officers, servants and employees, from and against any all liability, loss, damage, cost and expense (including attorney's fees and accounts' fees) caused by an error, omission, or negligent act of the CITY in the performance of Services under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. Alliance and the CITY each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by the CITY or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be

furnished by Alliance shall not in any event be deemed a waiver of any action, right, or remedy otherwise available to either party under Oklahoma law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Alliance shall maintain Worker's Compensation insurance in accordance with State Laws and Employer's Liability insurance in the following amount, pursuant to State Law:

- (a) Property Damage Liability.—Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000.00) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.
- (b) All Other Liability—In an amount not less than one hundred twenty five thousand dollars (\$125,000.00) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.
- (c) Single Occurrence of Accident Liability—in an amount not less than one million dollars (1,000,000.00) for any number of claims arising out of a single occurrence or accident.

This insurance policies shall be issued by a company approved by the City of Norman. The CITY shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) business day's prior written notice to the CITY. Certificates of Insurance shall be delivered to the CITY prior to the commencement of the Agreement.

ARTICLE 6 – TERMINATION

This Agreement may be terminated by either party upon thirty (30) day's written notice to the other party.

ARTICLE 7 – NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

CITY: Lance Harper
Facility and Construction Manager
City of Norman P.O. Box 370
Norman, OK 73070
405-779-6525

Alliance: Colby Burress
Area Manager
2770 Washington Drive. Suite 110
Norman, OK 73069
405-863-3005

Nothing contained in this Article shall be construed to restrict the transmission of routine communication between representatives of CITY and Alliance.

ARTICLE 8 – DISPUTES

In the event of a dispute between CITY and Alliance arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

ARTICLE 9 –NONDISCRIMINATION

Alliance agrees that it, or any of its subcontractors, will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

ARTICLE 10 – NON-WAIVER

No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity. Further, any waiver by either CITY or Alliance of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other further breach.

ARTICLE 11 – ENTIRE AGREEMENT; AMENDMENTS

This Agreement, including Exhibit "A", the proposal submitted by Alliance on January 11th, 2024, incorporated herein by reference, represents the entire and integrated agreement between the CITY and Alliance. It supersedes all prior and contemporaneous communications, representations, and agreements, wither oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

ARTICLE 12 – SEVERABILITY

If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

ARTICLE 13 – ASSIGNMENT

Neither CITY nor Alliance shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 14 – NO THIRD PARTY RIGHTS

The services provided for in this Agreement are for the sole use and benefit of CITY and Alliance. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CITY and Alliance.

ARTICLE 15 – BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

K-2324-134

IN WITNESS WHEREOF, the CITY and Alliance have executed this Agreement,

Dated this _____ day of _____ 202__


The City of Norman:

Signature: _____
MayorAttest: _____
City ClerkApproved as to form and legality this 19 day of January 2024
City Attorney

Alliance Maintenance Inc.

Signature: _____

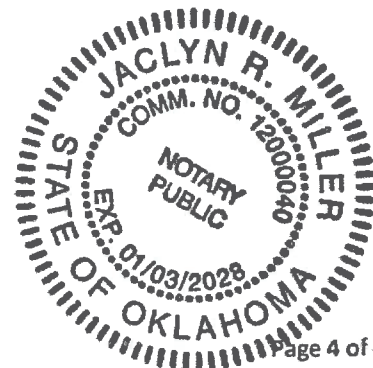
Name: _____

Title: CHIEF OPERATING OFFICER
Colby BurrussSTATE OF OKLAHOMA SS: COUNTY OF ClevelandBefore me, the undersigned, a Notary Public in and for said County and State, On this 19 day of January 2024, personally appeared Colby Burruss to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as his free and voluntary act and deed for the sue and purposes therein set forth.

WITNESS my hand and seal the day and year last above written,

Notary Public: _____

My commission: _____

12600040

Page 4 of 4

EXHIBIT A

Facility Nightly Cleaning Cost 7x per week

With Autonomous Cleaning Equipment Plan

Monthly Cost: \$6399/month

Without Autonomous Cleaning Equipment Plan

Monthly Cost: \$8225/month

Weekend Day Porter (8hrs 2x per week for Tournaments)

Monthly Cost: \$1999/month

Summary Total with Autonomous Cleaning Equipment

★ **\$8398/month**

*Average of 53 hours per week (7.57hrs per night) *does not include weekend Day Porter Hours

*Alliance recommends possibility of 2nd Day Porter available for 4hours if long tournament days extend over 8 hours.

*50% of the labor hours will be focused on higher level maintenance of Locker rooms and restrooms

*Non-Autonomous heavy labor outside of LRs and RRs will be entries, gym seating areas, all common area edges and seating/high touch points.

*3-4 employees per night during weeknights

*4-5 employees per night on weekends with heavy tournament loads

*scrubber equipment (small footprint) will be provided by alliance to keep regular maintenance in LR and RR floors. (this is essential for floor upkeep with the traffic this facility will experience.)

*monthly inspection reports will be sent to Facility Manager after walk through

*all tickets and summaries will be sent to Facility Manager for resolution confirmation

Summary Total without Autonomous Cleaning Equipment

\$10,224/month

*Average of 69 hours per week (9.58hrs per night) *does not include weekend Day Porter Hours

*Alliance recommends possibility of 2nd Day Porter available for 4hours if long tournament days extend over 8 hours.

*50% of the labor hours will be focused on higher level maintenance of Locker rooms and restrooms

*Non-Autonomous heavy labor outside of LRs and RRs will be entries, gym seating areas, all common area edges and seating/high touch points.

*4-5 employees per night during weeknights

*5-6 employees per night on weekends with heavy tournament loads

*scrubber equipment (small footprint) will be provided by alliance to keep regular maintenance in LR and RR floors. (this is essential for floor upkeep with the traffic this facility will experience.)

*monthly inspection reports will be sent to Facility Manager after walk through

*all tickets and summaries will be sent to Facility Manager for resolution confirmation

Exhibit D

NOTE: RFP said Facility would be cleaned 7x per week. Facility Office 3-5x is applicable due to only being staffed 5x per week. All other areas open 7x per week will be priced.

Facility Office and Front Desk Area – Monthly Cost

3x week: \$270/month 0.75 hours per clean average

5x week: \$300/month 0.5 hours per clean average

Aquatics Pool Seating and Locker Room Area – Monthly Cost

5x per week Price: N/A according to RFP

6x per week Price: N/A according to RFP

7x per week Price: \$2500/month 3 hours per clean average

Vestibules and Common Areas – Monthly Cost

5x per week Price: N/A according to RFP

6x per week Price: N/A according to RFP

7x per week Price: \$2200/month 2.5 hours per clean average (with Autonomous equipment)

7x per week Price: \$2500/month 3 hours per clean average (with manual labor equipment)

Multi Sport Gym and Seating Area – Monthly Cost

5x per week Price: N/A according to RFP

6x per week Price: N/A according to RFP

7x per week Price: \$650/month 0.75 hours per clean average (with Autonomous equipment)

7x per week Price: \$2300/month 2.75 hours per clean average (with manual labor equipment)

NOTE: Alliance Maintenance has been testing and evaluating Autonomous Robotic Equipment periodically the last 3 years. The technology is rapidly growing and becoming more dependable. IF The YFAC/City of Norman would like to use the Autonomous option if Alliance is selected we would have an Equipment Fee for the equipment purchase.

Not Listed – In Total Price

Miscellaneous Management and Oversight: Training, Specialty Clean needed to perform, Equipment audits and Rotational Cleaning Task.

7x per week Price: \$625/month 0.75 hours per clean average

Day Porter Options**8 hour Day Porter; 5x per week – Monthly Cost**

Rate: \$25.81/hr

Total Price: \$4480/month

8 hour Day Porter; 4x per week – Monthly Cost

Rate: \$27.43/hr

Total Price: \$3810/month

8 hour Day Porter; 2x per week – Monthly Cost

Rate: \$27.43/hr

Total Price: \$1905/month

4 hour Day Porter; 3x per week – Monthly Cost

Rate: \$28/hr

Total Price: \$1459/month

4 hour Day Porter; 2x per week – Monthly Cost

Rate: \$28/hr

Total Price: \$973/month

4 hour Day Porter; 1x per week – Monthly Cost

Rate: \$28/hr

Total Price: \$487/month

Pressure Washing**All Entry Sidewalks from the parking lot to the main entry doors of the facility.**

Rate:

Total Price Per Occurrence: \$350 per occurrence

Carpet Cleaning**Facility Offices and common area offices/rooms**

Rate:

Total Price of all carpeted space per occurrence: \$395 per occurrence

Interior Window and Glass Washing**Inside of External Windows and Interior Glass in Vestibules, Court Space Glass (both sides) and****Aquatics Center Glass**

Rate: \$290/month value

Total Price Per Occurrence: Included in monthly cleaning plan (no additional charge)

*Alliance recommends Monthly Occurrence. Alliance will clean inside and out of doors nightly and police these glass and window sections between monthly cleans.

Exterior Window Washing**All Exterior Windows/Glass**

Rate:

Total Price Per Occurrence: \$400 Quarterly OR \$133.33 monthly

*Alliance recommends this to be scheduled Quarterly

Concrete Polishing and Refinishing**Concrete Polishing Maintenance (if needed)**

Rate Per Foot: \$2.50 per sq ft

Total Price (if all common space refinished): \$27,500 per occurrence (should only ever have to be one time if it got to that point) New technology allows much more manageable and efficient floor repair with new floor sealants *3M Stoneguard Floor Protectant allows spot repair saving the burden of complete refinish cost in the future, so that is worst case scenario re-investment for futured concrete polishing maintenance line items.

*give price based on IF it was needed to repair an etching (damaged) portion of the finished concrete

Minimum Trip Repair Cost: *IF has 3M Sealant on the floor the Minimum trip cost would be \$595

*under current condition would need to know the Densifier/Sealant Concrete Company used to seal the floor.

Emergency Response**Daytime Emergency Cleaning Support – if needed**

Rate Per Hour: \$35/hr

Minimum Per Occurrence/Request: \$95 per trip

Spraying Disinfectant Treatment**Spraying Non-Toxic non-corrosive disinfectant spray EPA approved for all surfaces**

Rate:

Total Price Per Occurrence: \$195 minimum per trip

RFP-2324-37**General Information:**

Exhibit B: Cleaning Plans

Equipment Used

Hospital Grade Microfiber – Color Coded for cleaning task and area to reduce risk of cross-contamination *pictured with infographics

Microfiber Mopping System – Eliminates contaminating clean neutral cleaner or germicidal floor cleaning solutions. *pictured with infographics

Commercial Grade Vac with HEPA Filters

Commercial Vacuum Options

Oreck Corded Upright Vac



HEPA Corded Backpack Vac



HEPA Battery Backpack Vac



Floor Scrubber Machines for tight quarter maintenance in LRs, RRs, and around furniture.

*possible Autonomous Scrubbers or Vac but would need to be priced per request

Commercial Scrubber Options

CS5 Micro Scrubber



Imop



Tornado BR 16



RFP Requirements: Company Processes and Accomplishments**CUSTODIAL PERSONNEL:**

We employ **W-2 workers** who undergo a thorough onboarding procedure through our payroll partner, Paycom. As part of this process, each candidate must successfully pass a comprehensive background check conducted by the **Building Services Contractor Association Industry (BSCAI)**. This nationwide background check also includes a **National Sex Offender Registry search**. The results of these checks are securely stored in their employee files, ensuring full compliance with all regulatory requirements.

Furthermore, the final step in our onboarding process involves processing each employee through **E-Verify**, which adds an extra layer of verification and compliance to our hiring procedures. We take these measures seriously to maintain the highest standards of safety, security, and legal compliance for our team and clients alike.

INSPECTIONS:

In 2016, we invested in quality control software to enhance our service. Prior to its implementation, our Annual Account Retention rate in the OKC market stood at approximately 74%, surpassing the national average for our customer base. However, within just one year of using this software, our Annual Account Retention rate skyrocketed to 92%. As of this year, we've achieved an impressive 94.1% retention rate. We won the 2023 Account Retention Champion for all of Alliance Maintenance Management Teams out of all of our combined markets.

Our inspection software is highly customizable to meet your facility's unique needs. For instance, it allows us to create tailored inspection templates, even for areas with similar cleaning tasks, such as sinks and toilets. By segmenting these areas, we can pinpoint specific issues and quickly identify responsible staff members, nights, or equipment discrepancies.

Moreover, our system enables customers to report cleaning concerns either through direct calls or emails, which are promptly addressed by our Operations Managers. They can assign tasks to Night Leads for resolution or provide retraining if necessary. With this software, we generate insightful reports, offering summary views of your facility's inspection scores and ticket resolutions on a quarterly, semi-annual, or annual basis. This data empowers us to continuously improve and maintain a clean and trusted environment for our valued clients. Confidence in our service is built on transparency and effective issue resolution, and our software provides the tools to deliver on that promise.

Experience Providing Similar Services:

Since 2014, we've excelled in cleaning athletic facilities. Our standout performance at a professional basketball organization's minor league training facility led to us managing all their game day preparations and post-event cleanups.

Moreover, we currently maintain another facility, covering workout areas, courts, locker rooms, offices, and activity rooms, providing daily cleaning.

Our proven track record showcases our expertise and commitment to excellence. Choose us for top-notch cleaning tailored to athletic facilities' unique needs.

References:

1. Michelle Ratcliff
BancFirst
Senior Vice President
Human Resources Manager
405-218-4661
michelle.ratcliff@bancfirst.bank
Current Customer and a contact for Edmond and Oklahoma City market (14) locations cleaned and secured for the past 10 years.
2. George Sylvester
YMCA
Facility Manager
405-364-9622
Took over cleaning contract 1 year ago and drastically improved cleanliness of facility.
3. Derick Colwell
General Manager
Sooner Fashion Mall
405-544-7739
derick.colwell@bpretail.com
Provide project cleaning work and cleaning consulting and feedback since 2018
4. Elizabeth Wilson
Jasco
Facility Manager
405-905-5154
ewilson@byjasco.com
Over 100k square feet of Corporate Office, Manufacturer and Distribution facilities
Current Customer of 7 plus years

Quality

Quality extends beyond cleaning; it's about our ability to swiftly resolve issues and provide exceptional customer service. Our proven systems demonstrate that we not only deliver top-notch cleaning but also excel in problem-solving, building trust, and nurturing long-term, prosperous relationships. With us, your building won't just be clean; it will be expertly managed, allowing your Facility Manager to focus on other critical aspects of their role. We prioritize quality in every aspect to ensure everyone wins.

Overall Ability to Provide Specialized Service:

With over 11 years of experience in managing Oklahoma City market teams and Alliance Maintenance's 40-year history originating in Norman, Alliance has expanded its reach. We now have Operations Teams in multiple cities, including Kansas City, Wichita, Tulsa, Stillwater, Springfield, NW Arkansas, Tampa Bay, and Dallas.


In our major markets, we offer a comprehensive range of services, including cleaning, floor care, window care, technology savings solutions, efficiency consultations leading to cost savings, and problem-solving expertise. Our approach centers on delivering exceptional work and expressing gratitude for the opportunity. Rest assured, we have the capability to provide YFAC with the specialized service your facility requires.

CLEANING PROCESS AND PROCEDURE:

For the following 'Process and Procedure' of the task below we provide the fundamental information in a classroom training and applied in the field training while following along via our infographics. They will be included for each topic where applicable.

Overview


EQUIPMENT & SUPPLIES



LIST OF EQUIPMENT

- MICROFIBER TOWELS (PINK, YELLOW, GREEN, BLUE)
- CAN LINERS (15 GALLON AND 55 G0 GALLON)
- STICKABLE STUFF
- TOILET PAPER
- PAPER TOWELS
- HAND SOAP
- BACKPACK VACUUM WITH TOWELS
- MICROFIBER MOPPING SYSTEM
- NEUTRAL FLOOR CLEANER
- MEASURING CUP
- MICROFIBER WALLWASHING SYSTEM
- BARREL W/WHEELS (44 GALLON)
- WET FLOOR SIGNS
- GLOVES AND GOGGLES
- CADDY
- SPRAY BOTTLE W/ DISINFECTANT CLEANER
- SPRAY BOTTLE W/ GLASS CLEANER
- SPRAY BOTTLE W/ STAINLESS STEEL POLISH
- BOWL CLEANER
- JONNY! MOP
- FLEX WAIVE DUSTER

ALWAYS WEAR YOUR ALLIANCE SHIRT WHEN WORKING IN YOUR BUILDING.




CLEANING WITH MICROFIBER

5 FACTS ON MICROFIBER

1. MICROFIBER ARE SMALLER: $1/100$ IN.
2. THE SMALL FIBERS HAVE TINY ENDS THAT GENTLY SCRUB THE SURFACE.
3. MICROFIBER CLEANS BETTER THAN COTTON CLOTHS OR PAPER TOWELS.
4. MICROFIBER REMOVES **95%** OF GERMS FROM A SURFACE.
5. MICROFIBER CAN BE WASHED AND REUSED.

COLOR CODING SYSTEM FOR MICROFIBER CLOTHS

- TOILETS & URINALS
- JUNKS, COUNTERTOPS, KITCHENS
- WINDING, GLASS, MIRROR, PINK
- TALL CHAIRS, PLACES, TABLES, WASHING, OTHER
- VENDING MACHINES, PICTURE FRAMES, WINDOW LENSES



JANITOR'S CLOSET

MOTTO
ALWAYS CLEAN, ALWAYS ORGANIZED

HOW TO ORGANIZE

Store nature of clean closet
At end of shift organize as per chart
Store safety data sheets
Use labeled spray bottles
Remove bleach and oxidizing chemicals

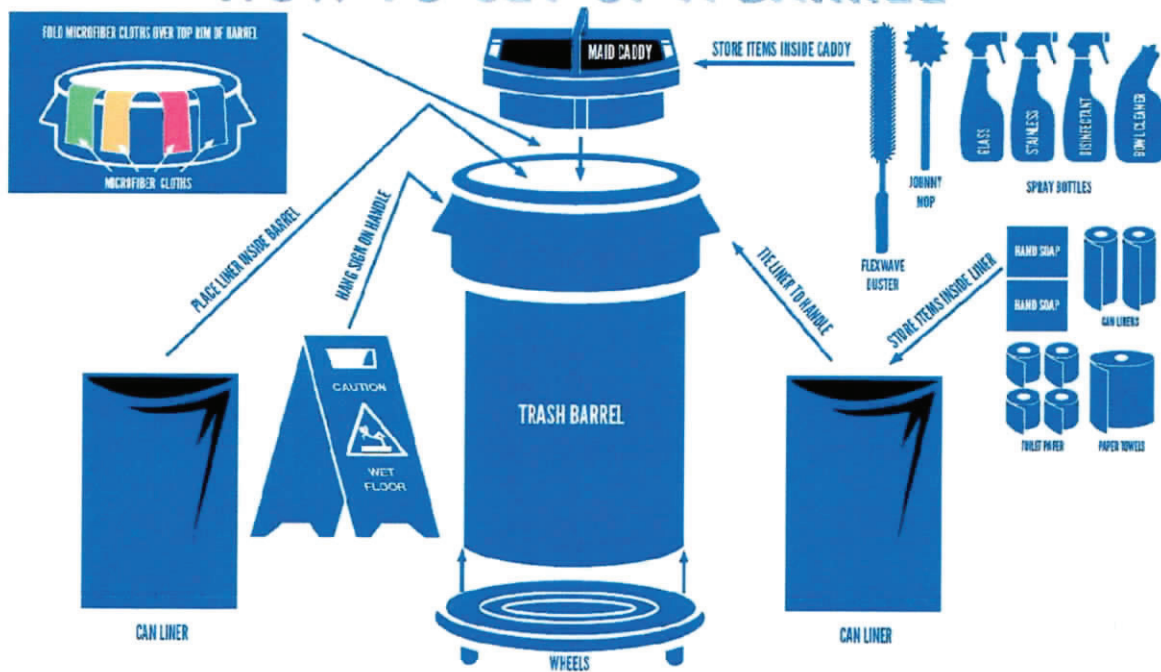
DILUTION

TWO TYPES OF CHEMICALS

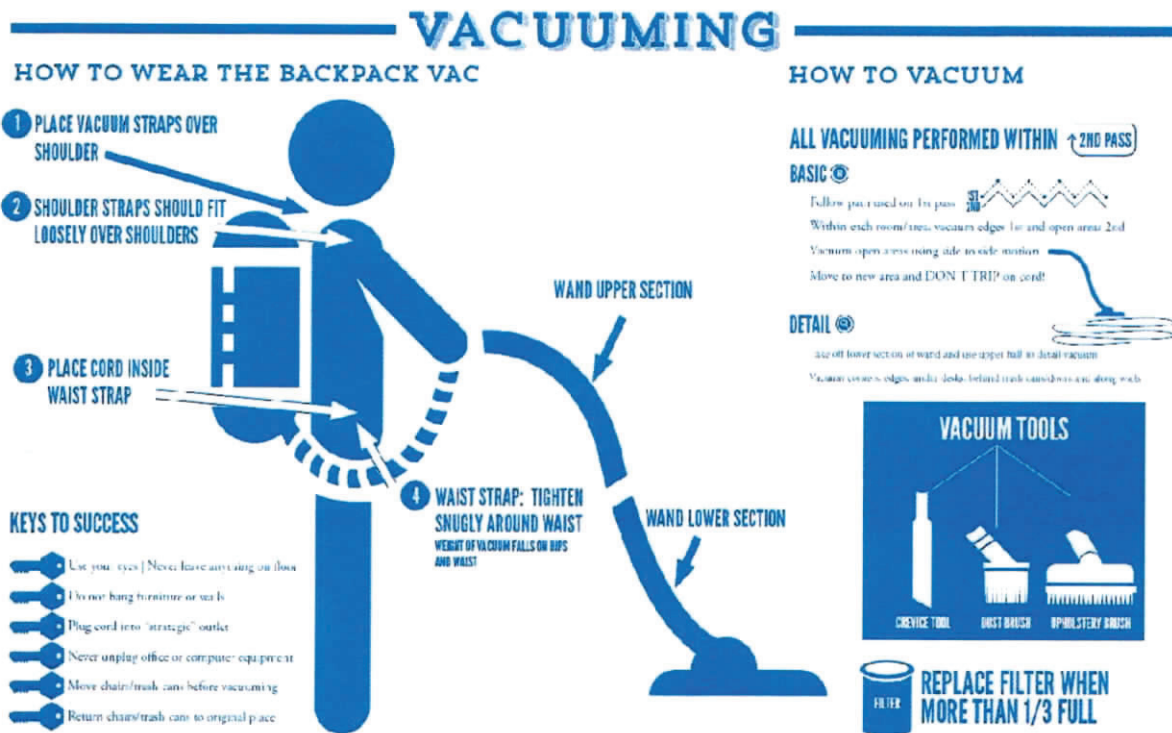
- ① READY TO USE (RTU) - No Mixing Required
- ② CONCENTRATE - Mixing Required (Follow instructions)
- ③ KEYS TO SUCCESS

Don't let cleaning result in more work
Always use common sense
The most important thing is to be safe when working in a dirty closet

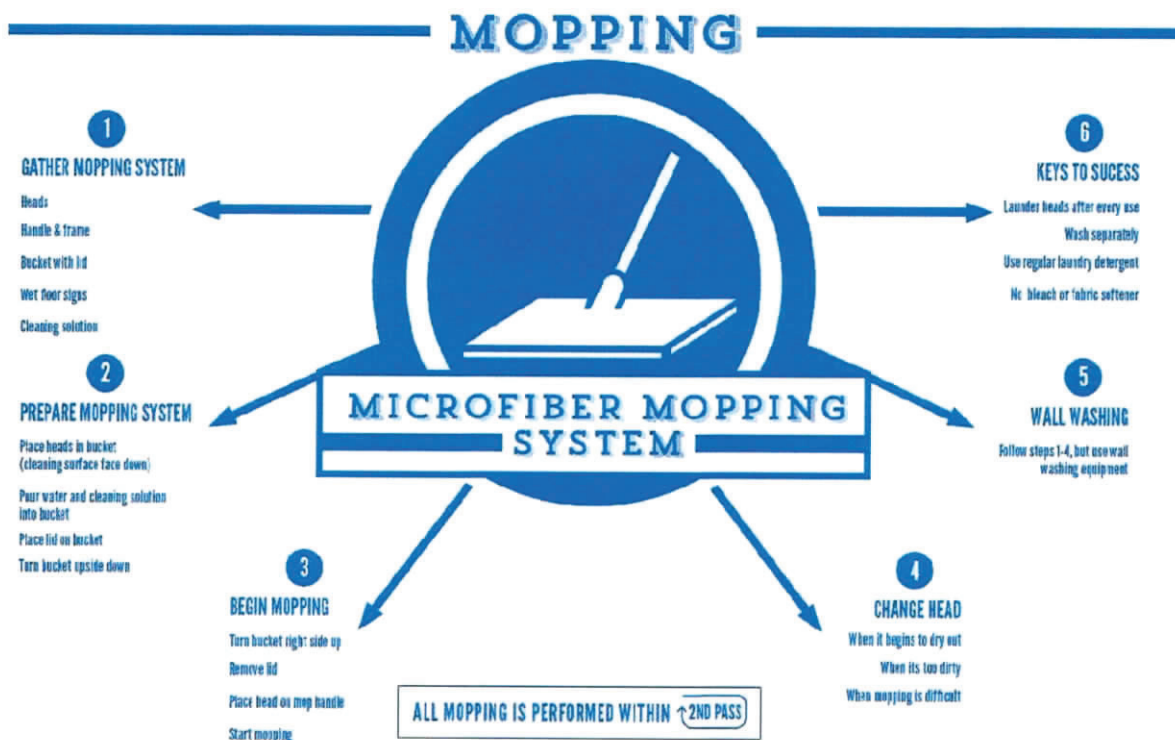
HOW TO SET UP A BARREL



Floor Vacuuming



Mopping



Spray Buffing:

We have switched to pink 3M buffing pads and Purple Diamond 3M pads for some Concrete finishes. It is a dry buff and reduce the risk of a slip and fall.

Floor Stripping and Re-waxing:

For VCT we have switched to a Green dry strip method of using a maroon stripper pad with just water. We can dry sand the floor with heavy high vibration equipment such as the Square Scrub machine OR we can dampen the floor and use the same method with square scrub or scrubbers to remove top coats and/or all coats down to the VCT. We use wax products from our supplier when needed to apply the re-finish.

Restrooms and Locker Rooms

Commodes (toilets), Urinals, Wash Bowls (sinks), Toilet Room Cleaning, and Care of Dispensers.

RESTROOM CLEANING

EQUIPMENT & SUPPLIES	BASIC CLEANING ①	DETAIL CLEANING ②
Wet floor signs  Trash barrel/cart  Johnny mop  Microfiber cloths  Spray bottle w/ disinfectant cleaner  Spray bottle w/ glass cleaner  Bowl cleaner 	<div style="text-align: center;">↑ 1ST PASS ↓</div> <ol style="list-style-type: none"> 1 Set up wet floor signs 2 Knock and shout "service" 3 Stock toilet paper, paper towels, hand soap 4 Spray mirrors with glass cleaner 5 Spray sinks, countertops, toilets and urinals with disinfectant cleaner 6 Empty trash 7 Clean inside toilets and urinals with johnny mop 8 Wipe presprayed surfaces with cloth (pick the right color!) 9 Spot clean partitions 10 Pick up trash from floor <div style="text-align: center;">↑ 2ND PASS ↓</div> <p style="text-align: center;">Mop floor with microfiber mopping system</p>	<div style="text-align: center;">↑ 1ST PASS ↓</div> <p style="text-align: center;">LOOK AT SCHEDULE AND PERFORM THE FOLLOWING TASKS AS REQUIRED</p>  <ol style="list-style-type: none"> 1 DETAIL CLEAN TOILETS & URINALS Deep clean outside of toilets and urinals with red cloth Deep clean inside of toilets and urinals with johnny mop and bowl cleaner Focus on hardware, base, behind toilet, underneath seat hinges and floor area around base 2 WASH WALLS Wash tile walls & partitions with wall washing system Clean high, then low Finish with baseboards Use yellow cloth to dust tops of partitions, light switches, door handles Clean vents & light fixtures with bluewave duster 3 CLEAN MIRRORS, SINKS AND COUNTERTOPS Clean entire mirror and focus on corners/edges Clean entire surface of sink and countertop Focus on corners, edges, backsplash, hardware and drain <div style="text-align: center;">↑ 2ND PASS ↓</div> <p style="text-align: center;">Detail mop with focus on corners and edges</p>

Trash Removal

TRASHING

HOW TO TRASH

ALL TRASHING IS PERFORMED WITHIN 1ST PASS

1 GET BARREL 	2 ROOM TO ROOM  <small>ROLL BARREL INSIDE EACH OFFICE WHEN TRASHING</small>	3 EMPTY TRASH  <small>EMPTY TRASH INTO THE BARREL REUSE LINER IF IN GOOD CONDITION</small>
4 REPLACE LINER <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <small>STEP 1</small>  <small>TIE KNOT</small> </div> <div style="text-align: center;"> <small>STEP 2</small>  <small>TUCK THE KNOT</small> </div> </div> <small>REPLACE LINER (IF NECESSARY) TIE & TUCK KNOT</small>	5 RETURN TRASH CAN  <small>NEATLY RETURN TRASH CAN TO PROPER PLACE</small>	6 TRASH IN DUMPSTER  <small>WHEN BARREL IS FULL, ROLL TO DUMPSTER, AND PLACE TRASH INSIDE</small>

LIQUIDS

BE CAREFUL WHEN DEALING WITH LIQUIDS | THEY STAIN CARPET

NEVER STACK TRASH BAGS ON CARPET (ONLY STACK ON TILE OR CONCRETE FLOORS)

IF CAN LINER IN TRASH CAN IS FULL OF LIQUID, PLACE ENTIRE TRASH CAN OVER BARREL AND EMPTY

IF CAN LINER IN BARREL IS FULL OF LIQUID, ROLL BARREL TO DUMPSTER AND EMPTY

WIPE DOWN TRASH CANS THAT HAVE COFFEE OR COKE ON THEM

KEYS TO SUCCESS

PUT 6 EXTRA CAN LINERS IN BOTTOM OF YOUR BARREL AND IN EACH CUSTOMER TRASH CAN

NEVER SOAP OR WASH TRASH CANS

DON'T TURN A BOLT THAT WON'T BE VALUABLE
THE LINER BEFORE THROWING IT IN DUMPSTER

Drinking Fountains

For Drinking Fountains we can use the site approved all purpose all surface disinfectant. We want to ensure it is compatible with drinking fountain surfaces (stainless steel safe)

Training of the contractor staff

In the event we need a contractor staff we would seek immediate approval from City of Norman site contact for facilities.

We are partnered with a Large vetted window cleaning company who can also provide power washing. They can wear Alliance Maintenance Shirts on sites when needed for customers. Alliance Employees take care of nightly duties that involve basic maintenance cleaning of mirrors and glass. Our Monthly and Quarterly Window and Glass cleaning partner is used for detail monthly, quarterly, and annual details. They clean the glass of large downtown buildings and a professional basketball organization.

Window Cleaning

See above for Contractor Staff

Carpet Spot Cleaning and Stain Removal (Complete spotting kits supplied by carpet manufacturers are preferred.)

We have a method of trying the 'simplest first.' 90% of small spots come up with a clean hospital grade microfiber cloth and water. We then move to a safe approved (by flooring manufacturer) cleaner for the carpet and microfiber. If that still doesn't work we will move towards specialized carpet equipment for extraction or steam.

#9061835

Burruss Maintenance, LLC

Location: [REDACTED]
 Inspector: Colby Burruss
 Completed: 2023-03-21 2:16pm
 Score: 92%

Line Item	Rating	Score
Main Entry Front Lobby		
Waiting Area	Good "B"	80%
☞ Check under chairs more frequently and spot clean badge reader/intercom		
Front Desk Check In Workspace	Excellent "A"	100%
Floors	Excellent "A"	100%
Trash Emptied	Excellent "A"	100%
Air Supply Vents/Returns	Good "B"	80%
☞ Clean by next weekend		
Baseboards and Trim	Excellent "A"	100%
☞ Looks just completed.		
Window sills	Excellent "A"	100%
☞ Keep an eye on Presidents office		
Entry RESTROOMS: Toilets	Excellent "A"	100%
Entry RESTROOMS: Sink/Counters/Mirrors	Excellent "A"	100%
☞ Note the "supply/file room" restrooms by HR		
General Notes and Comments for Main Entry		
2nd Floor East Offices		
Desk & Partitions	Excellent "A"	100%
Back Office Space	Excellent "A"	100%
Floors	Excellent "A"	100%
Trash Emptied	Good "B"	80%
Air Supply Vents	Average "C"	60%
☞ Clean these up tonight please and verify with Ops Manager		
Baseboards and Trim	Good "B"	80%
2nd Floor East RESTROOMS: Stock TP/PT/Soap	Good "B"	80%
2nd Floor East RESTROOMS: Toilets/Urinals	Good "B"	80%
2nd Floor East RESTROOMS: Sink/Counters/Mirrors	Good "B"	80%
General Notes And Comments		

Burruss Maintenance, LLC

Inspection Summary

Location: [REDACTED]
 Dates: Jul 15, 2022 - Feb 15, 2023
 Inspector: All
 Inspection Forms: All
 Overall Score: 92% (10 Inspections)

Inspection	Location	Score	Inspector	Completed
Alliance Inspection	[REDACTED]	79%	Greg Leavell	2022-07-20 10:34am
Alliance Inspection	[REDACTED]	96%	Greg Leavell	2022-07-25 9:49am
Alliance Inspection	[REDACTED]	81%	Greg Leavell	2022-09-19 1:31pm
Alliance Inspection	[REDACTED]	97%	Greg Leavell	2022-09-28 10:50am
Alliance Inspection	[REDACTED]	95%	Greg Leavell	2022-10-19 1:51pm
Alliance Inspection	[REDACTED]	91%	Greg Leavell	2022-11-30 12:40pm
Alliance Inspection	[REDACTED]	91%	Greg Leavell	2023-01-02 10:32am
Alliance Inspection	[REDACTED]	99%	Greg Leavell	2023-01-23 2:41pm
Alliance Inspection	[REDACTED]	95%	Greg Leavell	2023-02-02 12:02pm
Alliance Inspection	[REDACTED]	97%	Greg Leavell	2023-02-10 12:10pm

Contract K-2324

Item 15.

AFFIDAVIT OF NON-COLLUSION

STATE OF OKLAHOMA)COUNTY OF CLEVELAND)ss

COLBY BURGESS / NEIL BOYD, of lawful age, being first duly sworn, on oath says, that (s) he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

ALLIANCE MAINTENANCE, INC.
Proposer

N. Burt
By: CR

Subscribed and sworn to before me on this 11 day of January, 20 24

Jaclyn R. Miller
My Commission Expires 1-3-28

