

**JANITORIAL SERVICES AGREEMENT  
BOBBIE & AMANDA'S CLEANING SERVICE**

THIS JANITORIAL SERVICES AGREEMENT is made and entered into in duplicate this 17<sup>th</sup> day of April, 2019, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the "CITY" and Bobbie Whitaker dba Bobbie & Amanda's Cleaning Service, a Washington sole proprietor, hereinafter referred to as the "SERVICE PROVIDER."

WITNESSETH:

WHEREAS, the CITY desires to have certain services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES.

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Attachment "A" attached hereto and incorporated herein ("Services").

2. TERM.

The Services shall begin no earlier than April 1, 2019 and shall terminate on March 31, 2022. This contract may be extended for three additional one-year terms, upon mutual written agreement.

3. TERMINATION.

Prior to the expiration of the Term, this Agreement may be terminated immediately, with or without cause, by the CITY.

4. COMPENSATION AND METHOD OF PAYMENT.

A. Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the CITY.

B. No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

C. The CITY shall pay the SERVICE PROVIDER for work performed under this Agreement a total sum not to exceed Four Hundred Thirty-Nine Thousand Two Hundred and Sixty-Four Dollars (\$439,264.00) payable as follows: One Hundred Forty-Three Thousand Five Hundred and Thirty-Two Dollars (\$143,532.00) in year one, One Hundred Forty-Six Thousand Four Hundred and Two Dollars (\$146,402.00) in year two and One Hundred Forty-Nine Thousand Three Hundred and Thirty Dollars (\$149,330.00) in year three pursuant to Attachment "A".

D. The SERVICE PROVIDER shall submit to the CITY Finance Director an invoice for services rendered during the pay period. The CITY shall initiate authorization for payment after receipt of said invoice and shall make payment to the SERVICE PROVIDER within approximately thirty (30) days thereafter.

E. When subcontracting services or purchasing goods from third parties, as identified and approved in this Agreement, the SERVICE PROVIDER must submit written documentation establishing that the goods and/or services have been provided and the third party has been paid in order to receive reimbursement for such goods and/or services.

F. Invoices may be submitted immediately following performance of services, but in no event shall an invoice be submitted more than twenty (20) business days following the end of the contract term unless the contract term ends at the end of the calendar year where invoices must be submitted no more than five (5) business days following the end of the calendar year. Failure to submit a timely invoice will result in non-payment of services and funds will be forfeited.

5. PREVAILING WAGES.

A. Wages of Employees. This Agreement is subject to the minimum wage requirements of Chapter 39.12 of the Revised Code of Washington, as now existing or hereafter amended or supplemented. In the payment of hourly wages and fringe benefits to be paid to any of SERVICE PROVIDER'S laborers, workpersons and/or mechanics, SERVICE PROVIDER shall not pay less than the "prevailing rate of wage" for an hour's work in the same trade or occupation in the locality within the State of Washington where such labor is performed, as determined by the Industrial Statistician of the Department of Labor and Industries of the State of Washington, which "prevailing rates of wage" are attached hereto as Attachment "B" and incorporated herein by this reference. Prevailing wages paid pursuant to this Agreement shall be the prevailing wage rates which are in effect on the date when the bids, proposals or quotes were required to be submitted to the City.

B. Agreements Exceeding One Year. Pursuant to WAC 296-127-023, or hereafter amended, the CITY agrees to pay any increase in the current prevailing wages if and when this Agreement is extended provided that the term of the Agreement exceeds one year. The CITY further agrees to pay the current prevailing wages at the time of additional yearly extensions, and the SERVICE PROVIDER agrees to pay its employees the increased prevailing wage.

C. Exemptions to Prevailing Wage. The prevailing wage requirements of Chapter 39.12 RCW, and as required in this Agreement do not apply to:

1. Sole owners and their spouses;
2. Any partner who owns at least 30% of a partnership;
3. The President, Vice President and Treasurer of a corporation if each one owns at least 30% of the corporation.

D. Reporting Requirements. SERVICE PROVIDER shall comply with all reporting requirements of the Department of Labor and Industries of the State of Washington. Upon the execution of this Agreement, SERVICE PROVIDER shall complete and file a Statement of Intent to Pay Prevailing Wages with the Department of Labor and Industries. Upon completion of the Services, SERVICE PROVIDER shall complete and file an Affidavit of Wages Paid with the Department of Labor and Industries. SERVICE PROVIDER shall deliver copies of both the Statement of Intent to Pay Prevailing Wages and the Affidavit of Wages Paid, certified by the Department of Labor and Industries, to the CITY.

E. Disputes. In the event any dispute arises as to what are the



prevailing rates of wages for work of a similar nature and such dispute cannot be resolved by the CITY and the SERVICE PROVIDER, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington and the decision therein shall be final and conclusive and binding on all parties involved in the dispute.

6. INDEPENDENT CONTRACTOR RELATIONSHIP.

A. The parties intend that an independent contractor relationship will be created by this Agreement. Subject to paragraphs herein, the implementation of services pursuant to this Agreement will lie solely within the discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work; however, the results of the work contemplated herein must meet the approval of the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

C. As an independent contractor, the SERVICE PROVIDER shall be responsible for the reporting and payment of all applicable local, state, and federal taxes.

D. It is recognized that SERVICE PROVIDER may or will be performing services during the Term for other parties; provided, however, that such performance of other services shall not conflict with or interfere with SERVICE PROVIDER'S ability to perform the Services. SERVICE PROVIDER agrees to resolve any such conflicts of interest in favor of the City.

E. 2008 Early Retirement Factor Retirees. Washington State law requires reporting of any contractor, independent contractor or personal service contractor that has retired from the State of Washington using the 2008 Early Retirement Factor (ERF). Stricter return to work restrictions apply to retirees under the 2008 ERF. The SERVICE PROVIDER must verify retirement status by completing a Service Provider Retirement Status Form, attached as Attachment "C", for each of the SERVICE PROVIDER'S owners and for each person providing service under this Agreement.



7. SERVICE PROVIDER EMPLOYEES/AGENTS.

The CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee, agent or servant from employment on these services. The SERVICE PROVIDER may however employ that individual for other non-CITY related services.

8. HOLD HARMLESS INDEMNIFICATION.

A. SERVICE PROVIDER Indemnification. The SERVICE PROVIDER agrees to indemnify, defend and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the negligent acts, errors or omissions of the Service Provider, its partners, shareholders, agents, employees, or by the Service Provider's breach of this Agreement. Service Provider expressly waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. Service Provider's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under workers' compensation acts, disability benefit acts or any other benefits acts or programs. This waiver has been mutually negotiated by the parties.

B. City Indemnification. The City agrees to indemnify, defend and hold the Service Provider, its officers, directors, shareholders, partners, employees, and agents harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent solely caused by the negligent acts, errors, or omissions of the City, its employees or agents. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

C. Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

9. INSURANCE.

The SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder

by the SERVICE PROVIDER, their agents, representatives, employees or subcontractors.

The SERVICE PROVIDER shall provide a Certificate of Insurance evidencing:

A. Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

The CITY shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the SERVICE PROVIDER and a copy of the endorsement naming the CITY as additional insured shall be attached to the Certificate of Insurance. The CITY reserves the right to request certified copies of any required policies.

The SERVICE PROVIDER'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

Any payment of deductible or self-insured retention shall be the sole responsibility of the SERVICE PROVIDER.

The SERVICE PROVIDER'S insurance shall be primary insurance as respect to the CITY and the CITY shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

#### 10. BOND.

SERVICE PROVIDER shall obtain a janitorial bond in the amount of not less than Ten Thousand and No/100 Dollars (\$10,000.00) to insure against any theft/misappropriation of money or property during the term of this Agreement.

#### 11. TREATMENT OF ASSETS.

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this



Agreement.

12. COMPLIANCE WITH LAWS.

A. The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

B. The SERVICE PROVIDER specifically agrees to pay any applicable business and occupation (B & O) taxes which may be due on account of this Agreement.

13. NONDISCRIMINATION.

A. The CITY is an equal opportunity employer.

B. Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, religion, creed, color, national origin, sex, marital status, disability, sexual orientation, age or other basis prohibited by state or federal law; provided that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the proper performance of the particular worker involved. The SERVICE PROVIDER shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, religion, creed, color, national origin, sex, marital status, disability, sexual orientation, age or other basis prohibited by state or federal law. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The SERVICE PROVIDER shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

C. Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, religion, creed, color, national origin, sex, marital status, disability, sexual orientation, age or other basis prohibited by state or federal law.

D. Nondiscrimination in Benefits. **The provisions of this subsection are only applicable to contracts with an estimated value of**

**\$50,000 or more.** Pursuant to Tumwater Municipal Code (TMC) Chapter 3.46, SERVICE PROVIDER shall provide employee benefits or an equivalent sum to the domestic partners of their employees involved in SERVICE PROVIDER'S operations applicable to this Agreement if such benefits are provided to employees' spouses as more particularly set forth in Chapter 3.46 of the TMC, a copy of which is attached hereto as Attachment "D".

E. If any assignment and/or subcontracting has been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

#### 14. ASSIGNMENT/SUBCONTRACTING.

A. The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

C. Any technical service subcontract not listed in this Agreement, must have express advance approval by the CITY.

#### 15. NON-APPROPRIATION OF FUNDS.

If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the CITY will not be obligated to make payments for Services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining Services for which funds are allocated. No penalty or expense shall accrue to the CITY in the event this provision applies.

#### 16. CHANGES.

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of



this Agreement.

17. MAINTENANCE AND INSPECTION OF RECORDS.

A. The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports, data, and information as the CITY may request pertaining to matters covered by this Agreement.

B. The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

C. The SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

18. POLITICAL ACTIVITY PROHIBITED.

None of the funds, materials, property or services provided directly or indirectly under the Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

19. PROHIBITED INTEREST.

No member, officer, or employee of the CITY shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

20. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

21. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of

the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

22. JURISDICTION AND VENUE.

A. This Agreement has been and shall be construed as having been made and delivered with the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Thurston County, Washington.

23. SEVERABILITY.

A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

24. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement. This Agreement may be executed in any number of counterparts, which counterparts shall collectively constitute the entire Agreement.



IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY:

CITY OF TUMWATER  
555 Israel Road SW  
Tumwater, WA 98501

Pete Kmet

PETE KMET  
Mayor

ATTEST:

Melody Valiant  
Melody Valiant, City Clerk

APPROVED AS TO FORM:

Karen Kirkpatrick  
Karen Kirkpatrick, City Attorney

SERVICE PROVIDER:

Bobbie & Amanda's Cleaning Service

Address: 3226 Libby Rd NE  
City/State/Zip: Olympia Wa 98506  
Tax ID #: 81-2757490  
Phone Number: 360 870-2012

Bobbie Whitaker  
Signature (Notarized – see below)  
Printed Name: Bobbie Whitaker  
Title: Owner



STATE OF WASHINGTON       )  
  )ss.  
COUNTY OF THURSTON     )

I certify that I know or have satisfactory evidence that Bobbie Whitaker is the person who appeared before me, and said person acknowledged that she signed this instrument, and acknowledged it to be her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: April 17, 2019  
Stephanie Klein  
Notary Public in and for the State of Washington,  
My appointment expires: 03/30/2020

**Bobbie and Amanda's Cleaning Service**

**2019 – 2021 Janitorial Services**

**City of Tumwater, WA**

**City Hall and Police Department**

**555 Israel Road**

**DAILY SERVICES:**

We will provide the following services Monday through Friday.

1. Lock doors at 5pm and check for coffee pots/portable desk heaters with power left on.
2. Empty all waste and recycle receptacles located throughout the facility (replacing all liners as needed).
3. Clean and sanitize all bathroom fixtures, including: toilet bowls, urinals, and sinks. Remove all water marks and other: mirror, booth, or wall defacements.
4. Sweep and mop all hard floor surfaces, including: restrooms, kitchens, entry ways, and remaining non-carpeted surfaces.
  - a. Separate cleaning supplies such as: mops, buckets, and cleaning cloths will be used in restrooms in order to prevent cross contamination.
5. Vacuum floor mats and carpets.
6. Dust all tables, chairs, and counter tops in public areas and conference rooms. Remove all smudge marks from counter tops and tables with a micro fiber cloth and cleaning agent. Areas included: entry way, lobby/waiting area, and Council Chambers.
  - a. Areas also included: waiting areas in Parks Department, Public Works, and the Police Department.
    - i. Conference room tables also included in dusting/smudge mark removal.
7. Straighten chairs in all conference rooms, breakrooms, and general meeting rooms.
8. Clean all glass entry way doors, removing all finger-prints and smudge marks.
9. Clean and sanitize all breakroom sinks, counter tops, microwaves, table tops, and drinking fountains.
10. Sweep and vacuum exterior entry ways, including floor mats.

**WEEKLY SERVICES:**

1. Tuesday Night Council Meeting: close portable wall, cone off parking lot for television broadcasting vehicle.
2. Empty all cigarette receptacles.
3. Clean all handrails, elevator control panels, and switch plates.
4. Wipe down all white board trays (never erasing material on white boards).
5. Dust all exposed areas of desks, file cabinets, baseboards, hanging fixtures, etc.
6. Vacuum all cloth covered chairs, couches, and under desks.



7. Sweep 'Sally Port' and two holding cells.
8. Paper products for kitchens and bathrooms will be monitored, ordered, and stocked upon needing replacement.

MONTHLY SERVICES:

We will provide the following services between the 1<sup>st</sup> and 10<sup>th</sup> of each month.

1. Dust all ledges, panel tops, ceiling vents, blinds/shades, and picture frames.
2. Remove cob webs throughout facility.
3. Thoroughly clean entry way mats.

YEARLY SERVICES:

1. Wash all windows twice yearly.
  - a. Services to be completed during spring and fall.
2. Strip and re-wax all previously waxed floors to a 'high shine' twice yearly.
  - a. Services to be completed during spring and fall.
3. Deep clean all ceramic tiled floors with a grout cleaning agent once yearly.
4. Clean all carpeted areas with commercial grade carpet cleaning machine once yearly.

**Total Cost of Service Per Month Police Dept: \$1,316.00**

**Total Cost of Service Per Month City Hall: \$3,441.00**

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**Public Works Maintenance Shop**

**7200 New Market Street**

DAILY SERVICES:

We will provide the following services Monday through Friday.

1. Empty all waste and recycle receptacles located throughout the facility (replacing all liners as needed).
2. Clean and sanitize all bathroom fixtures, including toilet bowls, urinals, and sinks. Remove all water marks and other: mirror, booth, or wall defacements.
3. Sweep and mop all hard floor surfaces, including restrooms, hallway, breakroom, and remaining non-carpeted surfaces.
  - a. Separate cleaning supplies such as mops, buckets, and cleaning cloths will be used in restrooms in order to prevent cross contamination.
4. Vacuum mats and carpeted areas.
5. Clean all smudge marks off the entry way counter tops and the sliding partition window.
6. Clean and sanitize all breakroom table tops, counter tops, microwaves, and the sink.
7. Sweep and vacuum exterior entry ways, including floor mats.

WEEKLY SERVICES:

1. Empty all cigarette receptacles.
2. Wipe down all white board trays (never erasing material on white boards).
3. Dust all exposed areas of desks, file cabinets, baseboards, hanging fixtures, etc.
4. Vacuum all cloth covered chairs, couches, and under desks.
5. Paper products for kitchens and bathrooms will be monitored, ordered, and stocked upon needing replacement.

MONTHLY SERVICES:

We will provide the following services between the 1<sup>st</sup> and 10<sup>th</sup> of each month.

1. Dust all ledges, panel tops, ceiling vents, blinds/shades, and picture frames.
2. Remove cob webs throughout facility.
3. Thoroughly clean entry way mats.

YEARLY SERVICES:

1. Wash all windows once yearly.
2. Strip and re-wax all previously waxed floors to a 'high shine' twice yearly.
  - a. Services to be completed during spring and fall.
3. Clean all carpeted areas with commercial grade carpet cleaning machine once yearly.

**Total Cost of Services Per Month: \$1,290.00**

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**Fire Department- T1**

**311 Israel Road**

DAILY SERVICES:

We will provide the following services Monday through Friday.

1. Empty all waste and recycle receptacles located throughout the facility (replacing all liners as needed).
2. Clean and sanitize all bathroom fixtures, including toilet bowls, urinals, and sinks. Remove all water marks and other: mirror, booth, or wall defacements.
3. Sweep and mop all hard floor surfaces, including all restrooms and other non-carpeted surfaces.
  - a. Separate cleaning supplies such as mops, buckets, and cleaning cloths will be used in restrooms in order to prevent cross contamination.
4. Vacuum floor mats and carpets.
5. Dust all tables, chairs, and counter tops in public areas. Remove all smudge marks from counter tops and tables with a micro fiber cloth and cleaning agent. Areas included: the waiting area and all meeting/conference rooms.
6. Straighten chairs in all conference and breakrooms.



7. Clean all glass entry way doors, removing all finger-prints and smudge marks.
8. Clean and sanitize all breakroom sinks, counter tops, drinking fountains, microwaves, and table tops.
9. Sweep and vacuum exterior entry ways, including floor mats.

WEEKLY SERVICES:

1. Empty all cigarette receptacles.
2. Clean all handrails, elevator control panels, and switch plates.
3. Wipe down all white board trays (never erasing material on white boards).
4. Dust all exposed areas of desks, file cabinets, baseboards, hanging fixtures, etc.
5. Vacuum all cloth covered chairs, couches, and under desks.

MONTHLY SERVICES:

We will provide the following services between the 1<sup>st</sup> and 10<sup>th</sup> of each month.

1. Dust all ledges, panel tops, ceiling vents, blinds/shades, and picture frames.
2. Remove cob webs throughout facility.
3. Thoroughly clean entry way mats.

YEARLY SERVICES:

1. Wash all windows once yearly.
2. Strip and re-wax all previously waxed floors to a 'high shine' twice yearly.
  - a. Services to be completed during spring and fall.
3. Clean all carpeted areas with commercial grade carpet cleaning machine twice yearly.
  - a. Services to be completed during spring and fall.

**Total Cost of Services Per Month: \$1,208.00**

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**Public Library**

**7023 Market Street**

DAILY SERVICES:

We will provide the following services Monday through Saturday.

1. Empty all waste and recycle receptacles located throughout the facility (replacing all liners as needed).
2. Clean and sanitize all bathroom fixtures, including toilet bowls, urinals, and sinks. Remove all water marks and other: mirror, booth, or wall defacements.
3. Sweep and mop all hard floor surfaces, including all restrooms and the breakroom.
  - a. Separate cleaning supplies such as: mops, buckets, and cleaning cloths will be used in restrooms in order to prevent cross contamination.
4. Vacuum floor mats and carpets.

5. Straighten chairs around tables and desks.
6. Clean all glass entry way doors, removing all finger-prints and smudge marks.
7. Sweep and vacuum all exterior entry ways, including floor mats.

#### MONTHLY SERVICES:

We will provide the following services between the 1<sup>st</sup> and 10<sup>th</sup> of each month.

1. Check the clock tower for dust/cob webs, thoroughly dusting around its base.
  - a. Remove any small plant debris.
2. Dust all window ledges and remove any cob webs on or around interior windows/doorways.
3. Thoroughly clean entry mats.
4. Paper products for kitchens and bathrooms will be monitored, ordered, and stocked upon needing replacements.

#### YEARLY SERVICES:

1. Wash all windows once yearly.
  - a. Services to be completed during spring and fall.
2. Strip and re-wax all previously waxed floors to a 'high shine' twice yearly.
  - a. Services to be completed during spring and fall.
3. Clean all carpeted areas with commercial grade carpet cleaning machine once yearly.

#### **Total Cost of Services Per Month: \$2,629.00**

*IMPORTANT NOTICE: AN ADDITIONAL SERVICE CHARGE OF \$35.00 WILL AUTOMATICALLY BE APPLIED FOR SERVICE OCCURRING AFTER 9PM MONDAY THROUGH SATURDAY.*

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### **Parks and Facilities Building**

#### **7007 Capitol Boulevard**

#### DAILY SERVICES:

We will provide the following services twice weekly.

1. Empty all waste and recycle receptacles located throughout the facility (replacing all liners as needed).
2. Clean and sanitize all bathroom fixtures, including toilet bowls, urinals, and sinks. Remove all water marks and other: mirror, booth, or wall defacements.
3. Refill and replace (as needed) all toilet paper, toilet seat covers, urinal screens, paper towels, paper cups, and soap dispensers.
4. Sweep and mop all hard floor surfaces, including restrooms, entry ways, kitchen and remaining non-carpeted surfaces.
  - a. Separate cleaning supplies such as mops, buckets, and cleaning cloths will be used in restrooms in order to prevent cross contamination.
5. Vacuum floor mats and carpets.



6. Clean and sanitize all breakroom: sinks, counter tops, microwaves, and table tops.

WEEKLY SERVICES:

1. Empty all cigarette receptacles.
2. Dust all exposed areas of desks, file cabinets, baseboards, hanging fixtures, etc.
3. Vacuum all cloth covered chairs, couches, and under desks.

MONTHLY SERVICES:

We will provide the following services between the 1<sup>st</sup> and 10<sup>th</sup> of each month.

1. Dust all ledges, panel tops, ceiling vents, blinds/shades, and picture frames.
2. Remove cob webs throughout facility.
3. Thoroughly clean entry way mats.

YEARLY SERVICES:

1. Wash all windows once yearly.
2. Clean all carpeted areas with commercial grade carpet cleaning machine once yearly.
3. Strip and re-wax all previously waxed floors to a 'high shine' twice yearly.
  - a. Services to be completed during spring and fall.

**Total Cost of Services Per Month: \$385.00**

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**Old Town Center**

**215 North 2<sup>nd</sup> Avenue**

DAILY SERVICES:

We will provide these services Monday through Friday.

1. Empty all waste and recycle receptacles located throughout the facility (replacing all liners as needed).
2. Clean and sanitize all bathroom fixtures, including toilet bowls, urinals, and sinks. Remove all water marks and other mirror, booth, or wall defacements.
3. Sweep and mop all hard floor surfaces, including all restrooms and other non-carpeted surfaces.
  - a. Separate cleaning supplies such as mops, buckets, and cleaning cloths will be used in restrooms in order to prevent cross contamination.
4. Vacuum floor mats and carpets.
5. Clean all glass entry way doors, removing all finger-prints and smudge marks.
6. Sweep and vacuum exterior entry ways, including floor mats.
7. Sweep gymnasium floor.
8. Refill and replace (as needed) all toilet paper, toilet seat covers, urinal screens, paper towels, paper cups, and soap dispensers.

WEEKLY SERVICES:

1. Empty all cigarette receptacles.
2. Dust all exposed areas of desks, file cabinets, baseboards, hanging fixtures, etc.
3. Vacuum all cloth covered chairs, couches, and under desks.
4. Mop gymnasium floor.
5. Paper products for bathrooms will be: monitored, ordered, and stocked upon needing replacements.

MONTHLY SERVICES:

We will provide the following services between the 1<sup>st</sup> and 10<sup>th</sup> of each month.

1. Dust all ledges, panel tops, ceiling vents, blinds/shades, and picture frames.
2. Remove cob webs throughout facility.
3. Entry mats detail cleaned.

YEARLY SERVICES:

1. Wash all windows once yearly.
2. Clean all carpeted areas with commercial grade carpet cleaning machine once yearly.
3. Strip and re-wax all previously waxed floors to a 'high shine' three times yearly.

**Total Cost of Service Per Month: \$1,292.00**

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**Fire Station T-2**

**405 North 2<sup>nd</sup> Avenue**

DAILY SERVICES:

We will provide the following services Monday through Friday.

1. Empty all waste and recycle receptacles located throughout the facility (replacing all liners as needed).
2. Clean and sanitize all bathroom fixtures, including toilet bowls, urinals, and sinks. Remove all water marks and other: mirror, booth, or wall defacements.
3. Sweep and mop all hard floor surfaces, including all restrooms and other non-carpeted surfaces.
  - a. Separate cleaning supplies such as mops, buckets, and cleaning cloths will be used in restrooms in order to prevent cross contamination.
4. Vacuum floor mats and carpets.
5. Clean all glass entry way doors, removing all finger-prints and smudge marks.
6. Sweep and vacuum all exterior entry ways, including floor mats.
7. Refill and replace (as needed) all toilet paper, toilet seat covers, urinal screens, paper towels, paper cups, and soap dispensers.



WEEKLY SERVICES:

1. Empty all cigarette receptacles.
2. Dust all exposed areas of desks, file cabinets, baseboards, hanging fixtures, etc.
3. Vacuum all cloth covered chairs, couches, and under desks.

MONTHLY SERVICES:

We will provide the following services between the 1<sup>st</sup> and 10<sup>th</sup> of each month.

1. Dust all ledges, panel tops, ceiling vents, blinds/shades, and picture frames.
2. Remove cob webs throughout facility.
3. Thoroughly clean entry way mats.

YEARLY SERVICES:

1. Wash all windows once yearly.
2. Clean all carpeted areas with commercial grade carpet cleaning machine twice yearly.
  - a. Services to be completed during spring and fall.
3. Strip and re-wax all previously waxed floors to a 'high shine' twice yearly.
  - a. Services to be completed during spring and fall.

**Total Cost of Services Per Month: \$400.00**

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**Furnished Item Guarantee (Bobbie and Amanda's Cleaning Services)**

We guarantee to provide all the necessary cleaning equipment and supplies to complete the established contractual requirements previously agreed upon. Some specific examples of said supplies are vacuums, brooms, mops, and appropriate cleaning agents. Work check sheets can also be provided upon request.

**Additional Work**

All additional work requests, assignments and special projects within the City must be approved by the City's Parks and Facilities Manager. These approved tasks will be invoiced at an hourly rate agreed upon by both parties.

**Furnished Item Guarantee (City of Tumwater)**

- ✓ Toilet paper, paper towels, toilet seat covers, hand soap, urinal screens/mats, and wastebasket liners.
- ✓ Electrical power so necessary equipment can be used in order to fulfill contractual requirements.
- ✓ Hot and cold water as necessary.

**Total Cost Per Year Per Building:****City Hall:           \$41,292.00****Police Dept:       \$15,792.00****Public Works:     \$15,480.00****Fire T1:            \$14,488.00****Parks Bldg.:       \$4,620.00****Fire T2:            \$ 4,800.00****OTC:                \$15,505.00****Library:           \$31,556.00****Total:              \$143,532.00****Year 1:            \$143,532.****Year 2 (2%): \$146,402.****Year 3 (2%): \$149,330.**