

CONTRACT FOR CUSTODIAL SERVICES BETWEEN THE CITY OF SANDPOINT AND ASAP SERVICES, INC

This Contract is made and entered into this 01st day of March 2025, by and between the City of Sandpoint, a public body corporate and politic (hereinafter the "CITY"), and ASAP Services, Inc., a State of Idaho Corporation, (hereinafter called the "CONTRACTOR"). The CITY and the CONTRACTOR are sometimes referred to herein as a "party" or "parties."

RECITALS

WHEREAS, the CONTRACTOR represents that CONTRACTOR has the expertise and is qualified to perform custodial services, as provided for in this Contract; and

WHEREAS, the CITY and the CONTRACTOR have determined it is in their mutual interest to enter into this Contract, subject to the terms and conditions provided herein.

NOW THEREFORE, the CITY and the CONTRACTOR, in consideration of the payments, covenants and conditions hereinafter set forth, hereby agree as follows:

1. WORK

1.1 The CONTRACTOR shall provide professional custodial services at 1123 Lake Street, 204 S. First Avenue, Sandpoint and complete all work in a manner satisfactory to the CITY. Approval of the work performed by the CONTRACTOR shall be made by the City's authorized representative/designee, who shall oversee this Contract on behalf of CITY. All work required under this Agreement shall be performed by the CONTRACTOR, or under the CONTRACTOR'S direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by Federal, State, and/or Local law to perform such services. The CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Contract, and for compliance with all reasonable performance standards established by the CITY.

1.2 The CONTRACTOR shall not accept any change to the scope, or change in provisions of this Contract, unless issued in writing, as an amendment or change order by the CITY.

1.3 The CONTRACTOR agrees to possess a City of Sandpoint Business License as required by Title 3 of the City Code, prior to commencement of any services under the term of this Contract and maintain such

license throughout the term of the Contract. The CONTRACTOR further agrees to keep and maintain any and all required local, state, and/or federal licenses and/or certifications to perform work and provide services as described within this Contract. If requested, the CONTRACTOR shall provide written proof of such licenses and/or certifications to the CITY for all times when performing services under this Contract.

2. SUPERVISION OF PERSONNEL AND SUBCONTRACTORS

2.1 The CONTRACTOR warrants that nothing contained in this Contract shall be construed as creating an employment relationship between the CONTRACTOR, or any of its employees, agents or assigns and the CITY, it being understood by the parties that each employee, agent or assign of the CONTRACTOR providing services hereunder shall at all times relevant to this Contract be and remain an employee, agent or assign of the CONTRACTOR, which shall be exclusively responsible for providing all compensation, benefits, payment of and reporting of all employment or income taxes, if any, insurance, discipline, supervision, and direction for each such individual during the full term of this Contract.

2.2 The CONTRACTOR shall not employ subcontractors.

3. INDEMNIFICATION

The CONTRACTOR shall indemnify and hold the CITY, its officials, officers, employees, agents and assigns, harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred or that arise as a result of and which are caused by the CONTRACTOR'S wrongful acts or omissions in the performance of its duties under this Contract. This indemnification does not apply when such claims, damages, and liabilities are the result of negligent acts, errors, omissions or fault on the part of the CITY, its officials, officers, employees, agents or assigns. Nothing contained in this indemnification provision shall waive, in any manner, the limits of liability provided to the CITY specified in Idaho Code §6-901 through 6-929, known as the Idaho Tort Claims Act.

4. INSURANCE:

At all times material hereto, the CONTRACTOR shall keep and maintain a policy or policies of insurance covering losses resulting from general liability, personal injury and property loss, in amounts no less than \$1,000,000.00 per claim and \$2,000,000.00 in the aggregate, for any losses sustained as a result of performance of its duties and responsibilities under this Contract, naming the CITY as an additional insured on each such policy or policies of insurance. The CONTRACTOR shall provide the CITY with proof

of such insurance for the entire term of this Contract. All employees of the CONTRACTOR are deemed its employees only, and CONTRACTOR shall be responsible for carrying proper Workers' Compensation coverage on any such employees. Proof of automobile insurance coverage and Workers' Compensation coverage shall also be provided to the CITY for the entire term of this Contract.

5. SERVICE APPROVAL AND DOCUMENTATION

5.1 All services performed by the CONTRACTOR shall be reviewed and approved by the City's authorized representative/designee to determine acceptable completion.

5.2 The CONTRACTOR shall retain and require each subcontractor to retain (if applicable), all data and other records, either electronic or paper format, relating to the services performed under this Contract for a period of three (3) years after completion.

5.3 All equipment, materials, parts, and other components incorporated in the work or services performed pursuant to this Agreement shall be of the most suitable grade for the purpose intended. All work shall be performed in a skilled and workmanlike manner.

6. PRICE AND PAYMENT

6.1 The CITY shall pay the CONTRACTOR a Not-to-Exceed amount of **\$74,965 (Seventy-Four Thousand Nine-Hundred Sixty-Five Dollars)** for the completion of work described within this Contract and further described in Exhibit A, Scope of Work.

6.2 The CONTRACTOR shall submit itemized invoices listing all service dates and locations for work provided under the terms of this Contract, which shall be paid no sooner than thirty (30) after receipt of correct invoice by the CITY. The CONTRACTOR shall provide any documentation requested by the CITY for work completed and billed in each invoice, as outlined in Section 5.2 herein.

7. TERM

The term of this Agreement shall be for a one-year term with two (2) one-year options to extend. Pricing shall be negotiated between both parties at the time of extension and shall be agreed upon, in writing, through executed Amendment(s) to this Agreement. This Agreement shall not extend beyond a total of three years from original effective date.

8. TERMINATION

8.1 The CITY or CONTRACTOR may terminate this Agreement for its sole convenience with 30 days' written notice. Upon termination, the CONTRACTOR shall immediately cease any and all work and surrender to the CITY any and all finished or unfinished documents, processes, programs, and any other supplies or materials, which shall immediately become the property of the CITY. As compensation in full for services performed to the date of such termination, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date as negotiated between the parties. In no event shall the amount payable upon termination exceed the total maximum compensation provided for in this Agreement.

8.2 Should the CITY determine that the CONTRACTOR has failed to supply an adequate work force to complete work of satisfactory quality or has failed in any other respect to perform the work or any of its obligations under this Contract, then the CITY shall give written notice to CONTRACTOR, specifying all such defaults, to be remedied within 10 days from the date of such notice. If, after 10 days, the CONTRACTOR has failed to implement appropriate corrective measures, the CITY may elect to terminate this Contract.

8.2.1 In the event the CITY terminates this Contract as provided for in this Section 8.2, the CONTRACTOR shall receive an amount equal to the value of the work completed as of the termination date as negotiated between the parties, less any additional costs incurred by the CITY to procure the services of another contractor to complete the services to be rendered under this Contract or by completing the services by CITY staff.

8.2.2 In the event the CITY terminates this Contract as provided for in Section 8.2, it may seek any other remedies available to it in law or equity arising out of the CONTRACTOR'S failure to fully perform all of its obligations hereunder.

9. COMPLIANCE WITH LAW/VENUE

The CONTRACTOR shall comply with all federal, state, and local laws governing performance of its obligations under this Contract. The jurisdiction/venue for any action arising out of performance of this Agreement, or interpretation of its terms and conditions, shall be in the District Court in the First Judicial District of the State of Idaho, Bonner County.

10. NON-DISCRIMINATION

10.1 The CITY, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4), and associated regulations, as well as Sandpoint City Code, hereby notifies the CONTRACTOR and any subcontractor that it shall not discriminate against any applicant or employee on the grounds of race, color, national origin, or sex, sexual orientation, or gender identity/expression.

10.2 The CONTRACTOR shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity/expression, age or national origin.

11. SUPERSEDING AGREEMENT AND SEVERABILITY

This Contract supersedes and replaces any pre-existing written or verbal agreements between these parties. If any provision of this Agreement is held to be unenforceable, such provision shall be excluded without affecting the remaining terms and provisions contained herein.

12. ATTORNEY FEES

Reasonable attorney fees and costs shall be awarded to the prevailing party in any action to enforce or interpret this Contract, or to declare a termination or forfeiture thereof.

In Witness Whereof, the parties hereto have caused this Contract to be executed and attested by their respective officers or representatives thereunto duly authorized.

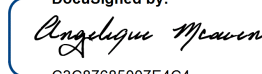
CITY OF SANDPOINT
1123 Lake Street
Sandpoint, Idaho 83864

ASAP SERVICES, INC.
PO Box 1194
Sandpoint, Idaho 83864

DocuSigned by:

1029BEA1346341E
2/14/2025

Jeremy Grimm Date
Mayor

DocuSigned by:

C3C87685007E4C4
2/17/2025

Angelique McOwen Date
CEO

**EXHIBIT A
SCOPE OF WORK**

Work to be performed under this Contract:

1. STANDARDS OF PERFORMANCE

These standards are an outline of general expectations of cleanliness but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturers' recommendations.

Each of the Contractor's Employee's shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of the Contractor's Employee's at all times while carrying out their duties.

Service Level (Acceptable Quality): The level of services shall consistently be maintained. During the Contract period, the Contract Administrator or authorized City representative will conduct monthly inspections of the facilities under this Contract. The inspections are based on standards for commercial facilities within the maintenance industry.

Custodial Tasks: The chart indicates custodial service and the frequency expected of that service.

Cleaning frequencies are as follows:

1. **Per Cleaning:** Cleaning services are to be performed two times per week – Tuesdays and Fridays
2. **Once Weekly:** Cleaning services are to be performed once per week on the second cleaning of the week.

CITY HALL – ADMINISTRATION AREA COUNCIL CHAMBERS LOBBY (FOYER), AND COUNCIL CHAMBERS:

Custodial Tasks	Per Cleaning	Once Weekly
Breakroom/Kitchen		
Clean/sanitize kitchen fixtures (outer) - includes refrigerator, microwave, paper towel dispenser, etc.	XX	
Clean sinks, tables, countertops	XX	
Remove trash	XX	

Clean mirror	XX	
Refill paper towel dispenser (as needed)	XX	
Restrooms		
Clean, sanitize, polish restroom fixtures including toilet paper holder, soap dispenser, paper towel dispenser, door handles, toilet partitions	XX	
Clean, sanitize restroom floors	XX	
Refill soap, toilet paper, and paper towel dispensers, as needed	XX	
Offices/Common Areas		
Dust top of cleared desk and table surfaces, including conference room tables with appropriate product		X
Light dust desk computer equipment – excluding monitors		X
Clean, sanitize, polish telephones		X
Clean, sanitize “community” key pad of copiers/printers	XX	
Clean, sanitize public computers (excluding monitors), including countertop	XX	
Clean, sanitize drinking fountains	XX	
Maintain neat and clean, custodial area	XX	
Empty or reline trash receptacles	XX	
Vacuum carpet and mats	XX	
Dry and wet mop resilient floors	XX	
Sweep entrance	XX	
Clean glass front entry and vestibule (lobby) doors	XX	
Neatly arrange furniture, magazines, etc.	XX	
Spot clean Window Surfaces – ie; windowsills		XX

Report anything out of the ordinary to City	XX	
Ensure entire building is locked, as required	XX	

COMMUNITY HALL:

Custodial Tasks	Per Cleaning	Once Weekly
Breakroom/Kitchen		
Clean/sanitize kitchen fixtures (outer) - includes refrigerator, microwave, paper towel dispenser, etc.	XX	
Clean sinks, tables, counters	XX	
Remove trash	XX	
Refill paper towel dispenser(s) (as needed)	XX	
Restrooms		
Clean, sanitize, polish restroom fixtures including toilet paper holder, soap dispenser, paper towel dispenser, door handles, toilet partitions	XX	
Clean, sanitize restroom floors	XX	
Refill soap, toilet paper, and paper towel dispensers, as needed	XX	
Dust cleared desk surfaces		X
Offices/Common Areas		
Dust top of tables and cleared desk surfaces, including conference room tables with appropriate product		X
Light dust desk computer equipment – excluding monitors		X
Clean, sanitize, polish telephones		X
Clean, sanitize keypad of “community” copiers/printers	XX	

Clean, sanitize public computers (excluding monitors), including countertop – if applicable	XX	
Clean, sanitize drinking fountains	XX	
Maintain neat and clean, custodial area	XX	
Empty or reline trash receptacles	XX	
Vacuum carpet and mats	XX	
Dry and mop resilient and wood floors (use proper techniques on wood floors)	XX	
Sweep entrance	XX	
Clean front doors – inside and out	XX	
Neatly arrange furniture, magazines, etc.	XX	
Spot clean window surfaces		XX
Report anything out of the ordinary to City	XX	
Ensure entire building is locked, as required	XX	

POLICE DEPARTMENT:

Custodial Tasks	Per Cleaning	Once Weekly
Breakroom/Kitchen		
Clean/sanitize kitchen fixtures (outer) - includes refrigerator, microwave, paper towel dispenser, etc.	XX	
Clean sinks, tables, countertops	XX	
Remove trash	XX	
Clean mirror	XX	
Refill paper towel dispenser (as needed)	XX	

Restrooms		
Clean, sanitize, polish restroom fixtures including toilet paper holder, soap dispenser, paper towel dispenser, door handles, toilet partitions	XX	
Clean, sanitize restroom floors	XX	
Refill soap, toilet paper, and paper towel dispensers, as needed	XX	
Offices/Common Areas		
Dust top of cleared desks and table surfaces, including conference room tables with appropriate product		X
Light dust desk computer equipment –excluding monitors		X
Clean, sanitize, polish telephones		X
Clean, sanitize “community” key pad of copiers/printers	XX	
Clean, sanitize public computers (excluding monitors), including countertop	XX	
Clean, sanitize drinking fountains	XX	
Maintain neat and clean, custodial area	XX	
Empty or reline trash receptacles	XX	
Vacuum carpet and mats	XX	
Dry and wet mop resilient floors	XX	
Sweep entrance	XX	
Clean glass front entry and vestibule (lobby) doors	XX	
Neatly arrange furniture, magazines, etc.	XX	
Spot clean Window Surfaces – ie; windowsills		XX
Report anything out of the ordinary to City	XX	
Ensure entire building is locked, as required	XX	

Commercial Semi- Annual Scope of Service is as follows:

City Hall/Police Department/Community Hall
Ceiling Cobwebs-Sweep and Vac Removal
Tops of Bookshelves- Dust wipe
Window Sills - Dust wipe
Door jams
Computer backs and Holder Stands - Dust wipe
Desk areas behind monitors- Dust wash and dry
Under desk lower back areas – Cobwebs, Cords, Towers, the area not serviced in a basic nightly commercial clean
Bathroom- Stall doors and walls
Tiled walls and light baseboards, clean doors and kick plates, detail mop floors
Detailed scrub to the rubber stairs at City Hall

Annual Window Cleaning Scope of Service is as follows:

Spring Schedule: City Hall and Police Department
Cleaning windows out sills. (Tracks and screens are billed at a separate rate.)
Spring Schedule: Fire Station
Cleaning windows out sills. (Tracks and screens are billed at a separate rate.)

Annual Detail Cleaning Scope of Service is as follows:

City Hall/Police Department/Community Hall
Detail Cleaning of cabinets and drawers' outer face and if the area is open on top of the cabinets.
Detail Cleaning and sanitizing of countertops and sinks, fixtures switch plates, outlets, and attached building fixtures
Detail Cleaning and sanitizing of restroom stalls, toilets, urinals, vents, outer light fixtures, and baseboards.
Mirrors cleaned and polished
All drinking fountain detail cleaned & sanitized under shaft and vent areas.
Complete sanitizing of doors, kick plates trim, switch plates, and outlet covers of facility
Appliances tops and face fronts wiped, cleaned
Detail vacuum of all carpets (Behind office equipment and movable furniture)
Detail sanitize baseboards sweep/mop all hard surfaces & resilient flooring
Cleaning of high and low outer vents, fans, and outer light frames or exposed light bulbs
Exclusions: Painted Walls, furniture not attached to the interior of the building, personal items.

A. CHARACTER OF SUPERVISORS AND WORKERS

The Contractor shall at all times employ sufficient skilled labor in accordance with Federal, State, and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. All equipment that is to be used shall be of commercial grade and in such mechanical condition as to produce a satisfactory quality of work. Any person employed by the Contractor who, in the opinion of the Contract Administrator, does not perform their work in a proper manner or is intemperate or disorderly shall, at the written request of the Contract Administrator, be removed from the work site by the Contractor and shall not be employed again in any portion of the work without the approval of the Contract Administrator. Should the Contractor fail to remove such person as required above, or fail to furnish suitable and sufficient personnel for the proper execution of the work, the Contractor Administrator may suspend the work by written notice until such orders by the Contract Administrator are followed by the Contractor. The Contractor shall hold the City harmless from damages or claims for compensation that may occur in the enforcement of this section.

The Contractor will supervise and direct all work. The Contractor will be solely responsible for the means, methods, and safety practices of the employees, subcontractors, techniques, sequences, and procedures when performing work. The Contractor will employ and maintain on the work site a qualified working Supervisor who shall have been designated in writing by the Contractor as the Contractors' representative. The Supervisor shall have full authority to act on the behalf of the Contractor and all communications given to the Supervisor shall be binding as if given to the Contractor.

B. CHARACTER OF SUPERVISORS AND WORKERS

The Contractor shall at all times employ sufficient skilled labor in accordance with Federal, State, and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. All equipment that is to be used shall be of commercial grade and in such mechanical condition as to produce a satisfactory quality of work. Any person employed by the Contractor who, in the opinion of the Contract Administrator, does not perform their work in a proper manner or is intemperate or disorderly shall, at the written request of the Contract Administrator, be removed from the work site by the Contractor and shall not be employed again in any portion of the work without the approval of the Contract Administrator. Should the Contractor fail to remove such person as required above, or fail to furnish suitable and sufficient personnel for the proper execution of the work, the Contractor Administrator may suspend the work by written notice until such orders by the Contract Administrator are followed by the Contractor. The Contractor shall hold the City harmless from damages or claims for compensation that may occur in the enforcement of this section.

The Contractor will supervise and direct all work. The Contractor will be solely responsible for the means, methods, and safety practices of the employees, subcontractors, techniques, sequences, and procedures when performing work. The Contractor will employ and maintain on the work site a qualified working Supervisor who shall have been designated in writing by the Contractor as the Contractors' representative. The Supervisor shall have full authority to act on the behalf of the Contractor and all communications given to the Supervisor shall be binding as if given to the Contractor.

C. DEFINITIONS

CITY OF SANDPOINT, OWNERS OR FACILITIES: Services and their authorized representations shall be understood to mean one and the same.

CONTRACT ADMINISTRATOR: Shall be the City of Sandpoint duly authorized representative/s.

APPROVED: Means approved by the City or the Contract Administrator.

APPROVED EQUAL OR EQUIVALENT: As hereinafter used, shall mean a material or methods equal to or better than the required materials or methods.

CHANGES: Should any changes in the Scope of Work and/or specifications be required, the Contractor shall refer same to City in writing for approval before work which deviates from the original requirements. In the event of disagreement on the necessity of such changes, the City's decision shall be final.

CONTRACT CHANGE ORDERS: A Contract Amendment shall be executed and filed with the City for all changes and/or additional work or materials in excess of the requirements covered in specifications. The Contract Amendment, when approved by Contractor and City, shall become binding to both parties thereto.

The Contract Amendment, when approved by Contractor and City, shall become binding to both parties thereto.

D. CITY OF SANDPOINT HOLIDAY SCHEDULE

Holiday	Date Observed
New Year's Day	January 1 st
Human Rights Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4th Thursday in November

Day after Thanksgiving	4th Friday in November
Christmas Day	December 25 th

E. INSPECTIONS AND REPORTING REQUIREMENTS

1. Monthly reports shall be prepared, signed, and dated by the Contractor’s Supervisor for the facility and contain the following information as a minimum:
 - i. Checklist of all tasks performed for each facility and the signature of the employee who performed them.
 - ii. Discrepancies from the routine work scheduled and an explanation of the circumstances involved. If the City is unsatisfied with the Contractor explanation, the Contractor may be liable up to \$200 per incident in which items are not performed under the terms of this contract.
 - iii. Any damage or defect of City property where the Contractor has responsibility should be documented on reports with sufficient description and identified location for follow up by the Contract Administrator.
 - iv. Signature of the Contractor’s Supervisor attesting that they have reviewed and agreed with the employee work summary, any and all problems and/or complaints or minor nature. Failure to provide the report on a monthly basis with the requested information to the Contractor Administrator will result in the City of Sandpoint withholding payment from the monthly contractor amount for the days of work in question. In addition, all custodial task frequencies shall be clearly listed on the monthly report. If any additional services were requested, a separate invoice will be submitted to City for payment for any extra work outside regular services provided by Contractor. The City will verify the information presented on any and all invoices with the monthly report. If a task is not listed on the monthly report, the Contractor will not be paid for the service. If the Contractor fails to provide reports in a timely manner, this shall be sufficient cause to terminate the contract. All monthly reports shall be delivered to the Contract Administrator responsible for payment of the invoiced work. Monthly reports and forms are the responsibility of the Contractor.

F. SPECIFIC REQUIREMENTS – PROFESSIONAL CUSTODIAL SERVICES

1. The Contractor will furnish all labor, equipment, cleaning supplies, supervision, transportation, and payment for custodial services. Additional services to perform interior and exterior window washing and additional carpet cleaning services may be requested. Glass should be cleaned per manufacturer’s recommendations using

- products and methods consistent with those recommendations and that of the industry. Contractor shall use environmentally friendly products, whenever possible, pre-approved by the City.
2. City shall provide paper products, toilet paper, paper towels, garbage can liners, toilet seat covers, compostable liners, Green Seal or equivalent cleaning products: restroom cleaner, neutral floor cleaner, glass cleaner, and degreaser.
 3. City will maintain inventory for supplies needed. If supplies are running low, please notify the Contract Administrator via email or voicemail.
 4. The Contractor shall maintain the janitor closets in a neat and orderly fashion.
 5. All work shall be performed under the supervision of a qualified supervisor.
 6. The Contractor will ensure that his/her employees comply with all City of Sandpoint and Idaho State Industrial licensing, regulations, and practices as required or applicable.
 7. The Contractor's personnel will conduct themselves on site in a workmanlike manner at all times.
 8. The Contract Administrator or designated representative will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Contract Administrator or designated representative will notify the Contractor. Notification may be verbal or written. The City may choose to require the Contractor to rectify the deficiency within 24 hours. The Contractor is encouraged to schedule inspection times/dates with the City's Contract Administrator and/or designee.
 9. The Contractor shall establish a work schedule as set forth in the contract, maintenance agreement, or requisition. In no case shall work be performed before or after the schedule times without approval by the Contract Administrator or designee. In addition, the Contractor will provide a periodical cleaning report showing the completion of work for that time period.
 10. The Contractor will provide a list of employees to the City and individuals will undergo a background check before the commencement of their duties. The City will conduct 10 complimentary background checks per year. The Contractor will be responsible to compensate the City \$50 per occurrence thereafter. Background check to include fingerprinting and criminal history. All Contractor employees, including management, to also complete security training at CJIS Online and City will provide further information on the steps for completing this training requirements to Contractor.
 11. Each employee shall be easily identifiable by wearing a shirt that clearly identifies Contractor name on either the front or back of the shirt. This shirt is to be worn and visible at all times while performing services on City premises. The Contractor shall not allow children, pets, and non-employees on the premises at any time.
 12. The Contractor or his/her employees must not remove or consume any property

belonging to the City, City employees, or General Public. This policy includes any articles that may be deposited for disposal in trash receptacles.

13. The Contractor and his/her employee may not use City or General Public property, including telephones, facsimile, copy machines, ladders, lifts, maintenance equipment, or the like, for personal use unless given permission by an authorized City representative.
14. Smoking, including the use of e-cigarettes, shall not be permitted in any City building or within 25 feet of any entrance or window to a City facility.
15. The Contractor and his/her employees, if working after normal business hours, will ensure that all doors, windows, and gates (if applicable) giving access to City buildings are secured. All lights, except night lights or automatic lights, will be turned off before leaving the premises. Failure to properly secure City buildings may result in a reduction of payment.
16. The Contractor will be issued necessary building key set(s), in either a physical key or key access cards. In no case shall the Contractor make duplicates of any City issued key(s) or key access cards. The City will deduct \$75.00 from payments to the Contractor for each building key or key access card lost, broken through neglect or misuse, or not returned to the City at the expiration of this contract.
17. The Contractor will be issued vendor ID badges for their employees. These vendor badges are to be worn at all times while servicing City facilities. Contractor shall return badges as employees leave or at the end of the services for the City. Any badge not returned by vendor that was issued shall incur a \$25.00 charge per non-returned badge.
18. The Contractor shall report any building damage or potential hazard immediately to the Contract Administrator by telephone at (208) 255-2657 during normal business hours of 8:00 AM to 5:00 PM Pacific Time. After normal business hours, emergencies shall be directed to one or more designated number(s) to be provided at the time of Contract execution. All life-threatening emergencies, calls shall be directed to 911.
19. Hazardous conditions shall be immediately remedied or secured by the Contractor's qualified and trained personnel to prevent further damage and/or protection of all personnel from exposure or injury. Specifically, as regards to OSHA standards for bloodborne pathogens (BBP, [29 CFR 1910.1030](#)) and personal protective equipment (PPE, [29 CFR 1910 Subpart I](#)) require employers to protect workers from occupational exposure to infectious agents. Contractor shall also be responsible for training and protecting any and all employees of the Contractor, while engaged in the performance of any work or services by the Contractor under this agreement, as to the safeguards used and precautions taken, for the proper handling of infectious materials. Verification of training must be presented with submittal of proposals to the City.
20. Incidents, altercations, or accidents involving facility, Contractor's employees, or City employees shall be reported to the Contract Administrator within 24 hours. All incidents, altercations, or accidents involving Contractor personnel require a written

report from the Contractor describing the incident or accident.

21. City of Sandpoint has a business license requirement. The Contractor and any Subcontractors shall be required to obtain a business license prior to commencement of any work or services provided to the City. The business license fee will be as stated in the City's Fee Schedule. Obtaining a business license shall not be reason for an increase in the awarded contract.

G. FACILITIES

1. CITY HALL (Administration, Council Chamber Lobby, and Council Chambers)

- i. Building Square Footage: 11,200 SF
- ii. Address: 1123 Lake Street, Sandpoint, ID 83864
- iii. Frequency: 2 days per week; Tuesday and Friday
- iv. Hours for cleaning: Not before 7:00 PM and must be completed by 6:00 AM (see #5 below for special conditions).
- v. Special Conditions:
 - a) Noise restriction on days there are evening meetings. Meetings currently impacting custodial service are the Planning & Zoning Commission Meetings on the 1st & 3rd Tuesday of each month.

Council Chambers Lobby and Council Chambers will not be cleaned/serviced by Contractor until after 11 PM on Tuesdays.

2. POLICE DEPARTMENT

- i. Square Footage: 6,550 SF
- ii. Address: 1123 Lake Street, Sandpoint, ID 83864
- iii. Hours for cleaning: Not before 9:00 PM and must be completed by 5:00 AM
- iv. Frequency: 2 days per week; Tuesday and Friday (Police)

3. SANDPOINT COMMUNITY HALL

- i. Square Footage: 5,400 SF
- ii. Address: 204 S. First Avenue, Sandpoint, ID 83864
- iii. Hours for cleaning: Between 12:00 AM and before 6:00 AM
- iv. Frequency: Cleaning based on event calendar with an average of 2 times per week.

**EXHIBIT B
FEE SCHEDULE**

Fee Schedule for service as outlined in Exhibit A, Scope of Work is as follows:

Regular Custodial Service

Facility	Monthly Amount	Extended Annual Amount
City Hall (Administration, Council Chambers, Council Chambers Lobby)	\$2,240.00	\$26,880.00
Sandpoint Community Hall – 2 cleanings per week	\$1,080.00	\$12,960.00
Police	\$1,310.00	\$15,720.00
TOTAL	\$4,630.00	\$55,560.00

Semi-Annual Commercial Cleaning

Facilities	Rate/SqFt	Total SqFt	Total Amount
City Hall/Police Department/Community Hall	\$0.15	22, 950	\$3,442.50

Annual Window Cleaning

Facilities	Amount
City Hall and Police Department	\$1400.00
Fire Station	\$600.00
TOTAL	\$2,000.00

Annual Commercial Detailed Cleaning

Facilities	Rate/SqFt	Total SqFt	Total Amount + 10% Discount
City Hall/Police Department/Community Hall	\$0.55	23,150	\$11,459.25

As-Needed Custodial Services

Service	Unit of Measure	Amount
Carpet Cleaning	per square foot	\$0.30
Custodial Services Standard Labor Rate	per hour	\$35.00
Custodial Services Emergency Response Labor Rate	per hour	\$100.00
Window Washing (full interior/exterior washing, including screens)	per pane	Window washing: Single story: \$14.00 per windowpane Two story: \$18.00 per windowpane inner and outer Extra-large windows: \$20.00 per windowpane inner and outer Screens: \$10.00 per screen Blinds: \$10.00 each
Emergency Response Fee, if applicable	each	\$150.00
Sandpoint Community Hall - additional cleaning beyond the 2 times per week average	per cleaning service	\$75.00
Semi- annual deep cleaning - contractor to provide details on this service within proposal	per cleaning	Semiannual \$0.15 per sq ft

Contact Price not to exceed \$74,965.00 CITY makes no guarantee entire contract price will be expended during the term of this Contract.