

**CITY OF TUMWATER
JANITORIAL SERVICES AGREEMENT
BOBBIE AND AMANDA'S CLEANING SERVICE**

THIS AGREEMENT is made and entered into in duplicate this _____ day of _____, by and between the CITY OF TUMWATER, a Washington municipal corporation, hereinafter referred to as the "CITY", and Bobbie Whitaker dba Bobbie and Amanda's Cleaning Services, 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" Scope of Services attached hereto and incorporated herein ("Services"). If additional Services are requested during the duration of the Agreement, they will be agreed upon in writing as an Addendum.

2. TERM.

The Services shall begin no earlier than April 1, 2025, and shall terminate on March 31, 2028. The contract may be extended for additional periods of time upon mutual written agreement of the parties.

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 Eight Hundred Seventeen Thousand and One Hundred Twenty Dollars (\$817,120) payable as follows: Two Hundred Sixty-Six Thousand and Ninety-Seven Dollars (\$266,097) in year one, Two Hundred Seventy-Two Thousand and Three Hundred Eleven Dollars (\$272,311) in year two, and Two Hundred Seventy-Eight Thousand and Seven Hundred Twelve Dollars (\$278,712) in year three pursuant to Attachment "A".

D. Upon execution of this Agreement, the SERVICE PROVIDER must submit IRS Form W-9 Request for Taxpayer Identification Number (TIN) and Certification unless a current Form W-9 is already on file with the CITY.

E. The SERVICE PROVIDER shall submit an invoice to the CITY for services rendered during the contract 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.

F. 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 payment for such goods and/or services.

G. 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 or the end of the calendar year, whichever is earlier.

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 Exhibit "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 the 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 the SERVICE PROVIDER'S ability to perform the services. The 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 a retiree under the 2008 ERF. The SERVICE PROVIDER must verify retirement status by completing a Service Provider Retirement Status Form, attached as Exhibit "B", 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 this Project. The SERVICE PROVIDER may, however, employ that individual on other non-CITY related projects.

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. The SERVICE PROVIDER expressly waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. The 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 benefit 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.

A. 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.

B. The SERVICE PROVIDER shall provide a Certificate of Insurance evidencing:

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

2. Commercial General Liability insurance written on an occurrence basis with limits no less than \$2,000,000 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.

C. The CITY shall be named as an additional insured on the insurance policy, except professional liability, as respect to 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.

D. 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 respect to the limits of the insurer's liability.

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

F. The SERVICE PROVIDER'S insurance shall be primary insurance as respect to the CITY and the CITY shall be given written notice of any cancellation, suspension or material change in coverage within two (2) business

days of SERVICE PROVIDER'S receipt of such notice.

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 being licensed to do business in the City of Tumwater by obtaining a Tumwater business license and any additional 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 CITY 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, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, 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. 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.

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, creed, religion, color, national origin, citizenship or immigration status, families with children status, sex, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, sexual orientation, genetic information, age or other basis prohibited by state or federal law. "Race" is inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles. For purposes of this subsection, "protective hairstyles" includes, but is not limited to, such hairstyles as afros, braids, locks, and twists. It is not an unfair practice when a distinction or differential treatment on the basis of citizenship or immigration status is authorized by federal or state law, regulation, rule or government contract.

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 Exhibit C.

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.

F. Nondiscrimination in Contractors / Subcontractors. The City of Tumwater, in accordance with RCW 49.60.530 requires all covered contractors or subcontractors to actively pursue a diverse and inclusive workforce. Contractors and subcontractors are prohibited from all forms of discrimination listed in RCW 49.60.530.

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. To ensure the CITY'S compliance with the Public Records Act, RCW 42.56, 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 signature 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 within the State of Washington. 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 in the superior court of 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.

**Bobbie & Amanda's Cleaning Service
2025 - 2028 Janitorial Services**

The scope of work for daily, weekly and monthly services is consistent across all buildings except for specific added services unique to each building (excluding golf maintenance shop and city parks). These additional services are detailed in the respective sections for each building.

Overall Daily Services:

We will provide the following services Monday through Friday.

1. Empty waste and recycle receptacles located throughout facility (replacing liners as needed). Empty 5-gallon compost buckets and take to compost bin located at library.
2. Check and empty all shredders as needed.
3. Clean and sanitize all bathroom fixtures, including: toilet bowls, urinals, and sinks. Remove water marks and other from mirrors, partition stalls, and walls. Polish mirrors.
4. Sweep and mop all hard floor surfaces including: restrooms, kitchens, and entryways.
5. Vacuum floor mats and all carpets including under desks. Note: HEPA filters used.
6. Clean all glass entryway doors, removing fingerprints and smudge marks.
7. Clean and sanitize all breakroom sinks, countertops, microwaves, tabletops, and drinking fountains.
8. Straighten all chairs in breakrooms and conference rooms.
9. Sweep or vacuum exterior entryway mats.
10. Apply disinfectants according to instructions to all high-touch areas not included in daily services above, to include: counters, tables, doorknobs, light switches, door handles, microwaves, refrigerator handles, vending machine buttons, and drinking fountain.

Overall Weekly Services:

1. Dust tops of file cabinets, baseboards, and hanging fixtures.
2. Vacuum cloth-covered chairs and clean backs of office chairs at all desks.
3. Wipe white boards down without erasing any material.
4. Fill hand sanitizer dispensers and replace batteries as needed.

Overall Monthly Services:

1. Dust all ledges, ceiling vents, blinds, shades, and picture frames.
2. Remove cobwebs throughout facility.
3. Clean entry mats.

City Hall and Police Department, 555 Israel Rd SW

Daily Services: Overall and the following

1. **City Hall 5PM:** Secure /check all doors/lock any open doors and windows, check coffee pots and portable desk heaters to make sure power is off. **Lock gates by 6 pm.**
2. Dust tables, chairs, and countertops in all public areas, conference rooms, and Council Chambers. Clean countertops and tables with PH Neutral cleaner/sanitize.
3. Sweep, mop, and disinfect holding cells if used.

Weekly Services:

1. Tuesday night Council Meetings: Close portable wall and cone off parking lot for television broadcasting vehicle.
2. Sweep/blow 'Sally Port' in Police Department.

3. Sweep/mop stairs leading to lower level of Police Department.
4. Sweep/mop lower level of Police Dept. concrete floors
5. Clean police gym floors, rubber mats and mirrors.
6. Check all touchless dispensers throughout facilities for battery levels.
7. Clean showers in Police Department locker rooms.

Monthly Services:

1. Polish all waxed floors to a “high shine” with high-speed buffer (Police Department) 2 times per month.

Yearly Services:

1. Wash all windows twice per year. Services to be completed in spring and fall.
2. Strip and wax all floors to a ‘high shine’ once per year.
3. Deep clean all ceramic grout floors with a grout cleaning agent once per year and wax.
4. Clean all carpeted areas with commercial grade carpet cleaning machine once per year. We will be responsible to move all furniture and reset the building prior to the next working day along with running air movers throughout the facility.

Total Cost of Services per Month:

- **City Hall: \$4,081** includes yearly services: carpets \$2800 , hard floors \$840 ,windows \$1,216
- **Police Department: \$2,208** includes yearly services: carpets \$660, hard floors \$1,500, windows \$344

Public Works Maintenance Shop, 7200 New Market Street

Daily Services: See Overall

Weekly Services: See Overall

Monthly Services: See Overall

Yearly Services:

1. Wash all windows twice per year. Services to be completed in spring and fall.
 2. Strip and wax all floors to a ‘high shine’ once per year.
 3. Polish all waxed floors to a ‘high shine’ with high-speed buffer 3 times per year.
 4. Clean all carpeted areas with commercial grade carpet cleaning machine once per year.
- **Total Cost of Services per Month: \$1,531** includes yearly services: carpets \$150, hard floors \$1,140 , windows \$176

Fire Department T-1, 311 Israel Road

Daily Services: See Overall.

Weekly Services: See Overall

Monthly Services: See Overall

Yearly Services:

1. Wash all windows twice per year, including 2nd story living quarters. Services to be completed in spring and fall.
2. Strip and wax all floors to a ‘high shine’ twice per year, including living quarters
3. Clean all carpeted areas with commercial grade carpet cleaning machine once per year.

- **Total Cost of Services per Month: \$1,866** includes yearly services: carpets \$1,100, hard floors \$575 , windows \$1,360

Public Library, 7023 New Market Street

Daily Services: Overall and the following

We will provide the following services Monday through Saturday:

1. Sweep laminate flooring and microfiber mop with recommended product.
2. Straighten chairs at all computer stations. .
3. Clean newly added children’s stage

Monthly Services:

1. Check clock tower for dust and cobwebs, thoroughly dusting around the base.
2. Dust window ledges and remove cobwebs from interior windows, doors, walls and all vents. Library is responsible for dusting all bookshelves, public computer areas and personal desk areas.

Yearly Services:

1. Wash all windows twice per year. Services to be completed in spring and fall.
 2. Strip and wax all floors to a ‘high shine’ once per year.
 3. Clean all carpeted areas with commercial grade carpet cleaning machine once per year.
- **Total Cost of Services per Month: \$3,715** includes yearly services: carpets \$1,157 hard floors \$540 , windows \$1,350

Reserves the right to renegotiate the price upon the library’s reopening post-construction.

An additional charge of \$80.25 per hour, per man, will be added for after-hours events.

Parks and Facilities Maintenance Building, 7007 Capitol Boulevard

Daily Services: See Overall

Weekly Services: See Overall

Monthly Services: See Overall

Yearly Services:

1. Wash all windows twice per year. Services to be completed in spring and fall.
 2. Strip and wax floors to a high shine one time per year.
 3. Clean all carpeted areas with commercial grade carpet cleaning machine once per year.
- **Total Cost of Services per Month: \$1,467** includes yearly services: carpets \$250, hard floors \$600 , windows \$560

Old Town Center, 215 North 2nd Avenue SW

Daily Services: Overall and the following

1. Straighten chairs in lunchroom and meeting rooms.
2. Clean and disinfect all tables throughout facility.
3. Vacuum stairs and elevator.
4. Sweep/Auto scrub gym as needed.

Weekly Services: See Overall

Monthly Services: See Overall plus additional cleaning after food bank, 1 hour a month

Yearly Services:

1. Wash all windows twice per year. Services to be completed in spring and fall.
 2. Clean all carpeted areas with commercial grade carpet cleaning machine, once per year.
 3. Strip and wax all hard floors once per year.
 4. Polish all hard floors 4 times per year with high-speed buffer, quarterly.
 5. Heavy clean kitchen to include polishing all stainless-steel appliances, sinks, and counters, and clean out drains.
- **Total Cost of Services per Month: \$1,764** includes yearly services: carpets \$500, hard floors \$1,340, windows \$600, deep clean kitchen \$150

Fire Station T-2, 405 North 2nd Avenue

Daily Services: See Overall

Weekly Services: See Overall

Monthly Services: See Overall

Yearly Services:

1. Wash all windows twice per year, spring and fall, to include living quarters.
 2. Clean all carpeted areas to include living quarters, with commercial grade carpet cleaning machine once per year.
 3. Strip and wax restrooms, kitchen and laundry room floors twice per year.
- **Total Cost of Services per Month: \$ 631** includes yearly services: carpets \$320, hard floors \$650 , windows \$660

City Parks:

Daily Services:

1. Open all city park gates and restrooms by sunrise, 7 days per week including all holidays.
2. Restrooms: Clean and disinfect all fixtures, floors, walls, and partition walls. Polish all stainless steel.
3. Mop floors, stock restrooms, and empty all garbage cans in restrooms and immediately outside of the restrooms.

Weekly Services:

1. Remove cobwebs inside and outside of restrooms.

Provide 24-hour, on-call emergency services.

Emergency HAZMAT clean-up will be billed at time and materials upon approval from Facilities Manager per emergency.

In the event of an immediate emergency, and the above-mentioned parties are unable to be reached, Bobbie & Amanda's Cleaning Service will address the emergency in the City of Tumwater's best interest.

HAZMAT labor: \$150.00 per hour

Total Monthly Costs of Services:

- Admin fee: \$150.00
- Historical Park:
 - March-October: \$1,694

- November-February: Adjusted billing
- Pioneer Park:
 - March-September: \$1,694
 - October-February: Adjusted billing
- Deschutes Valley Park, Tumwater Hill Park & Restroom & Barclift Park:
 - March-September: \$829
 - October-February: Adjusted billing

The above includes:

- Seasonal heavy cleaning including all cleaning supplies and disinfectants
- Services to be performed early mornings at or before sunrise
- Gates and restrooms unlocked by sunrise per park
- Working around City of Tumwater's schedule, anticipated special events, and functions.
- Adjustments of scheduled cleaning and billing depending on season.
- Notification of damage or vandalism/take pictures and send to Facilities Manager.
- Maintain dispensers.
- Small graffiti will be removed and included in monthly price. Any significant amount will be reported and billed separately upon approval of Facilities Manager.

2nd run on parks during events will be billed at an agreed amount at the time of service.

Tumwater Golf Course Maintenance Shop, 4611 Tumwater Valley Drive

Daily Services:

We will provide the following services 2-3 times per month during fall and winter and one time a week in spring and summer.

1. Empty waste and recycle receptacles throughout facility (replacing liners as needed).
2. Clean and sanitize all bathroom fixtures, including: toilet bowls, urinals, and sinks. Remove water marks and other from mirrors, partition stalls, and walls. Polish mirrors.
3. Sweep and mop all hard floors (concrete) surfaces including: restroom, kitchen/lunchroom, Managers office and entryways and vacuum floor mats.

Cost of Services: \$53.50 per hour. Time varies between 1.5 and 2 hours.

Track, Purchase, Deliver and Stock: all janitorial supplies such as toilet paper, paper towels, soap, dispensers/batteries for dispensers, and garbage bags for all facilities and parks listed on this scope. Provide detailed invoices. Ensure all items are obtained at the best possible prices through competitive sourcing and meet the standards for composting and recycling.

Employees, Area of Responsibilities, and Experience

Zachary Faulkner

- Area of Responsibility: Performs daily, weekly and yearly cleaning services. Additionally, maintains city parks by cleaning and unlocking gates and restrooms daily by sunrise.
- Experience: 7 years of experience in commercial cleaning, stripping and waxing floors, carpet cleaning and window washing.

Debbie Miller

- Area of Responsibility: Performs daily, monthly and yearly cleaning services.
- Experience: 8 years of experience in commercial cleaning.

Amanda Faulkner

- Area of Responsibility: Is available to provide on-call emergency services to ensure uninterrupted operations during employee absences with CJIS certification kept current and in compliance with the Police Department.
- Experience: 5 years of experience in commercial cleaning.

Total Labor Hours to Complete all Services: Year 1 - 2025

The average hourly rate for building services, excluding those categorized as yearly services, is \$43.00 per hour. The average hourly rate for city parks and golf maintenance is \$51 per hour.

	Daily	Weekly	Monthly	Yearly	Total
Golf Maintenance Shop	96				96
City Hall	858	96	72	43	1069
Police Department	348	156	54	29	587
Public Works	357	24	12	17	410
Fire T-1	384	48	18	49	499
Library	942		24	44	1010
Parks & Facilities Building	341	24	12	25	402
Old Town Center	384	24	24	35	467
Fire T-2	132			18	150
Historical Park	340				340
Pioneer Park	350				350
Barclift Park	161				161
Deschutes Valley Park	156				156
Tumwater Hill Park	151				151
Total Labor Hours All Services:	5000	372	216	260	5848

- **Buildings:** 4,334 hours per year (daily, weekly and monthly included)
- **City Parks:** 1,158 hours per year (daily)
- **Golf Maintenance:** 96 hours per year (daily)
- **Yearly Maintenance (Buildings):** 260 per year (average hourly rate of all services combined \$80 per hour)

The average daily hours required to clean each building

- City Hall: 3 hours per day
- Police: 1.5 hours per day
- Public Works: 1.25 hours per day
- Fire T-1: 1.5 hours per day
- Library: 3 hours per day
- Parks & Facilities 1.3 hours per day
- Old Town Center: 1.5 hours per day
- T-2 Fire: .50 hours per day

Yearly Service All Bldgs

Carpets: 70 hrs \$6,937
 Approx 30,100 sq ft x 0.22/sq ft
Windows: 98 hrs \$6,266
 Average \$64 per hr 340 windows
Strip/Wax Hard Floors: 89 hrs
 \$7,185 Average \$81 per hr
OTC Kitchen: 3 hrs \$150
Total year hours:260
Total year service cost: \$20,538

Proposed Budget: Year 1 - 2025

Income:

Buildings	\$207,137
City Parks	\$58,960
Golf Maintenance Shop	\$5,136
Sales of Product	<u>\$36,225</u>
Total:	\$307,458

Service Cost Breakdown: Year 1 - 2025

Wages, Salaries & Benefits.....	\$180,040
Total Payroll Taxes	\$29,449
B&O Tax.....	\$4,734
Cost of Goods Sold	\$31,500
Supplies and Equipment	\$7,200
Company Trucks	\$9,300
Depreciation	\$2,490
New Equipment	\$2,500
Rental Equipment.....	\$800
Liability Insurance/Bond/Licensing....	\$3,054
Accounting, Office Supplies	\$3,122
Cell Phones	\$2,914
Total	\$277,103

Total Income.....	\$307,458
Total Cost.....	(\$277,103)
Profit/Loss.....	+30,355 9.9%

Page 1 Budget
Proposal for Janitorial Services: 2025 - 2028
Year 1 - 2025

Buildings

City Hall.....	\$48,974
Police Department.....	\$26,498
Public Works.....	\$18,365
Fire Department T1.....	\$22,385
Library.....	\$44,577
Parks & Facilities Building.....	\$17,606
Old Town Center.....	\$21,166
Fire Department T2.....	\$7,566
Total	\$207,137
+ 3% Year 2 - 2026	\$213,351
+ 3% Year 3 - 2027	\$219,752

City Parks	Peak Season	Off Season (Adjusted Billing)
Historical.....	\$11,859	\$4,293
Pioneer	\$11,859	\$4,293
Barclift	\$6,896	\$2,312
Deschutes Valley ...	\$5,959	\$2,765
Tumwater Hill.....	\$5,959	\$2,765
Total	\$42,532	\$16,428
Total Peak & Off Season	\$58,960	

Golf Maintenance Shop: \$53.50 per hour. Time varies between 1.5 -2 hours per week.

Additional non-routine janitorial services: \$53.50 per hour

HAZMAT services: \$150.00 per hour

After hours emergency services: \$80.25 per hour



Western Surety Company

CUSTOMER/SUBSCRIBER ADDITIONAL INSURED RIDER

In the event that the Insured's Customer or Subscriber shall sustain a direct loss by reason of the fraudulent or dishonest act or acts (as defined in the section entitled Fraudulent or Dishonest Act) committed by the Insured; or any partner of the Insured, if a partnership; or any member of the Insured, if a limited liability company; then and only then, the Insured shall be considered an Employee and the Customer or Subscriber an additional Insured, subject to all terms and conditions thereof.

Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, limits or conditions of the bond except as hereinabove set forth.

This Rider becomes effective on the 24 day of March, 2016, at 12:00 o'clock night, standard time.

Attached to and forming part of bond No. 71767977, issued by WESTERN SURETY COMPANY OF SIOUX FALLS, SOUTH DAKOTA, to _____
Bobbie Whitaker dba Bobbie & Amanda's Cleaning Service

Signed this 25 day of March, 2016.



WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President



American Family Insurance - Business Insurance
Underwritten by: Midvale Indemnity Company
A Wisconsin Stock Company

Send policy correspondence to:
PO Box 5316
Binghamton, NY 13902
(866) 908-0626

The Fama-Silver Agency LLC
1222 2ND AVE SW STE D
TUMWATER, WA 98512
(360) 469-7005

Information as of: 03/23/2025

POLICY DECLARATIONS

This document and your policy contract define our insuring agreement. In return for payment of premium and subject to all the terms of this policy, we agree to provide you insurance as stated in the policy.

Policy Information

Named Insured:	Bobbie & Amanda's Cleaning Service	Policy Number:	CP00143174
E-mail Address:	bobbiewhitaker92@yahoo.com	Policy Type:	Commercial General Liability
Phone:	360-870-2212	Policy Period:	03/23/2025 to 03/23/2026 12:01AM Standard Time at Primary Location

Location Information

Location #1 (Primary location)

Address: 3226 Libby Rd NE
Olympia, WA 98506

Policy Level Coverage (limits & deductibles shown are non-stackable across locations)

General Liability

Per Occurrence Limit	Limit \$1,000,000
General Aggregate Limit (other than products/completed operations)	\$2,000,000
Products/Completed Operations Aggregate limit	\$2,000,000
Personal and Advertising Injury limit	\$1,000,000
Damage to Premises Rented to You (limit per premises)	\$100,000
Medical Payments (limit per person)	\$5,000
Cleaning Services Liability Enhancement	See policy form

Liability Property Damage Deductible

Deductible
\$1,000

General Liability Premium	\$2,841
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Classification Information

Location	Class Code	Class Description	Exposure Basis	Exposure Amount
1	96816	Janitorial Services	Payroll	\$125,800

Policy Premium	\$2,841
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Discounts Applied to This Policy

Loss-Free

Policy Forms and Endorsements

CG 00 01 04 13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG 01 81 05 08	WASHINGTON CHANGES
CG 01 97 12 07	WASHINGTON CHANGES - EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG 03 00 01 96	DEDUCTIBLE LIABILITY INSURANCE
CG 21 01 11 85	EXCLUSION - ATHLETIC OR SPORTS PARTICIPANTS
CG 21 06 05 14	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - WITH LIMITED BODILY INJURY EXCEPTION
CG 21 49 09 99	TOTAL POLLUTION EXCLUSION ENDORSEMENT
CG 21 70 01 15	CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG 21 86 12 04	EXCLUSION - EXTERIOR INSULATION AND FINISH SYSTEMS
CG 21 96 03 05	SILICA OR SILICA-RELATED DUST EXCLUSION
CG 24 26 04 13	AMENDMENT OF INSURED CONTRACT DEFINITION
CG 26 01 04 13	WASHINGTON CHANGES - AMENDMENT OF LIQUOR LIABILITY EXCLUSION
CG 26 77 12 04	WASHINGTON - FUNGI OR BACTERIA EXCLUSION
CG 74 30 03 21	CONTRACTORS EXTENSION ENDORSEMENT
CG 74 36 01 18	CLEANING SERVICES LIABILITY ENHANCEMENT ENDORSEMENT
CG 77 04 02 15	LEAD LIABILITY EXCLUSION
CG 77 14 02 15	ASBESTOS EXCLUSION
CG 77 24 02 15	DAMAGE TO PROPERTY OF OTHERS ENDORSEMENT
CG 77 44 02 15	MULTI-UNIT AND TRACT HOUSING RESIDENTIAL EXCLUSION
CG 77 45 03 21	CONTINUOUS OR PROGRESSIVE INJURY AND DAMAGE EXCLUSION
CG 77 47 03 21	EXCLUSION - SNOW REMOVAL OPERATIONS
CG 77 48 03 21	PUNITIVE DAMAGES EXCLUSION
IL 01 23 11 13	WASHINGTON CHANGES - DEFENSE COSTS
IL 01 46 08 10	WASHINGTON COMMON POLICY CONDITIONS
IL 01 98 09 08	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)
IL 09 85 01 15	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

In witness whereof, we have caused this policy to be signed by our authorized officers.

Home Office
MIDVALE INDEMNITY COMPANY
6000 American Parkway
Madison, WI 53783



Tony Desantis , Jr.
President



Lauren K. Powell
Secretary



American Family Insurance - Business Insurance
Underwritten by: Midvale Indemnity Company
A Wisconsin Stock Company

PO Box 5316
Binghamton, NY 13902
(866) 908-0626

The Fama-Silver Agency LLC
1222 2ND AVE SW STE D
TUMWATER, WA 98512
(360) 469-7005

Information Effective as of: 03/23/2025

POLICY DECLARATIONS

This document and your policy contract define our insuring agreement. In return for payment of premium and subject to all the terms of this policy, we agree to provide you insurance as stated in the policy.

Policy Information

Named Insured:	Bobbie & Amanda's Cleaning Service	Policy Number:	CA00047675
		Policy Type:	Business Auto Policy
		Policy Period:	03/23/2025 to 03/23/2026 12:01 A.M. Standard Time at Primary Location
E-mail Address:	bobbiewhitaker92@yahoo.com	Phone:	3608702212
		Form of Business:	Sole Proprietor

Policy Forms and Endorsements

CA 00 01 10 13	BUSINESS AUTO COVERAGE FORM
CA 01 35 10 13	WASHINGTON CHANGES
CA 21 34 10 13	WASHINGTON UNDERINSURED MOTORISTS COVERAGE
CA 22 57 10 13	WASHINGTON PERSONAL INJURY PROTECTION - NAMED INDIVIDUALS
CA 23 92 10 13	WASHINGTON EXCLUSION OF TERRORISM
CA 23 94 10 13	SILICA OR SILICA-RELATED DUST EXCLUSION FOR COVERED AUTOS EXPOSURE
CA 74 01 01 20	TOWING AND EMERGENCY ROADSIDE SERVICE
CA 74 02 01 20	PERSONAL TRAILER LIABILITY COVERAGE ENDORSEMENT
IL 01 23 11 13	WASHINGTON CHANGES - DEFENSE COSTS
IL 01 46 08 10	WASHINGTON COMMON POLICY CONDITIONS
IL 01 98 09 08	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)
IL 75 02 06 99	PUNITIVE DAMAGE EXCLUSION
IL 75 40 03 16	NON-STACKING OF LIMITS

Schedule of Coverages and Covered Autos

This policy provides only those coverages where a symbol is shown in the covered autos column below. Each of these coverages will apply only to those "autos" shown as covered "autos". "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from the Covered Auto Section of the Business Auto Coverage Form next to the name of the coverage.

Coverages	Covered Autos (Entry of one or more of the symbols from the Covered Autos Section of the Business Auto Coverage of the Business Auto Coverage Form shows which autos are covered autos.)
Liability	7, 19
Personal Injury Protection	7
Underinsured Motorist	7
Physical Damage Other Than Collision	7
Collision	7
Towing and Labor	7

Vehicle Coverage and Endorsements

Vehicle #1

Vehicle Description	2012 TOYOTA TACOMA	VIN Number	5TFUU4EN1CX046871
Cost New	\$25055	Gross Vehicle Weight	Less than or equal to 10,000 lbs

Garaged at Location

3226 Libby Rd NE
Olympia, WA 98506

	Limit of Insurance	Deductible
Liability		
Combined Single Limit	\$1,000,000	
Medical Payments - Each Person	Rejected	
Personal Injury Protection	Refer to CA 22 57 10 13	

Underinsured Motorist – Bodily Injury

Combined Single Limit	\$1,000,000
Property Damage	Rejected

Comprehensive	\$1,000
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Collision	\$1,000
Rental Reimbursement	Rejected

Towing And Labor	\$500
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Hired Auto Liability Coverage

	Limit of Insurance	Deductible
Hired Auto Liability	No Coverage	
Hired Auto Liability – Physical Damage	No Coverage	

Non-Owned Auto Liability Coverage

Non-Owned Auto Liability	No Coverage
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Policy Premium	\$2,928
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Premium Taxes, Surcharges and Fees (Note: included in Policy Premium above)

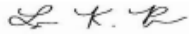
You may be charged a fee when: (a) you pay less than the full amount due; (b) your payment is late; and/or (c) when your bank does not honor your check or electronic payment. Refer to your Billing Notice for fee amounts.

In witness whereof, we have caused this policy to be signed by our authorized officers.

Home Office
Midvale Indemnity Company
6000 American Parkway
Madison, WI 53783
(866) 908-0626



Tony Desantis, Jr
President



Lauren K. Powell
Secretary