



City of Petaluma

Request for Proposals (RFP)

CUSTODIAL MAINTENANCE SERVICE

PROPOSAL DELIVERY: January 24, 2023

PRE-PROPOSAL CONFERENCE

DATE: **February 07, 2023**
TIME: **10:00 am**
LOCATION: Petaluma Community Center
320 N. McDowell Blvd.
Petaluma, California 94954

PROPOSAL DUE DATE

DATE: **February 23, 2023**
TIME: **3:30 p.m.**
LOCATION: **CChong@CityofPetaluma.org**

January 24, 2023

**NOTICE OF REQUEST FOR PROPOSALS (RFP)
FOR
CUSTODIAL MAINTENANCE SERVICE**

NOTICE IS HEREBY GIVEN THAT the City of Petaluma (City) is seeking proposals for Citywide Custodial Maintenance Services, which is outlined in greater detail in the attached Proposal/Contract and Specifications section of the notice.

A pre-proposal conference will be held Tuesday, February 07, 2023, at 10:00 a.m. Contractors will meet on said date and time at the Petaluma Community Center, 320 North McDowell, Petaluma, California.

The facilities to be maintained and scope of routine and special maintenance services are described in the Specifications section of this Request for Proposal (RFP). Contractors are requested to investigate and to become familiar with the facilities and their conditions. Failure to do so will not be grounds for the statement on the part of the Contractor that they did not understand the conditions of the proposal.

Inspection of the facilities, the pre-proposal conference and site inspections are detailed in the General Provisions. For additional information concerning services to be provided contact:

Cindy Chong
Superintendent of Parks & Facilities
Parks & Recreation Department

Business Address: City of Petaluma
11 English Street
Petaluma, CA 94952

Mailing Address: Post Office Box 61
Petaluma, CA 94953

Telephone: (707) 210-2274

E-mail: CChong@CityofPetaluma.org

Proposal Due Date: **February 23, 2023, at 3:30 p.m.** by sending an email to CChong@CityofPetaluma.org.

GENERAL PROVISIONS

PROPOSALS: Contractors are required to submit a proposal on all items. Proposal submittals that do not have all items will not be considered.

This RFP shall result in a firm, fixed price contract.

In case of default by the Contractor, the City may procure the articles or services from other sources and may deduct any monies due to the Contractor, or that may thereafter become due, the difference between the price named in the contract or purchase order and actual cost thereof to the City. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the City Manager.

All prices and proposals must be in ink. No pencil figures or erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by person signing the proposal.

All proposals must be signed with the firm's name by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

SUBMISSIONS OF PROPOSALS: Each proposal must be submitted on the prescribed forms pages 50, 51, 52, 53, and 54 of this Proposal, in a sealed envelope with the proposal name, closing date and time on the outside.

Information must be furnished complete and in compliance with the terms, conditions, provisions, and specifications of the RFP. The information requested and the manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information are provided.

Proposals and modifications or corrections thereof received after the closing time specified will not be considered.

Proposals shall be for the total net price including all applicable taxes and charges.

If a photocopy is to be submitted, it must be signed in original ink.

PROPOSAL POSTPONEMENT AND AMENDMENT: The City reserves the right to revise or amend the specifications up to the time set for opening of proposals. Such revisions and amendments, if any, shall be announced by amendments to this solicitation. Copies of such amendments shall be furnished to all prospective Contractors. Prospective Contractors are defined as those Contractors listed in the City's RFP list for this material/service, or who have obtained their documents subsequent to the advertisement. If revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening of proposals may be postponed by such number of days as, in the opinion of the City, shall enable Contractors to revise their proposals.

SINGLE PROPOSAL RESPONSE: If only one proposal is received in response to the RFP, a detailed cost proposal may be requested of the single Contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

PROPOSAL WITHDRAWAL: After the proposals are opened, proposal may not be withdrawn for ninety (90) calendar days. Prior to the date/time set for the proposal opening, however, proposals may be modified or withdrawn by the Contractor's authorized representative in person, by written notice, or by email notice. If proposals are modified or withdrawn in person, the authorized representative shall make his identity known and shall sign a receipt for the proposal. Written or email notices shall be received in the office designated on Page No. 1 of this RFP no later than the exact date/time for the proposal opening. An email modification or withdrawal received in the designated office no later than the date/time set for the proposal opening shall be considered if such message is confirmed in writing by email.

ESTIMATED QUANTITIES: The quantities shown in the RFP are an estimate only. The City reserves the right to adjust quantities as deemed necessary to meet its requirements.

PROPOSER INVESTIGATION: Before submitting a proposal, each Contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the proposer will rely. If the Contractor receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the Contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the Contractor for additional compensation.

PRE-PROPOSAL CONFERENCE: There will be a one-time only Mandatory **Pre-Proposal Meeting** for all locations on **February 07, 2023, at 10:00 am**. Prospective proposers are requested at the **Petaluma Community Center, 320 N. McDowell Blvd, Petaluma, CA**. The pre-proposal meeting will allow the prospective proposer to familiarize him/herself with all conditions that may affect the performance and cost of the contract.

Failure to familiarize bidders with all conditions shall not constitute a basis for subsequent contract adjustment.

COMPETENCY OF CONTRACTORS: No proposal will be accepted from or contract awarded to a Contractor who is not licensed in accordance with the law, who does not hold a license qualifying him/her to perform work under this contract, to whom a proposal form has not been provided and who has not successfully performed on projects of similar character and scope. The Contractor may be required, before the award of any contract, to show, to the complete satisfaction of the City, that it has the necessary facilities, ability, experience, and financial resources to provide the services specified herein in a satisfactory manner. Generally, Contractor's history and references are required at a minimum. The City may make reasonable investigations deemed necessary and proper to determine the ability of a Contractor to perform the work, and Contractor shall furnish the City all information requested for this purpose.

QUALIFICATIONS AND REQUIREMENTS OF CONTRACTOR: All work will be accomplished by qualified personnel. In the event uncorrected workmanship continues for the same cause after three (3) written notices to the Contractor from the Director of Parks and Recreation or their designee, such continued failure to correct shall constitute grounds for termination of the contract.

All Contractor personnel who will be working in City facilities during this contract are required to be fingerprinted and have a background check by a City public safety official. All persons in the employ of the Contractor and working in a City facility must be a United States citizen or be an individual who has a legal right to work in the United States. The Contractor must verify citizenship or legal right to work in the United States and retain an I-9 form for each person in the employ of the Contractor and working in a City facility. On the I-9 form, the Contractor must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9. This security check must be completed, and a security clearance badge issued prior to say personnel beginning any work. Contractor personnel who do not have clearance will not be allowed in any City facility. Repeated failure to perform the custodial maintenance, as outlined, can be grounds for termination of this contract.

The Contractor will cover the current cost, as determined by the Police Department for each fingerprint and background check.

No person in the employ of the Contractor, who will be considered for employment to work in any City facilities, shall have been convicted of any felony or a crime which relate to theft, violence, or violation of Health and Safety Codes. Any violation of this provision shall constitute grounds for termination of this contract.

All persons in the employ of the Contractor, who will be considered for employment to work in any City facilities, shall wear Contractor supplied uniforms which identify them as Contractor's employees, and shall wear a City issue contract employee ID badge at all times while working in a City facility.

Any persons in the employ of the Contractor who no longer work at a City facility, shall return to the Director of Parks and Recreation or his/her representative the City issued ID badge. This person(s) shall be removed from the Department of Justice Subsequent Arrest Program.

AWARD: The City reserves the right to accept proposals as a whole; to reject any proposal; to waive any informality in the proposal; and to accept the proposal that appears to be in the best interest of the City.

In determining and evaluating the best proposal, the prices will not necessarily be controlling, but quality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant factors. Contractors shall be required to provide the information requested under Work Performance History Capability in the Special Provisions & Specifications, References. This information will be a critical part of the proposal evaluation and award. Failure to provide this information may be sufficient reason to declare the proposal non-responsive. The Director of Parks and Recreation shall be the sole judge in the determination of these matters.

Notice of contract award, if contract is awarded, will be made within ninety (90) days of opening

proposals to the lowest responsive and responsible Contractor(s), whose proposal complies with all the requirements in the RFP.

Contractor shall submit to the City, for approval, within ten (10) days from notice of contract award, all certificates of insurance evidencing the required coverage as described under Insurance in the schedule of the RFP.

The Contractor shall not commence work under the terms and conditions of the contract until all certificates of insurance have been approved by the City and he/she has received notice to proceed in writing and an executed copy of the contract from the City.

CONTRACT PERIOD: July 01, 2023, through June 30, 2026, with (two) optional one-year extensions.

CHARGE FOR WORK NOT PERFORMED: In the event that the work schedules are not followed, and a City employee or private Contractor must perform these duties, the total charge to the City for the performance of the work shall be imposed on the Contractor.

PAYMENT TO THE CONTRACTOR: Payment will be made on a calendar-month basis in arrears. The Contractor shall submit his invoice to the City of Petaluma, Accounts Payable Department, PO Box 61, Petaluma, CA, 94953 or accountspayable@cityofpetaluma.org . In the event this contract becomes effective or terminates during the course of a month, the amount paid to the Contractor for the partial month shall be determined by prorating the amount on the basis of the number of calendar days involved and the work actually performed.

MODIFICATIONS: This agreement shall not be modified, except in writing, by contract amendment, executed by all parties. Oral change orders are not permitted. No change in this RFP or resulting contract shall be made unless the City gives its prior written approval, therefore. The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification changes not properly ordered by written modification to the contract and signed by the City .

PROFESSIONAL SERVICES AGREEMENT (PSA): The successful firm will be required to execute the City's standard Professional Services Agreement with living wage requirements. The proposer should know that no exceptions to this agreement will be accepted and that any firm submitting a proposal must be prepared to execute this agreement without modification. If a proposer believes that a modification of the agreement will benefit the City, the proposer can describe such modification in their proposal, including a description of the perceived benefits. There is no obligation on the part of the City to accept such a modification. This proposal shall be Exhibit A (scope of work) referenced in the agreement.

This agreement is subject to the requirements of City's Living Wage Ordinance (codified in Petaluma Municipal Code as Chapter 8.36). The services, as described in this proposal, will be performed in accordance with all requirements of City Ordinance, including, but not limited to, all applicable requirements contained in Exhibit C.

NOTE: THE CITY ADVISES ALL PROSPECTIVE CONTRACTORS TO CAREFULLY READ THE CONTRACT INSURANCE REQUIREMENTS LISTED IN EXHIBIT B-1. IT IS ALSO ADVISED THAT, PRIOR TO SUBMITTING A PROPOSAL, CONTRACTORS SHOULD HAVE THEIR INSURING AGENCY REVIEW THE CITY'S INSURANCE REQUIREMENTS TO DETERMINE IF THEIR CARRIER(S) WILL COMPLY WITH THE ADDITIONAL INSURED BY ENDORSEMENT AND CANCELLATION LANGUAGE THAT IS REQUIRED. ALL CERTIFICATES OF INSURANCE AND ENDORSEMENTS MUST BE SUBMITTED TO THE CITY FOR APPROVAL AFTER AWARD OF RFP. FAILURE TO COMPLY WITH THE INSURANCE REQUIREMENTS STATED HEREIN, AFTER AWARD OF RFP WILL BE JUST CAUSE FOR ANNULMENT OF AWARD.

NON-COLLUSION AFFIDAVIT: The Contractor declares, by signing and submitting a proposal, which the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Contractor has not directly or indirectly induced or solicited any other Contractor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Contractor or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a RFP; that the Contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Contractor or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

NOTE: It is the intent of the provision described below to inform prospective Contractors that the City will expect the successful Contractor to use, whenever possible, recycled and/or recyclable products during the performance of the contract.

RECYCLED CONTENT, RECYCLABILITY, GREEN SEAL LISTED PRODUCTS

A. RECYCLED CONTENT PREFERENCE: It is the City policy, whenever practicable, to purchase functional products which contain, in order of preference:

1. The highest percentage of post-consumer recovered material available in the marketplace; and
2. The highest percentage of secondary waste recovered material available in the marketplace.

B. RECYCLABILITY AND WASTE REDUCTION: In addition to the recovered material content of a product, important criteria in selecting products shall also be:

1. The ability of the product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs; and

2. The volume and toxicity of waste and by-product a given product and its packaging generate in their manufacture, use, recycling, and disposal. Products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling, and disposal shall be preferred.

3. Contractors shall supply industrial and institutional cleaning products that meet Green Seal, EPA Safer Choice, or UL/EcoLogo certification standards for environmental preferability and performance.

C. **EQUIPMENT COMPATIBILITY:** Equipment purchased or leased by the City shall be compatible, whenever practicable, with the use of recycled-content products.

D. **DEFINITIONS:** For the purpose of this general provision, a "recycled product" means all materials, goods, and supplies, no less than 50% of the total weight of which consists of secondary and post-consumer waste with not less than 10% of its total weight consisting of post-consumer waste. "Post-consumer waste" means a finished material which would normally be disposed of as solid waste, having completed its life cycle as a consumer item, and does not include manufacturing waste. "Secondary waste" means fragments of products or finished products of a manufacturing process which has converted a virgin resource into a commodity of real economic value, and includes post-consumer waste, but does not include excess virgin resources of the manufacturing process.

ENTIRE AGREEMENT: This agreement, including the exhibits attached hereto and incorporated herein, constitutes the entire agreement between the parties with respect to the services, and supersedes all prior agreements or understanding, oral or written, between the parties in this regard.

CONFIDENTIALITY: In the course of providing services for the City, Contractor may have access to trade secrets and confidential information, disclosure of which is protected or limited by law. Contractor shall not directly or indirectly disclose or use any such confidential information, except as required for the performance of the services.

PROPOSAL CONTENTS: This proposal consists of RFP, General Provisions, Special Provisions, Specifications, Attachments and other terms and conditions as are attached or incorporated by reference in the schedule of the RFP.

SPECIAL PROVISIONS

All questions or concerns are to be directed to the Superintendent of Parks & Facilities, Cindy Chong, at 707-210-2274 or Parks & Recreation Main Line 707-778-4380.

CHANGES: The City may, at any time, by giving fifteen (15) days written notice, delete or add to the scope of the work as set forth in the specifications. If such changes cause an increase or decrease in the amount due under the contract, an equitable adjustment shall be made, and the contract amended in writing accordingly. Changes in the scope of five percent (5%) or less per proposal item, shall not be cause for adjustment.

DAMAGE TO EXISTING PROPERTY: The Contractor will be held responsible for any damage to existing real property, work, materials, or equipment, as a result of his/her operations, and shall repair or replace any damaged real property, work, materials or equipment to the satisfaction of, and at no additional cost to, the City. The Contractor shall observe all pertinent safety practices and comply with any applicable safety regulations.

DEFECTIVE WORK: If the City representative finds that repairs or changes are required in connection with this contract, which, in the opinion of the City representative are rendered necessary as the result of the use of materials, equipment or workmanship which are inferior, defective or not in accordance with the terms of the contract, the Contractor shall, within five (5) days upon receipt of notice from the City representative, place in satisfactory condition, in every particular, all of such work, correct all defects therein and make good on all damages.

SUPERVISION: The Contractor shall arrange for satisfactory supervision of all contract work. The Contractor or Contractor's supervisors shall be available at all times when the contract work is in progress, and during the day to receive instructions from the City representative.

FACILITIES AND EQUIPMENT: Contractor shall, at their sole cost and expense, furnish all facilities and equipment that may be required for finishing services pursuant to this agreement. The City shall furnish to Contractor no facilities or equipment, unless the City otherwise agrees in writing to provide the same.

- a. The Contractor shall furnish, at the Contractor's expense, all supplies and equipment necessary to properly perform work. These supplies and equipment include, but are not limited to, waxes, floor finishers, cleansers, floor strippers, sealers, detergents, cleaning powder, disinfectants, metal and furniture polishes, glass cleaner, brooms, mops, mop presses, sweeping tools and cloths, buckets, brushes, sponges, squeegees, wet and dry vacuum cleaners, janitor carts, ladders, floor machines, carpet extractors, adequate floor machine scrub and polish brushes and pads.
- b. Contractor is not responsible for furnishing the following consumable paper products and supplies: toilet tissue, paper towels, seat protectors, wastebasket and trash receptacle liners, hand soap for restroom dispensers, and sanitary napkin liners.
- c. The City shall not be responsible for damage to or loss of Contractor's equipment, supplies, or property left on the premises.

CONTRACTOR CONTACT INFORMATION: Contractor will provide a phone number where Contractor or Contractor's representative can be reached on weekends and evenings. Contractor agrees to return any phone call within one (1) hour of receipt. Repeated failure to return said calls within the specified period will result in a one percent (1%) penalty on the current invoice. Chronic failure to abide with this requirement will be grounds for cancellation of the contract.

Contractor will perform an inspection of all areas outlined in this proposal on a quarterly basis or as needed with the Director of Parks and Recreation or their designated representative.

INSPECTION: The Contractor shall accompany the City's representative on non-scheduled inspection tours of the specific areas when requested by the City representative.

EMERGENCY WORK: From time to time, on an as needed basis, the City shall contact the Contractor to perform emergency work. The City will provide as much advance notice as possible. After the work is explained to the Contractor by the Director of Parks and Recreation or their representative, the Contractor shall dispatch (within 2 hours) the appropriate number of personnel and equipment required to complete this emergency work in a timely and efficient manner.

Contractor will provide a supervisor on an on-call and emergency basis. Said supervisor must be available twenty-four (24) hours per day, seven (7) days a week.

REFERENCES: The proposer shall supply three (3) references of current Contractors of the equipment/material/services offered in this proposal.

1. Company Name _____ Address _____
Contact _____ Phone _____
2. Company Name _____ Address _____
Contact _____ Phone _____
3. Company Name _____ Address _____
Contact _____ Phone _____

SPECIFICATIONS

WORK COVERED: The work covered under this specification consists of performing all operations in connection with the accomplishment of custodial services on the following listed facilities which are owned and operated by the City . The Contractor shall furnish all labor, parts and equipment needed to perform satisfactorily the services herein specified. Except for paper towels, toilet paper, toilet seat covers, wastebasket liners and hand soap, the Contractor will furnish all supplies needed to satisfactorily perform the services herein specified.

DEFINITION OF TERMS:

- **Clean:** Remove all dirt, stains, and marks with an approved cleaner
- **Disinfecting:** Apply approved anti-bacterial, germicidal treatment
- **Sanitizing:** Using approved cleaning solutions and/or electrostatic cleaners
- **Dusting:** Remove all loose debris. Treated cloths shall be used
- **Sweep:** Removal all loose dirt and litter with sweeping tool and treated cloth; in places difficult to sweep, use brush or vacuum
- **Damp Wipe:** Remove all surface dirt with a damp cloth
- **Damp Mop:** Remove all surface dirt and stains with a mop and warm water containing detergent or floor cleaner as required and rinse. Change water frequently in bucket for effective cleaning
- **Dust:** Remove all loose dirt and debris. Treated clothes shall be used
- **Vacuum:** Remove all surface and embedded dirty with a high efficiency filter suction cleaner (filtering down to particles 1 micron in size)
- **Scrub:** Remove all dirt, stains, and marks with an approved cleaner using a floor machine equipped with scrubbing pads, or deck scrub brush
- **Polish:** Polish all chrome hardware with approved chrome polish
- **Strip:** Remove accumulation of old floor finish, all surface dirt, stains, and marks. Rinse and dry.
- **Wax:** Apply coats, as needed, of approved floor finish
- **Spray-Buffer:** Use floor machine equipped with spray buff pad. Apply approved solution and buff until dry.
- **Hi-Speed Buffing:** Hi-speed buffing machine shall be used to apply protective sheen on wax floors where specified
- **Ceramic Tile Sealer:** Apply protective sealer finish which adds luster but does not build up on floor surface

SERVICE LOCATIONS

It shall be the Contractor’s responsibility to verify all cleanable square footage per facility. Days and hours for cleaning of each building may be modified at the City’s discretion throughout the life of this contract.

A. City Hall – 11 English Street

Hours: Monday through Thursday 8:00 AM to 5:00 PM
 Cleaning Service Days: Two (2) Sunday and Wednesday
 Between the hours of 7:00 PM and 5:00 AM

Routine Custodial – 2 x week:

Area	Work Description	Frequency	Special Instructions
Chamber Restrooms <ul style="list-style-type: none"> ▪ Floor ▪ Walls ▪ Toilets ▪ Urinals ▪ Sinks ▪ Counters ▪ Dispensers ▪ Trash, Recycling, and Compost Cans ▪ Mirrors ▪ Partitions ▪ Floor Drains 	<ul style="list-style-type: none"> ▪ Sweep & Mop ▪ Damp Wipe ▪ Clean / Disinfect/ Sanitize ▪ Clean / Disinfect/ Sanitize ▪ Clean ▪ Clean ▪ Clean / Fill ▪ Empty/Replace liner as needed ▪ Clean ▪ Spot Clean ▪ Disinfect/ Sanitize 	2x/week	
<u>Council Chambers</u>	<ul style="list-style-type: none"> ▪ Clean and disinfect telephones and microphones. ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. ▪ Sweep and mop floors 	2x/week	Do not move or disturb any paperwork or other materials.
<u>City Manager Office</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
<u>City Manager Reception</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.

<p><u>City Manager Support Offices</u></p>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	<p>2x/week</p>	<p>Do not move or disturb any paperwork or other materials.</p>
<p><u>City Manager Conference Room</u></p>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Wipe down conference room table with disinfectant. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	<p>2x/week</p>	<p>Do not move or disturb any paperwork or other materials.</p>
<p>Chamber Hallway Restrooms</p> <ul style="list-style-type: none"> ▪ Floor ▪ Walls ▪ Toilets ▪ Urinals ▪ Sinks ▪ Counters ▪ Dispensers ▪ Trash, Recycling, and Compost Cans ▪ Mirrors ▪ Partitions ▪ Floor Drains 	<ul style="list-style-type: none"> ▪ Sweep & Mop ▪ Damp Wipe ▪ Clean / Disinfect/Sanitize ▪ Clean / Disinfect/Sanitize ▪ Clean ▪ Clean ▪ Clean / Fill ▪ Empty / Replace liners as needed ▪ Clean ▪ Spot Clean ▪ Disinfect/Sanitize 	<p>2x/week</p>	
<p><u>Finance & Accounting</u></p>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	<p>2x/week</p>	<p>Do not move or disturb any paperwork or other materials.</p>
<p><u>Lobby</u></p>	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed. ▪ Dust mop floors. ▪ Damp mop floors with disinfectant. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. ▪ Clean windows (inside). 	<p>2x/week</p>	

<u>Lunch Room</u>	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Dust mop floors. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 	2x/week	
<u>City Clerk Offices</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
<u>City Attorney Offices</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean, and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
<u>Basement Conference Room</u>	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Dust and wipe clean with damp or treated cloth: partitions, walls, base boards, counters, cabinets, and all other horizontal surfaces. ▪ Sweep outside entryways. ▪ Wipe down all doors and door handles at main entrance. 	2x/week	
<u>IT Offices</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.

<u>County Offices</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	1x/week	Do not move or disturb any paperwork or other materials.
<u>County Restrooms</u> <ul style="list-style-type: none"> ▪ Floor ▪ Walls ▪ Toilets ▪ Urinals ▪ Sinks ▪ Counters ▪ Dispensers ▪ Trash, Recycling, and Compost Bins ▪ Mirrors ▪ Partitions ▪ Floor Drains 	<ul style="list-style-type: none"> ▪ Sweep / Wet Mop ▪ Damp Wipe ▪ Clean / Disinfect/Sanitize ▪ Clean / Disinfect/Sanitize ▪ Clean ▪ Clean ▪ Clean / Fill ▪ Empty/Replace Liner as needed ▪ Clean ▪ Spot Clean ▪ Disinfect/Sanitize 	1x/week	
<u>Finance South Wing Offices</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
<u>Human Resource Offices</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
<u>Floors</u>	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
<u>Miscellaneous</u>	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and chambers. ▪ Vacuum/ Dust HVAC ducts

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Blinds	<ul style="list-style-type: none">▪ Dust and damp wipe blinds.▪ Clean interior and exterior of windows.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none">▪ Power wash all entryway concrete.▪ Power wash all aluminum sunshades.▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers, and HVAC grills.

D. Fire Inspection Offices – 22 Bassett Street

Hours: Monday through Thursday 8:00 AM to 5:00 PM

Cleaning Service Days: Two (2) Tuesday and Friday

Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
<p align="center">Entryway, Lobby, Hallways, Corridors, Traffic Areas</p>	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed. ▪ Damp mop floors with disinfectant. ▪ Clean doors, door glass, frames, and kick plates ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. 	<p align="center">2x/week</p>	
<p align="center">Offices and Conference Room</p>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	<p align="center">2x/week</p>	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
<p align="center">Bathrooms</p>	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers ▪ Empty, clean and disinfect all waste receptacles and insert new liners ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Dust and spot clean with detergent all partitions, walls, doors, and other surfaces. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all shower areas, and fixtures. ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap, and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains and odors. 	<p align="center">2x/week</p>	<ul style="list-style-type: none"> ▪ Do not allow water to drip into lockers.

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none">▪ Strip, wash and wax floors per manufacturer recommendations.▪ Clean grout and seal.▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none">▪ Spot clean chairs.▪ Pull out copier and vacuum behind and around.▪ Wipe down with disinfectant all filing cabinets in offices and chambers.▪ Vacuum/Dust HVAC ducts

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Blinds	<ul style="list-style-type: none">▪ Dust and damp wipe blinds.▪ Clean exterior of windows.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none">▪ Power wash all entryway concrete.▪ Power wash all aluminum sunshades.▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

E. Petaluma Community Center – 320 N. McDowell Blvd.

Hours: Monday through Thursday 8:00 AM to 5:00 PM
Cleaning Service Days: Seven (7) – Sunday-Saturday
Between the hours of 7:00 PM and 5:00 AM

COMMUNITY CENTER SPECIAL NEEDS – ROUTINE CUSTODIAL:

Area	Work Description	Frequency	Special Instructions
1. Lobby (101) & Lounge (202) 1. Floor – carpet 2. Glass Entrance Doors 3. Water Fountains 4. Trash, Recycling, and Compost Bins 5. Furniture 6. Ash Urns 7. Floor Mats	Vacuum Wash Clean Empty/Replace Liners as needed Spot Clean Empty-Damp Wipe Vacuum	All Daily	Spot clean if needed
2. Craft Rooms 1 & 2 1. Floor 2. Sinks, Counter 3. Trash, Recycling, and Compost Bins 4. Dispensers	Dust Mop / Wet Mop Clean Empty/Replace Liners as needed Fill / Clean	All Daily	
3. Staff Offices 1. Floor 2. Furniture 3. Trash, Recycling, and Compost Bins	Vacuum Dust Clean Empty	All Daily	Spot clean if needed Arrange according to instructions and check for damage
4. Conference Room 2 1. Floor 2. Furniture 3. Waste Can	Vacuum Dust / Damp Wipe Empty	All Daily	Spot clean if needed Arrange according to instructions

COMMUNITY CENTER SPECIAL NEEDS – ROUTINE CUSTODIAL (con't)

	Area	Work Description	Frequency	Special Instructions
5.	Preschool 1. Floor 2. Sinks, Counter 3. Trash, Recycling, and Compost Bins 4. Dispensers 5. Restrooms	Dust Mop /Wet Mop Clean Empty/Replace Liners as needed Fill / Clean All Surfaces	All Daily	
6.	Multi-Use Meeting Room A-D 1. Floor 2. Counter 3. Sink 4. Dispenser 5. Waste Can 6. Partition 7. Furniture	Dust Mop / Wet Mop Damp Wipe Clean Fill / Clean Empty Spot Clean Damp Wipe	All Daily	Polish Saturday & Sunday As needed Arrange according to instructions
7.	Janitor's Rooms 1. Equipment 2. Cart	Damp Wipe Clean / Stock	All Daily	Keep rooms clean at all times
8.	Club Room 1. Floor 2. Trash, Recycling, and Compost Bins 3. Furniture	Vacuum Empty/Replace Liner as needed Dust	All Daily	Spot clean if needed Arrange according to instructions
9.	Corridors 1. Floor	Vacuum	All Daily	If instructed
10.	Activity Room 1. Floor 2. Furniture 3. Trash, Recycling, and Compost Bins 4. Floor Mat	Vacuum Damp Wipe Empty/Replace Liner as needed Replace	All Daily	Arrange according to instructions & check for damage If badly soiled
11.	Multi-Use Assembly Room 1. Floor-carpet 2. Floor-wood 3. Trash, Recycling, and Compost Bins 4. Furniture	Vacuum Dust Mop / Wet Mop Empty/Replace Liner as needed Damp Wipe	All Daily	Spot clean if needed between events Wash out if odor is present Arrange according to instructions & check for damage
12.	Stage Area 1. Floor-tile 2. Floor-wood	Vacuum Dust Mop / Wet Mop	All Daily	If Used

COMMUNITY CENTER SPECIAL NEEDS – ROUTINE CUSTODIAL (con’t)

	Area	Work Description	Frequency	Special Instructions
13.	Restrooms <ul style="list-style-type: none"> ▪ Floor ▪ Walls ▪ Toilets ▪ Urinals ▪ Sinks ▪ Counters ▪ Dispensers ▪ Trash, Recycling, and Compost Bins ▪ Mirrors ▪ Partitions ▪ Floor Drains 	<ul style="list-style-type: none"> ▪ Sweep / Wet Mop ▪ Damp Wipe ▪ Clean / Disinfect/Sanitize ▪ Clean / Disinfect/Sanitize ▪ Clean ▪ Clean ▪ Clean / Fill ▪ Empty/Replace Liner as needed <ul style="list-style-type: none"> ▪ Clean ▪ Spot Clean ▪ Disinfect/Sanitize 	<p align="center">All Daily</p> <p align="center">Sunday</p>	<p align="center">Only as needed</p>
14.	Kitchen / Service Yard <ul style="list-style-type: none"> ▪ Floor ▪ Dishwasher (Exterior) ▪ Carts ▪ Sinks ▪ Counter Tops ▪ Ovens (Exterior) ▪ Stove Top ▪ Microwave ▪ Dispensers ▪ Trash, Recycling, and Compost Bins ▪ Refrigerator ▪ Freezer ▪ Ice Machine ▪ Work Tables ▪ Dumpster ▪ Service Yard 	<ul style="list-style-type: none"> ▪ Sweep / Wet Mop ▪ Damp Wipe ▪ Damp Wipe ▪ Clean ▪ Clean ▪ Damp Wipe ▪ Damp Wipe ▪ Damp Wipe ▪ Damp Wipe ▪ Fill / Damp Wipe ▪ Empty/Replace Liner as needed <ul style="list-style-type: none"> ▪ Spot Clean ▪ Damp Wipe ▪ Damp Wipe ▪ Damp Wipe ▪ Sweep ▪ Hose Down 	<p align="center">When used, maximum of 4x/week</p>	
15.	Court Yard <ol style="list-style-type: none"> 1. Concrete Walkway 2. Waste Can 3. Ash Urns 4. Glass Doors 	<p>Sweep Empty Empty / Damp Wipe Clean</p>	<p align="center">All Daily</p>	<p align="center">If used</p>

Weekly Services:

- Community Center Preschool carpet cleaning

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and chambers.
Kitchen	<ul style="list-style-type: none"> ▪ Clean oven interior. ▪ Wipe out interior of all cabinets. ▪ Wipe out interior of refrigerator. Pull out and vacuum behind and disinfect all sides. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Blinds	<ul style="list-style-type: none"> ▪ Dust and damp wipe blinds. ▪ Clean exterior of windows.
Miscellaneous	<ul style="list-style-type: none"> ▪ Vacuum/Dust HVAC ducts

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

E. Senior Center – 211 Novak Drive

Hours: Monday through Thursday 8:00 AM to 5:00 PM

Cleaning Service Days: Two (2) – Tuesday-Thursday

Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Recreation Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs and plastic floor mats. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
Kitchen	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 	2x/week	
Restrooms <ul style="list-style-type: none"> ▪ Floor ▪ Walls ▪ Toilets ▪ Urinals ▪ Sinks ▪ Counters ▪ Dispensers ▪ Trash, Recycling, and Compost Bins ▪ Mirrors ▪ Partitions ▪ Floor Drains 	<ul style="list-style-type: none"> ▪ Sweep/Damp Mop ▪ Damp Wipe ▪ Clean / Disinfect/Sanitize ▪ Clean / Disinfect/Sanitize ▪ Clean ▪ Clean ▪ Clean / Fill ▪ Empty/Replace Liners as needed ▪ Clean ▪ Spot Clean ▪ Disinfect/Sanitize 	2x /week	Do not allow water to drip into lockers.

Art Studio	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs and plastic floor mats. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
Card Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs and plastic floor mats. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
Pool Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs and plastic floor mats. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.
Lounge	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs and plastic floor mats. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.

Foyer	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed. ▪ Damp mop floors with disinfectant. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. ▪ Wipe down all doors and door handles at main entrance. ▪ Clean windows (inside). 	2x/week	
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Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and chambers. ▪ Vacuum/Dust HVAC ducts
Kitchen	<ul style="list-style-type: none"> ▪ Clean oven interior. ▪ Wipe out interior of all cabinets. ▪ Wipe out interior of refrigerator. Pull out and vacuum behind and disinfect all sides. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Blinds	<ul style="list-style-type: none"> ▪ Dust and damp wipe blinds. ▪ Clean exterior of windows.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

G. Transit Building Offices – 555 N. McDowell Blvd.

Hours: Monday through Thursday 8:00 AM to 6:00 PM

Cleaning Service Days: Three (3) – Monday, Wednesday, Friday

Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Entry Way	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Restrooms	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers ▪ Empty, clean and disinfect all waste receptacles and insert new liners ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer including changing urinal pads. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Dust and spot clean with detergent all partitions, walls, doors, and other surfaces. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all shower areas and fixtures. ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap, and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains, and odors. 	2x/week	<ul style="list-style-type: none"> ▪ Do not allow water to drip into lockers.
Lunch Room	<ul style="list-style-type: none"> ▪ Remove all trash, recyclables, compost and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Disinfect door handles and phones. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Dust and spot clean doors, glass, doorframes, walls, partitions, corners, sills, and baseboards. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 	2x/week	

Offices	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Laboratory	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Board Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Storage Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Conference Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
General Area	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed. ▪ Dust mop floors. ▪ Damp mop floors with disinfectant. ▪ Clean doors, door glass, frames, and kick plates on both sides. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. ▪ Wipe down all doors and door handles at main entrance. ▪ Clean windows (inside). 	2x/week	

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and library. ▪ Vacuum/dust HVAC ducts
Kitchen	<ul style="list-style-type: none"> ▪ Clean oven interior. ▪ Wipe out interior of all cabinets. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash the inside and outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

H. Corp Yard Buildings – 840 Hopper Street
Department Offices / Locker room / Restrooms

Hours: Monday through Friday 7:00 AM to 4:30 PM
 Cleaning Service Days: Two (2) Days Sunday and Wednesday
 Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
<u>Office Spaces</u>	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	<u>1x/week</u>	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
<u>Lounge/Breakroom</u>	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Disinfect door handles and phones. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Dust and spot clean doors, glass, doorframes, walls, partitions, sills, and baseboards. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 		
<u>Kitchen</u>	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 		
<u>Restrooms</u>	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers ▪ Empty, clean and disinfect all waste receptacles and insert new liners ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all 		<ul style="list-style-type: none"> ▪ Do not allow water to drip into lockers.

	shower areas and fixtures. <ul style="list-style-type: none"> ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap, and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains and odors. 		
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Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and library. ▪ Vacuum/Dust HVAC ducts
Kitchen	<ul style="list-style-type: none"> ▪ Clean oven interior. ▪ Wipe out interior of all cabinets. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash the inside and outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

I. Depot Restrooms – Washington & Lakeville

Hours: Monday through Friday 7:00 AM to 4:30 PM

Cleaning Service Days: 7 days/week

Between the hours of :00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Restrooms	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers ▪ Empty, clean and disinfect all waste receptacles and insert new liners ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Dust and spot clean with detergent all partitions, walls, doors and other surfaces. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all shower areas and fixtures. ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains and odors. 	2x/week	<ul style="list-style-type: none"> ▪ Do not allow water to drip into lockers.

J. Keller Street Garage – Keller Street

Hours: Monday through Friday 7:00 AM to 4:30 PM

Cleaning Service Days: Two (2) – hours??

Between the hours of 12:00 AM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Keller Street Garage	<ul style="list-style-type: none"> ▪ Sweep all surfaces ▪ Power wash stains, spills, soils, etc. from flooring as needed ▪ Remove debris from north and south stairwells, power wash stains, soils, etc. as needed ▪ Remove and dispose of trash from the garage interior ▪ Clean and disinfect trash cans ▪ Clean glass in doors 	2x/week	<ul style="list-style-type: none"> ▪ The methods and equipment used should capture all the cleaning solution and water.

K. Petaluma Police Department – 969 Petaluma Blvd. N.

Hours: Monday through Friday 7:00 AM to 4:30 PM
 Cleaning Service Days: Seven (7) Sunday through Saturday
 Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Evidence Lockers	N/A		
Evidence Storage	N/A		
Evidence Processing Area	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Cells	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant and replace in orderly fashion. 	7x/week	
Holding Cell	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant and replace in orderly fashion. 	7x/week	
Booking and Sally Port	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Front and Interior Interview Rooms	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Detox	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. 	7x/week	

Locker Rooms with Showers	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers ▪ Empty, clean and disinfect all waste receptacles and insert new liners ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Dust and spot clean with detergent all partitions, walls, doors, and other surfaces. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all shower areas, and fixtures. ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains and odors. 	7x/week	<ul style="list-style-type: none"> ▪ Do not allow water to drip into lockers.
IT/Training Coordinator Office	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Investigations	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Communication Center	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Records Office	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.

Briefing Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Lounge	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Dust and spot clean doors, glass, doorframes, walls, partitions, sills, and baseboards. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 	7x/week	
All Offices and Report Writing	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	7x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Entryway, Lobby, Hallways, Corridors, Traffic Areas	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed. ▪ Damp mop floors with disinfectant. ▪ Clean doors, door glass, frames, and kick plates on both sides. ▪ Clean and disinfect all telephones. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Dust and wipe clean with damp or treated cloth: partitions, walls, base boards, counters, cabinets, and all other horizontal surfaces. ▪ Sweep outside entryways. 	7x/week	

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and library. ▪ Vacuum/Dust HVAC ducts

Lounge	<ul style="list-style-type: none"> ▪ Clean refrigerator interior. ▪ Wipe out interior of all cabinets. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.
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Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash the inside and outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

L. Petaluma Traffic Office – 205 W. Payran Street

Hours: Monday through Friday 7:00 AM to 4:30 PM

Cleaning Service Days: One (1) – hours??

Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Office Spaces	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed. ▪ Damp mop floors with disinfectant. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. 	2x/week	
Entryway/Foyer	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	Do not move or disturb any paperwork or other materials.

Restrooms	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers ▪ Empty, clean and disinfect all waste receptacles and insert new liners ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Dust and spot clean with detergent all partitions, walls, doors, and other surfaces. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all shower areas, and fixtures. ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap, and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains, and odors. 	2x/week	Do not allow water to drip into lockers.
Lounge	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 	2x/week	

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices. ▪ Vacuum/Dust HVAC ducts
Lounge	<ul style="list-style-type: none"> ▪ Clean refrigerator interior. ▪ Wipe out interior of all cabinets. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash the inside and outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

M. Kenilworth Teen Center – 150 Fairgrounds Drive

Hours: Monday through Friday 7:00 AM to 4:30 PM

Cleaning Service Days: Three (3) – Monday, Thursday, Saturday

Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Kitchen	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 	5x/week	
Entryway/Foyer	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed... ▪ Damp mop floors with disinfectant. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. 	5x/week	

Restrooms <ul style="list-style-type: none"> ▪ Floor ▪ Walls ▪ Toilets ▪ Urinals ▪ Sinks ▪ Counters ▪ Dispensers ▪ Trash, Recycling, and Compost Bins ▪ Mirrors ▪ Partitions ▪ Floor Drains 	<ul style="list-style-type: none"> ▪ Sweep / Wet Mop ▪ Damp Wipe ▪ Clean / Disinfect/Sanitize ▪ Clean / Disinfect/Sanitize ▪ Clean ▪ Clean ▪ Clean / Fill ▪ Empty/Replace Liner as needed ▪ Clean ▪ Spot Clean ▪ Disinfect/Sanitize 	5x/week	
Assembly Room	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	5x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices. ▪ Vacuum/Dust HVAC ducts
Lounge	<ul style="list-style-type: none"> ▪ Clean refrigerator interior. ▪ Wipe out interior of all cabinets. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash the inside and outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

N. Historical Library & Museum – 20 4th Street

Hours: Monday through Friday 7:00 AM to 4:30 PM

Cleaning Service Days: Three (3) Monday, Wednesday, Friday
Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Foyer	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed... ▪ Damp mop floors with disinfectant. ▪ Clean doors, door glass, frames, and kick plates on both sides. ▪ Clean and disinfect all telephones. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. 	1x/week	
Kitchen	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with a pre-approved disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. ▪ Sweep linoleum and tile floors, buffing vinyl once per week. 		
Office Spaces	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 		<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.

Restrooms	<ul style="list-style-type: none"> ▪ Floor ▪ Walls ▪ Toilets ▪ Urinals ▪ Sinks ▪ Counters ▪ Dispensers ▪ Trash, Recycling, and Compost Bins ▪ Mirrors ▪ Partitions ▪ Floor Drains 	<ul style="list-style-type: none"> ▪ Sweep / Wet Mop ▪ Damp Wipe ▪ Clean / Disinfect/Sanitize ▪ Clean / Disinfect/Sanitize ▪ Clean ▪ Clean ▪ Clean / Fill ▪ Empty/Replace Liners as needed ▪ Clean ▪ Spot Clean ▪ Disinfect/Sanitize 		
Main Floor	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 			<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Research Library	No Cleaning Required	N/A		Please do not clean

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices. ▪ Vacuum/Dust HVAC ducts
Lounge	<ul style="list-style-type: none"> ▪ Clean refrigerator interior. ▪ Wipe out interior of all cabinets. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash the inside and outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

O. Ellis Creek Water Recycling Facility

Hours: Monday through Friday 7:00 AM to 4:30 PM

Cleaning Service Days: Two (2) – hours??

Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
<p>Administration/Operations Building:</p> <p>Bathrooms & Locker Rooms/Showers (including public bathroom at entrance)</p>	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers (products supplied by Ellis Creek Water Recycling Facility). ▪ Empty, clean and disinfect all waste receptacles and insert new liners (products supplied by Ellis Creek Water Recycling Facility). ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Dust and spot clean with detergent all partitions, walls, doors, and other surfaces. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all shower areas, and fixtures. ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains, and odors. 	2x/week	
Public Area	<ul style="list-style-type: none"> ▪ Garbage collection: Empty garbage can in front of public bathroom and at the beginning of the trailhead. 	2x/week	
Entryway, Lobby, Hallways, Corridors, Traffic Areas	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed... ▪ Damp mop floors with disinfectant. ▪ Clean doors, door glass, frames, and kick plates on both sides. ▪ Clean and disinfect all telephones. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. 	2x/week	

Offices, Library and Conference Rooms	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric, and chairs. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials
Lunch Room/Training Room and Kitchen	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. 	2x/week	
Laundry Room Back Entrance Sink and Maintenance Area	<ul style="list-style-type: none"> ▪ Damp wipe washers and dryers. ▪ Sweep and damp mop laundry room floor. ▪ Clean and sanitize sinks. 	2x/week	
Miscellaneous Services	<ul style="list-style-type: none"> ▪ Custodial closets and storage areas shall be kept clean, neat, and orderly. ▪ Spot clean walls. ▪ Clean, sanitize and polish drinking fountains. ▪ Damp wipe all doors, walls, frames, sills, counters, baseboards, etc. ▪ Sweep all exterior entrances and patios. ▪ Empty garbage cans and replace liners. ▪ Clean garbage cans. ▪ Clean exterior furniture as needed. ▪ Carry or roll all trash containers to exterior dumpster and dispose into dumpster. ▪ Remove all cobwebs in ceiling light fixtures and throughout building. 	2x/week	

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and library. ▪ Vacuum/Dust HVAC ducts

Kitchen	<ul style="list-style-type: none"> ▪ Clean oven interior. ▪ Wipe out interior of all cabinets. ▪ Wipe out interior of refrigerator. Pull out and vacuum behind and disinfect all sides. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.
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Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Blinds	<ul style="list-style-type: none"> ▪ Dust and damp wipe blinds. ▪ Clean/Wash interior and exterior of windows.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

P. Public Works & Utilities Field Office – 202 N. McDowell Blvd.

Hours: Monday through Friday 8:00 AM to 4:30 PM
 Cleaning Service Days: Two (2) Wednesday and Saturday
 Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Bathrooms & Locker Rooms/ Showers	<ul style="list-style-type: none"> ▪ Fill and clean all dispensers ▪ Empty, clean and disinfect all waste receptacles and insert new liners ▪ Clean and disinfect all washbasins, counters, and fixtures with non-abrasive cleanser. ▪ Clean all mirrors, chrome, stainless steel and polish to shine. ▪ Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. ▪ Maintain waterless urinals as recommended by manufacturer. ▪ Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets. ▪ Sweep and damp mop floor with disinfectant detergent solution. ▪ Scrub and disinfect with antifungal cleanser, all shower areas, and fixtures. ▪ Dust and spot clean lockers and benches. Benches shall be left dry. ▪ Clean floor drains of hair, soap, and all other material. ▪ Clean and disinfect exterior of all lockers. ▪ All surfaces shall be free of soap scum, body oils, mineral deposits, stains, and odors. 	2x/week	<ul style="list-style-type: none"> ▪ Do not allow water to drip into lockers.
Entryways, Lobby, Hallways,	<ul style="list-style-type: none"> ▪ Vacuum carpets and spot clean as needed. ▪ Sweep linoleum and tile floors, buffing vinyl once per week. 	2x/week	

Corridors, Stairs, Traffic Areas	<ul style="list-style-type: none"> ▪ Dust all high and low areas, including vents, sills, baseboards, desks, lighting, counters, and tables. ▪ Clean all light fixtures (switches and controls), handrails and doors and door frames. ▪ Clean and disinfect all telephones. ▪ Wash/clean all door and partition glass. ▪ Sweep outside entryways. 		
Private Offices, Conference Room and Cubicles	<ul style="list-style-type: none"> ▪ Spot clean tabletops, countertops, office furniture, fabric and chairs and plastic floor mats. ▪ Empty, clean and sanitize wastebaskets, recycling bins, compost bins, and replace liners. ▪ Vacuum all carpets. 	2x/week	<ul style="list-style-type: none"> ▪ Do not move or disturb any paperwork or other materials.
Lunch Room/Training Room and Kitchen	<ul style="list-style-type: none"> ▪ Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors. ▪ Fill and clean all dispensers. ▪ Damp mop floors with a pre-approved disinfectant. ▪ Damp wipe tables and chairs with disinfectant, and replace in orderly fashion. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, fixtures. ▪ Sweep linoleum and tile floors, buffing vinyl once per week. 	2x/week	
Miscellaneous Services	<ul style="list-style-type: none"> ▪ Custodial closets and storage areas shall be kept clean, neat and orderly. ▪ Spot clean walls. ▪ Clean, sanitize and polish drinking fountains. ▪ Damp wipe all doors, walls, frames, sills, counters, baseboards, etc. ▪ Sweep all exterior entrances and patios. ▪ Empty garbage cans and replace liners. ▪ Clean garbage cans. ▪ Clean exterior furniture as needed. ▪ Carry or roll all trash containers to exterior dumpster and dispose into dumpster. ▪ Remove all cobwebs in ceiling light fixtures and throughout building. 	2x/week	

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices and library. ▪ Vacuum/Dust HVAC ducts

Kitchen	<ul style="list-style-type: none"> ▪ Clean oven interior. ▪ Wipe out interior of all cabinets. ▪ Clean and disinfect countertops, sinks, exterior of appliances, interior of microwaves, cupboards, and fixtures.
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Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

Q. PFD Admin North – 151 2nd Street N

Hours: Monday through Thursday 7:00 AM to 5:00 PM
 Cleaning Service Days: Two (2) Saturday & Wednesday
 Between the hours of 7:00 PM and 5:00 AM

Area	Work Description	Frequency	Special Instructions
Office Spaces	<ul style="list-style-type: none"> ▪ Vacuum all carpets and spot clean as needed... ▪ Damp mop floors with disinfectant. ▪ Clean doors, door glass, frames, and kick plates on both sides. ▪ Empty and clean wastebaskets, central recycling bins, and trash receptacles, including those outside entrances and at all outside patios, and replace liners. ▪ Wastebaskets and trash cans shall be free of stains and odors and shall be scrubbed as necessary. ▪ Sweep outside entryways. 	2x/week	
Utility/Storage Room	<ul style="list-style-type: none"> ▪ Vacuum carpets and spot clean as needed. ▪ Sweep linoleum and tile floors, buffing vinyl once per week. ▪ Dust all high and low areas, including vents, sills, baseboards, desks, lighting, counters, and tables. ▪ Clean all light fixtures (switches and controls), handrails and doors and door frames. ▪ Sweep outside entryways. 	2x/week	

Quarterly Services – July, October, January, April:

Areas to be Cleaned	Description
Floors	<ul style="list-style-type: none"> ▪ Strip, wash and wax floors per manufacturer recommendations. ▪ Clean grout and seal. ▪ Chemically clean carpets.
Miscellaneous	<ul style="list-style-type: none"> ▪ Spot clean chairs. ▪ Pull out copier and vacuum behind and around. ▪ Wipe down with disinfectant all filing cabinets in offices. ▪ Vacuum/Dust HVAC ducts

Semi-annual Services (May and October):

Areas to be Cleaned	Description
Windows and Floors	<ul style="list-style-type: none"> ▪ Clean/wash the inside and outside of all windows. ▪ Shampoo all carpets ▪ All tile floors and walls to be scrubbed detailed and cleaned.

Annual Services:

Areas to be Cleaned	Description
Exterior	<ul style="list-style-type: none"> ▪ Power wash all entryway concrete. ▪ Power wash all aluminum sunshades. ▪ Deep cleaning entire building to include cleaning of ceilings, walls, window sills, light fixtures/covers and HVAC grills.

ALTERNATIVE PROPOSAL LOCATIONS

City reserves the right to award or not award a portion or all Additive Alternative locations at its sole discretion.

City Park Restrooms

Cleaning Service Days – Seven (7)

Routine Custodial each service day:

- Clean and disinfect toilet bowls and urinals – inside and outside, including valves and external pipe connections.
- Sweep and damp mop floors with germicidal cleaner
- Clean and disinfect sinks
- Wipe clean and sanitize mirrors
- Check and stock all dispensers
- Polish all sinks and chrome fixtures (once per month)

Leghorn Park – 690 Sonoma Mountain Parkway
Luchessi Park – 320 N. McDowell Blvd.
McNear Park – 426 8 th Street
Prince Park – 2301 E. Washington Street
Shollenberger Park – 1400 Cader Lane
Oak Hill Park – 411 Howard Street
Wiseman Park – 2175 St. Augustine Circle
Walnut Park – 201 4 th Street
Petaluma Community Sports Fields – 2430 E. Washington Street

Marina Restrooms / Shower

Cleaning Service Days – Two (2)

Routine Custodial each service day:

- Clean and disinfect toilet bowls and urinals – inside and outside, including valves and external pipe connections.
- Sweep and damp mop floors with germicidal cleaner
- Clean and disinfect sinks
- Check and stock all dispensers
- Polish all sinks and chrome fixtures (once per week)
- Showers
 - Scrub and disinfect with antifungal cleanser, all shower areas and fixtures.
 - Clean floor drains of hair, soap and all other material.
 - All surfaces shall be free of soap scum, body oils, mineral deposits, stains and odors.

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Marina Restrooms / Shower – 781 Baywood Drive

SPECIAL NOTES:

Carpets are not to be steamed cleaned. Other appropriate cleaning method shall be used in accordance with carpet manufacturer's recommendations or acceptable industry standards.

Floor stripping, sealing and finish coat shall include removal of accumulation of old floor finish, all surface dirt, stains and marks, rinse, dry and apply appropriate number of coats of approved floor finish. A written schedule for each facility shall be provided to the Superintendent of Parks and Facilities.

ANNUAL DEEP CLEANING: Each facility shall be per written schedule submitted to the Superintendent of Parks & Facilities. Tasks include: Cleaning of ceilings, walls, window sills, light fixtures/covers, vacuum/dust HVAC ducts and HVAC grills.

CLEANING HOURS: All the work is to be performed, in accordance with Proposal/Contract. This work schedule may be altered by obtaining prior approval from the Superintendent of Parks & Facilities or their representative.

Custodial cleaning services for most offices will be provided after the hour of 7:00 p.m. and before 5:00 a.m., or after regularly scheduled meetings in the Council Chambers and, in any event, shall not interfere with any meetings in progress. All other custodial services for the remaining facilities will be provided as stated in the table on pages 11-46. All window washing shall be done during daylight hours. The Contractor may, for Contractor's convenience and at no extra expense to the City, wash windows on weekends or holidays, provided Contractor notifies and obtains approval of the City representative in advance.

It shall be the Contractor's responsibility to be aware of the current meeting schedules, holiday's events, gatherings, and other work routines of the City and its personnel and to conduct Contractor's work in such a manner as to cause no interference with the proper execution of City business.

All schedules for quarterly and semi-annual work must be established prior to each contract year. Said schedules must be submitted to the appropriate contact person in each department for their approval. Also, a master schedule for each year must be submitted to the Director of Parks and Recreation and the Superintendent of Parks and Facilities prior to each contract year.

SECURITY:

- a. Contractor shall be responsible for ensuring that all doors are locked at all times when work is performed outside of regular operating hours. Contractor shall be responsible for reporting any property damage or vandalism at a facility to the Petaluma Police Department. Neither Contractor nor its employees shall admit any person into any facility (including grounds) on which work under the agreement is being performed who is not an active employee of the Contractor and in possession of a City issued contract badge. All Contractor employees shall be required to wear identification patches or badges which are to be furnished by the Contractor.
- b. Keys and alarm codes required by the Contractor will be issued by the City to a designated Contractor employee underwritten custody receipt and shall be returned to the City on demand. Contractor will be responsible for maintaining any building keys issued. Any lost

keys must be reported to the City representative immediately. Contractor shall not copy any City keys. Keys are to be made or copied only by the City. If keys are lost, Contractor will be responsible for all costs associated with re-keying the facility(ies).

- c. Contractor will also be required to pay any costs incurred by the City as a result of Contractor's failure to utilize proper alarm codes at those facilities which have alarm systems.
- d. All spaces shall be locked and lights turned off when cleaning in each area is completed. Security lights and alarms (as directed) shall be turned on prior to leaving the facility.

CLEANING QUALITY REQUIREMENTS: Services performed under this contract shall be subject to inspection and approval of the City representative. First quality cleaning will be required. Careless performance of the contract work will not be tolerated. **Unsatisfactory work will be called to the attention of the Contractor and Contractor will be required to correct the work deficiencies and improve the overall work results. Failure by the Contractor to comply with such requests will result either in the corrective work being performed by other means and the cost charged to the Contractor or in termination of the contract.**

EXCLUSIONS: The exterior building, parking areas and landscaped areas are excluded from this contract. Washing of skylights is also excluded.

REPORTS: A monthly report shall be prepared on the preceding month's work and submitted, within five (5) working days after the end of each month to the Superintendent of Parks and Facilities.

WORK SCHEDULE: All custodial work shall be performed in accordance with the work schedule and specifications included herein. Contractor is responsible for posting the frequency schedule in a suitable location for all floor operations and window cleaning.

EXCEPTIONS TO THE SPECIFICATIONS: Exceptions to the specifications of any proposal items stated herein shall be fully described in writing by the proposer in the space provided below, attach additional pages if required:

LOCATION PROPOSAL FORM

	Location	No. of Personnel	Hourly Rate	Total Service Hours	Proposal Price	
					Per Month	Per Year
A	City Hall Offices – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
B	City Offices – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
C	PFD Admin North Offices – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
D	PFD Fire Inspection Offices – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
E	Petaluma Community Center – Routine				\$	\$
	<i>Weekly Services</i>				\$	\$
	<i>Bi-Monthly Services</i>				\$	\$
	<i>Monthly Services</i>				\$	\$
	<i>Annual Services</i>				\$	\$
F	Senior Center – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
G	Transit Building Offices – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
H	Corp Yard Buildings – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
I	Depot Restrooms – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
J	Keller Street Garage – Routine				\$	\$
K	Petaluma Police Department – Routine				\$	\$
	<i>Floor Cleaning</i>				\$	\$

	<i>Quarterly Services</i>				\$	\$
	<i>Annual Services</i>				\$	\$

LOCATION PROPOSAL FORM

	Location	No. of Personnel	Hourly Rate	Total Service Hours	Proposal Price	
					Per Month	Per Year
L	Petaluma Traffic Office – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
M	Petaluma Teen Center – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
N	Library / Historical Museum – Routine				\$	\$
	<i>Annual Services</i>				\$	\$
O	Ellis Creek Water Recycling Facility – Routine				\$	\$
	<i>Quarterly Services</i>				\$	\$
	<i>Semi-annual Services</i>				\$	\$
	<i>Annual Services</i>				\$	\$
P	Public Works & Utilities Field Office – Routine				\$	\$
	<i>Quarterly Services</i>				\$	\$
	<i>Semi-annual Services</i>				\$	\$
	<i>Annual Services</i>				\$	\$
TOTAL					\$	\$

ALTERNATIVE ITEMS PROPOSAL FORM

Location – Park Restrooms 12 Months of Service	Proposal Price	
	Per Month	Per Year
Leghorn Park – 690 Sonoma Mtn. Parkway	\$	\$
Luchessi Park – 320 N. McDowell Blvd.	\$	\$
McNear Park – 426 8 th Street	\$	\$
Prince Park – 2301 E. Washington Street	\$	\$
Shollenberger Park – 1400 Cader Lane	\$	\$
Oak Hill Park – 411 Howard Street	\$	\$
Wiseman Park – 2175 St. Augustine Circle	\$	\$
Walnut Park – 201 4 th Street	\$	\$
Petaluma Community Sports Fields – 2430 E. Washington Street	\$	\$
Total	\$	\$

Location – Marina Restrooms/Shower 12 Months of Service	Proposal Price	
	Per Month	Per Year
Private with showers – 781 Baywood Drive	\$	\$
Public without showers – 781 Baywood Drive	\$	\$
Total	\$	\$

**City reserves the right to award or not award a portion or all
Additive Alternative locations at its sole discretion.**

BID SUMMARY

The following pricing should be in accordance with terms, conditions and work specifications contained herein:

Base Bid:

Custodial services for **ALL** City Buildings listed in the Specifications on pages 11 – 46 to include total charges.

Total Monthly Cost	Total Yearly Cost
\$	\$

Alternative Items:

Custodial services for City Parks, Marina Restrooms and Marina shower listed in in Specifications on page 46:

Park Restrooms – 6 Months	Total Monthly Cost	Total Yearly Cost
	\$	\$

Park Restrooms – 12 Months	Total Monthly Cost	Total Yearly Cost
	\$	\$

Marina Restrooms/shower – 6 Months	Total Monthly Cost	Total Yearly Cost
	\$	\$

Marina Restrooms – 12 Months	Total Monthly Cost	Total Yearly Cost
	\$	\$

SERVICES TO BE PROVIDED UPON REQUEST

Window washing (price per sq. ft.)	\$
Carpet cleaning (price per sq. ft.)	\$
Additional cleaning (hourly rate per employee)	\$
Floor stripping, sealing, finish coat (price per sq. ft.)	\$
Spot cleaning of carpet (price per sq. ft.)	\$
On-call emergency work (hourly rate per employee)	\$

**PROPOSAL/CONTRACT
FOR
CUSTODIAL MAINTENANCE SERVICE**

CONTRACT PERIOD: Proposal to cover July 01, 2023, through June 30, 2026.

Proposal Announcement Date: January 24, 2023
Proposal Due Date: February 23, 2023 no later than 3:30 p.m.

Name and Address of Proposer: _____ Signature of Person Authorized to Sign: _____

Contractor's License No. _____
If applicable

Phone Number: _____ Please Type Signer's Name and Title

Date of Proposal: _____

EXHIBIT A JANITORIAL PROFESSIONAL SERVICES AGREEMENT

(Title of Project)

FY _____ Fund # _____ Cost Center _____ Object Code _____ Project # _____ Amount \$ _____

For multi-year contracts or contracts with multiple accounts:

FY _____ Fund # _____ Cost Center _____ Object Code _____ Project # _____ Amount \$ _____

FY _____ Fund # _____ Cost Center _____ Object Code _____ Project # _____ Amount \$ _____

FY _____ Fund # _____ Cost Center _____ Object Code _____ Project # _____ Amount \$ _____

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FY _____ Fund # _____ Cost Center _____ Object Code _____ Project # _____ Amount \$ _____

FY _____ Fund # _____ Cost Center _____ Object Code _____ Project # _____ Amount \$ _____

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into and effective as of _____, 20____ (“Effective Date”), by and between the City of Petaluma, a municipal corporation and a charter city (“City”) and _____, a _____ (“Contractor”) (collectively, the “Parties”).

WHEREAS, the Parties enter into this Agreement for the purpose of Contractor providing professional services to City under the terms and conditions set forth herein.

THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. **Services.** Contractor shall provide the services as described in and in accordance with the schedule set forth in Exhibit “A” attached hereto and incorporated herein (“Services”).
2. **Compensation; Business Tax Certificate.**

For the full performance of the Services as described herein, City shall compensate Contractor under the following terms:

- A. Payment will be made on a calendar-month basis in arrears. The Contractor shall submit his invoice to the City of Petaluma, Accounts Payable Department, Post Office Box 61, Petaluma, California, 94953. In the event this contract becomes effective or terminates during the course of a month, the amount paid to the Contractor for the partial month shall be determined by prorating the amount due on the basis of the number of calendar days involved and the work actually performed. Contractor shall submit detailed monthly invoices reflecting all Services performed during the preceding month, and including a revised schedule for performance and additional documentation requested by City, as applicable.
- B. Contractor shall be compensated for services in addition to those described in Exhibit A, only if Contractor and City execute a written amendment to this Agreement describing the additional services to be performed and the compensation to be paid for such services. In no case shall the total compensation under this Agreement exceed \$ _____ without prior written authorization of the City Manager. Further, no compensation for a section or work program component attached with a specific budget shall be exceeded without prior written authorization of the City Manager.

- C. Notwithstanding any provision herein, Contractor shall not be paid any compensation until such time as Contractor has on file with the City Finance Department a current W-9 form available from the IRS website (www.irs.gov) and has obtained a currently valid Petaluma business license pursuant to the Petaluma Municipal Code.
- D. City's obligation to pay compensation to Contractor as provided herein is contingent upon Contractor's performance of the Services pursuant to the terms and conditions of this Agreement and any amendments thereto. The City may, at any time, by giving fifteen (15) days written notice, delete or add to the Services. If such changes cause an increase or decrease in the amount due under the contract, an equitable adjustment shall be made and the contract amended in writing accordingly.
- E. **Charge For Services Not Performed:** If the Services are not performed in accordance with the Agreement, including performance of Services pursuant to the specific frequency tables in Exhibit A, in addition to any other available remedy, the City may self perform or obtain substitute performance and deduct the cost from amounts due or that may become due to the Contractor.
- F. **Emergency Services:** From time to time, on an as-needed basis, the City shall contact the Contractor to perform emergency services. The City will provide as much advance notice as possible. After the work is explained to the Contractor by the Director of Public Works or his representative, the Contractor shall dispatch (within 2 hours) the appropriate number of authorized personnel and equipment required to complete this emergency work in a timely and efficient manner. Contractor shall be compensated for such work at the Emergency Work rate as set forth in the Bid Documents.
3. **Modifications.** This agreement shall not be modified, except in writing, by amendment, executed by all parties. Oral change orders are not permitted. No change in this Agreement shall be made unless the City of Petaluma gives its prior written approval therefore. The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification changes not properly ordered by written modification to the Agreement and signed by the City of Petaluma.
4. **Term.** The term of this Agreement commences on the Effective Date, and terminates on _____, unless sooner terminated in accordance with Section 5. This Agreement may be renewed by giving 30 days' notice to the City prior to the expiration date requesting renewal for an additional one (1) year term. It shall be within the sole discretion of the City as to whether the additional term shall be renewed. Upon termination, any and all of City's documents or materials provided to Contractor and any and all of the documents or materials prepared for City or relating to the performance of the Services, shall be delivered to the City as soon as possible, but not later than fourteen (14) days after termination of the Agreement.
5. **Termination.** City may terminate this Agreement without cause upon ten (10) days' written notice. City may immediately terminate or suspend this Agreement for cause. Cause for immediate termination or suspension shall include, but not be limited to, any breach of this Agreement by Contractor or Contractor's bankruptcy or insolvency. Upon receipt of notice of termination or suspension for cause, Contractor shall immediately stop all work in progress under this Agreement. In the event of early termination of this Agreement by City, Contractor shall be entitled to payment for all Services performed to the date of termination to the extent such Services were performed to the satisfaction of City in accordance with the terms and conditions of this Agreement. If City terminates this Agreement for cause, Contractor shall be liable to City for any excess cost City incurs for completion of the Services.
6. **Contractor's Representations And Requirements.**
- A. **Independent Contractor:** Contractor represents that Contractor possesses distinct professional skills in performing the Services. City has relied upon said representation as a material inducement to enter into this Agreement. Contractor shall, therefore, provide properly skilled professional and technical personnel to perform all Services under this Agreement. It is expressly understood that Contractor and its agents and employees shall act in an independent capacity and

as an independent contractor and not as officers, employees or agents of City. This Agreement shall not be construed as an agreement for employment.

- B. **Qualifications:** All work will be accomplished by qualified personnel. In the event uncorrected non-conforming workmanship continues for the same cause after three (3) written notices to the Contractor from the Director of Public Works or his designee, such continued failure to correct shall constitute grounds for termination of the Agreement.
- C. **Background Checks:** All Contractor personnel who will be working in City of Petaluma facilities during the effective dates of this Agreement and any subsequent renewal periods are required to be fingerprinted and have a background check performed by a City of Petaluma public safety official. All persons in the employ of the Contractor and working in a City facility must be a United States citizen or be an individual who has a legal right to work in the United States. The Contractor must verify citizenship or legal right to work in the United States and retain an I-9 form for each person in the employ of the Contractor and working in a City facility. On the I-9 form, the Contractor must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9. This security check must be completed and a security clearance issued prior to said personnel receiving a City-issued contract employee badge and beginning any work within a City facility. Contractor personnel who do not have clearance will not be allowed in any City facility. Repeated failure to perform the Services, as outlined, shall constitute grounds for termination of this contract.

The Contractor will cover the current cost, as determined by the Petaluma Police Department for each fingerprint and background check.

No person in the employ of the Contractor, who will be designated for employment to work in any City facilities, shall have been convicted of any felony or a crime relating to theft, violence, or a violation of the California Health and Safety Codes. Any violation of this provision shall constitute grounds for termination of this contract.

All persons in the employ of the Contractor, who will be designated for employment to work in any City facilities, shall wear Contractor supplied uniforms which identify them as Contractor's employees, and shall wear a City issued contract employee ID badge at all times while working in a City facility.

Any persons in the employ of the Contractor, who no longer works at a City facility, shall return to the Director of Public Works or his representative the City issued ID badge. This person(s) shall then be removed from the Department of Justice Subsequent Arrest Program.

- D. **Contractor Contact Information:** Contractor will provide an English speaking supervisor on an on-call and emergency basis. Said supervisor must be available twenty-four (24) hours per day, seven (7) days a week. Contractor will provide a phone number where Contractor or Contractor's English-speaking representative can be reached on weekends and evenings. Contractor agrees to return any City-initiated phone call within one (1) hour of receipt. Failure to return 3 phone calls within the allotted time period within a ninety (90) day period shall be grounds for termination of the Agreement.

- E. Contractor agrees to perform a review of all Services outlined in the Agreement on a monthly basis with the Director of Public Works or his designated representative. The Contractor agrees to accompany the City's representative on non-scheduled inspection tours of the specific areas when requested by the City representative.
7. **Damage To Existing Property.** The Contractor will be held responsible for any damage to existing real property, work, materials or equipment, as a result of performance of the Services, and shall repair or replace any damaged real property, work, materials or equipment to the satisfaction of, and at no additional cost to, the City. If the City finds that repairs or changes are required in connection with this Agreement, which, in the opinion of the City are rendered necessary as the result of the use of materials, equipment or workmanship which are inferior, defective or not in accordance with the terms of the Agreement, the Contractor shall, within five (5) days upon receipt of notice from the City, place in satisfactory condition, in every particular way, all of such work, correct all defects therein, and make good on all damages. If the Contractor fails to correct any such damage at the Contractor's expense, the City may effect such repair as necessary, and deduct the cost from amounts due or that may become due the Contractor.
8. **Supervision.** The Contractor shall arrange for satisfactory supervision in the performance of all Services. The Contractor or Contractor's English-speaking supervisors shall be available at all times when the Services are in progress, and to receive instructions from the City representative.
9. **Safety.** The Contractor shall observe all pertinent safety practices and comply with any applicable safety regulations with respect to the performance of the Services.
10. **Facilities and Equipment.** Contractor shall, at his sole cost and expense, furnish all facilities and equipment that may be required for performing Services pursuant to this Agreement. The City of Petaluma shall furnish to Contractor no facilities or equipment, unless the City otherwise agrees in writing to provide the same.
- A. The Contractor shall furnish, at the Contractor's expense, all supplies and equipment necessary to properly perform the Services. These supplies and equipment include, but are not limited to, waxes, floor finishers, cleansers, floor strippers, sealers, detergents, cleaning powder, disinfectants, metal and furniture polishes, glass cleaner, brooms, mops, mop presses, sweeping tools and cloths, buckets, brushes, sponges, squeegees, wet and dry vacuum cleaners, janitor carts, ladders, floor machines, carpet extractors, adequate floor machine scrub and polish brushes and pads.
- B. Contractor is not responsible for furnishing the following consumable paper products and supplies: toilet tissue, paper towels, seat protectors, wastebasket and trash receptacle liners, hand soap for restroom dispensers, and sanitary napkin liners.
- C. The City of Petaluma shall not be responsible for damage to or loss of Contractor's equipment, supplies, or property left on the premises.
11. **Warranties.** The Contractor warrants that the equipment and materials incorporated into the performance of the Services shall be unconditionally guaranteed to be free from any defects in design, material, and/or workmanship under normal use.

12. **Licenses, Permits, Etc.** Contractor shall, at Contractor's sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits or other such approvals which are legally required for performing the Services.
13. **Time.** Contractor shall devote such time to the performance of the Services as may be reasonably necessary for satisfactory performance of Contractor's obligations pursuant to this Agreement.
14. **Inspection.** Contractor shall provide the City every reasonable opportunity to ascertain that the Services are being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, shall be subject to inspection and approval by the City. The inspection of such work shall not relieve Contractor of any of its obligations pursuant to this Agreement.
15. **Progress Reports.** Upon the City's request, Contractor shall provide, in a form acceptable to City, written progress reports of all oral and written observations, opinions, recommendations, analyses, progress and conclusions related to Contractor's performance of the Services.
16. **Confidentiality.** In the course of Contractor's employment, Contractor may have access to trade secrets and confidential information, disclosure of which is protected or limited by law. Contractor shall not directly or indirectly disclose or use any such confidential information, except as required for the performance of the Services.
17. **Conflict of Interest.** Contractor represents that it presently has no interest, and covenants that it shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services hereunder. Contractor further covenants that, in the performance of this Agreement, it shall not employ any subcontractor or person having such a conflict of interest. Contractor represents that no one who has or will have any financial interest under the Agreement is an officer or employee of City. If such conflict of interest arises during this Agreement or any extension, Contractor will immediately advise City and City may, at its sole discretion, immediately terminate this Agreement.
18. **Contractor No Agent.** Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.
19. **Standard of Performance.** Contractor shall perform all the Services in a manner consistent with the standards of Contractor's profession. All instruments of service of whatsoever nature, which Contractor delivers to City pursuant to this Agreement, shall be prepared in a substantial, workmanlike manner and conform to the standards of Contractor's profession. All such instruments of service shall become the sole and exclusive property of City upon delivery of the same.
20. **Assignment/Transfer.** No assignment or transfer in whole or in part of this Agreement shall be made without the prior written consent of City.
21. **Subcontractors.** Contractor shall directly perform all Services, and shall not subcontract any portion of performance of the Services without the prior written consent of City. Any such subcontractors shall be required to comply, to the full extent applicable, with the terms and conditions of this Agreement, including but not limited to, procuring and maintaining insurance coverage as required herein and which shall name City as an additional insured.
22. **Emergency Work.** From time to time, on an as needed basis, the City shall contact the Contractor to perform work not specified in Exhibit A. Contractor agrees to dispatch the appropriate number of personnel and equipment to complete the extra work. Extra work performed by the Contractor will be paid at the rate of \$_____ per hour.
23. **Compliance With All Laws.** Contractor shall fully comply with all applicable local, state and federal rules, laws, regulations and ordinances pertaining to the performance of the Services required hereunder.

This Agreement is subject to the requirements of Petaluma Municipal Code, Chapter 8.36, Living Wage. To the extent that any other government agency or entity provides compensation for any Services, Contractor shall comply with all rules and regulations applicable to such fiscal assistance.

24. **Recycled Content, Recyclability.**

- A. Recycled Content Preference: It is the City policy, whenever practicable, to purchase functional products which contain, in order of preference:
 - 1. The highest percentage of post-consumer recovered material available in the marketplace; and
 - 2. The highest percentage of secondary waste recovered material available in the marketplace.
- B. Recyclability and Waste Reduction: In addition to the recovered material content of a product, important criteria in selecting products shall also be:
 - 1. The ability of the product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs; and
 - 2. The volume and toxicity of waste and by-product a given product and its packaging generate in their manufacture, use, recycling, and disposal. Products and packaging designed to minimize waste and toxic by-products in their manufacture, use, recycling, and disposal shall be preferred.
- C. Equipment Compatability: Equipment purchased or leased by the City shall be compatible, whenever practicable, with the use of recycled-content products.
- D. Definitions: For the purpose of this general provision, a "recycled product" means all materials, goods, and supplies, no less than 50% of the total weight of which consists of secondary and post-consumer waste with not less than 10% of its total weight consisting of post-consumer waste. "Post-consumer waste" means a finished material which would normally be disposed of as solid waste, having completed its life cycle as a consumer item, and does not include manufacturing waste. "Secondary waste" means fragments of products or finished products of a manufacturing process which has converted a virgin resource into a commodity of real economic value, and includes post-consumer waste, but does not include excess virgin resources of the manufacturing process.

25. **Discrimination.** During the performance of this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, ancestry, gender, sexual orientation, age or physical or mental disability in violation of any applicable law.

26. **Notice.** Except as otherwise specified in this Agreement, all notices to be sent pursuant to this Agreement shall be made in writing, and sent to the Parties at their respective addresses specified below or to such other address as a Party may designate by written notice delivered to the other Party in accordance with this Section. All such notices shall be sent by:

- (i) personal delivery, in which case notice is effective upon delivery;
- (ii) certified or registered mail, return receipt requested, in which case notice shall be deemed delivered on receipt if delivery is confirmed by a return receipt;

- (iii) nationally recognized overnight courier, with charges prepaid or charged to the sender's account, in which case notice is effective on delivery if delivery is confirmed by the delivery service; or
- (iv) facsimile transmission, in which case notice shall be deemed delivered upon transmittal, provided that (a) a duplicate copy of the notice is promptly delivered by first-class or certified mail or by overnight delivery, or (b) a transmission report is generated reflecting the accurate transmission thereof. Any notice given by facsimile shall be considered to have been received on the next business day if it is received after 5:00 p.m. recipient's time or on a non-business day.

City: City Clerk
 City of Petaluma
 Post Office Box 61
 Petaluma, California 94953
 Telephone: (707) 778-4360
 Facsimile: (707) 778-4554

And:

 Telephone: _____
 Facsimile: _____

Contractor: _____

 Telephone: _____
 Facsimile: _____

- 27. **Ownership of Documents.** All original papers, documents or computer material on disk or microfilm, and copies thereof, produced as a result of this Agreement, shall be the property of City and may not be used by Contractor without the written consent of City. Copies of such documents or papers shall not be disclosed to others without the written consent of the City Manager or his or her designated representative.
- 28. **Indemnification.** Contractor agrees to indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including, without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Contractor's performance of the Services or its failure to comply with any of its obligations contained in this Agreement. Notwithstanding the foregoing, to the extent that this Agreement is a "construction contract" as defined in California Civil Code section 2783, as amended from time to time, such duty to indemnify shall not apply when to do so would be prohibited by California Civil Code section 2782. In the event that Contractor or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless the City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.
- 29. **Insurance.** Contractor shall comply with the "Insurance Requirements for Contractors" in Exhibit B-_____, attached hereto and incorporated herein by reference. [*Indicate attached exhibit, e.g., "B-1" or "B-2."*]
- 30. **Amendment.** This Agreement may be amended only by a written instrument executed by both Parties.
- 31. **Litigation.** If litigation ensues which pertains to the subject matter of Contractor's Services hereunder, Contractor, upon request from City, agrees to testify therein at a reasonable and customary fee.

32. **Construction.** This Agreement is the product of negotiation and compromise on the part of both Parties and that the Parties agree that, notwithstanding Civil Code section 1654, any uncertainty in the Agreement shall not be construed against the drafter of the Agreement.
33. **Governing Law; Venue.** This Agreement shall be enforced and interpreted under the laws of the State of California and the City of Petaluma. Any action arising from or brought in connection with this Agreement shall be venued in a court of competent jurisdiction in the County of Sonoma, State of California.
34. **Non-Waiver.** The City's failure to enforce any provision of this Agreement or the waiver thereof in a particular instance shall not be construed as a general waiver of any part of such provision. The provision shall remain in full force and effect.
35. **Severability.** If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
36. **No Third Party Beneficiaries.** The Parties do not intend to create, and nothing in this Agreement shall be construed to create any benefit or right in any third party.
37. **Mediation.** The Parties agree to make a good faith attempt to resolve any dispute arising out of this Agreement through mediation prior to commencing litigation. The Parties shall mutually agree upon the mediator and shall divide the costs of mediation equally.
38. **Contractor's Books and Records.**
- A. Contractor shall maintain any and all ledgers, books of accounts, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the City for a minimum period of three (3) years or for any longer period required by law, from the date of final payment to Contractor pursuant to this Agreement.
 - B. Contractor shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years or for any longer period required by law, from the date of termination or completion of this Agreement.
 - C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Manager, City Attorney, City Finance Director, or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at Petaluma City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Contractor's address indicated for receipt of notices in this Agreement.
 - D. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Contractor's business, City may, by written request by any of the above-named officers, require that custody of the records be given to the City and that the records and documents be maintained in Petaluma City Hall. Access to such records and documents shall be granted to any party authorized by Contractor, Contractor's representatives, or Contractor's successor in interest.
39. **Headings.** The headings used in this Agreement are for convenience only and are not intended to affect the interpretation or construction of any provisions herein.
40. **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Contractor shall survive the termination of this Agreement.
41. **Entire Agreement.** This Agreement, including the exhibits attached hereto and incorporated herein, constitutes the entire agreement between the Parties with respect to the Services, and supersedes all prior agreements or understandings, oral or written, between the Parties in this regard.

IN WITNESS WHEREOF, the parties hereto have executed this document the day, month and year first above written.

CITY OF PETALUMA

CONTRACTOR

City Manager

By _____
Name

ATTEST:

Title

City Clerk

Address

APPROVED AS TO FORM:

City State Zip

City Attorney

Taxpayer I.D. Number

Petaluma Business Tax Certificate Number

file name:

EXHIBIT B-1
INSURANCE REQUIREMENTS
FOR ALL AGREEMENTS

Contractor's performance of the Services under this Agreement shall not commence until Contractor shall have obtained all insurance required under this paragraph and such insurance shall have been approved by the City Attorney as to form and the Risk Manager as to carrier and sufficiency. All requirements herein provided shall appear either in the body of the insurance policies or as endorsements and shall specifically bind the insurance carrier.

Contractor shall procure and maintain for the duration of the contract all necessary insurance against claims now and in the future for injuries to persons or damages to property which may arise from or in connection with the performance of the Services by the Contractor, the Contractor's agents, representatives, employees and subcontractors.

A. Required Minimum Scope of Insurance

- Coverage shall be at least as broad as:
Insurance Services Office Commercial General Liability coverage:
 - a. Personal injury;
 - b. Contractual liability.
- Insurance Services Office form covering Automobile Liability (any auto), if no company owned autos, non-owned and hired auto applies.
- Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- Professional Liability/Errors and Omissions
- Crime/Employee Blanket Fidelity Bond
- Property Insurance against all risks of loss to any tenant improvements or betterments.
- Pollution Liability Insurance
- Garage Liability
- Garagekeepers Insurance
- Technology Professional Liability Errors and Omissions Insurance (IT Consultant)/Cyber Liability
- Abuse or Molestation Liability Coverage

A.1 Required for All Contracts

- Policy Endorsements or Excerpts from the Policy Pursuant to Section D
 - Copy of the Declarations and Policy Endorsements Page for the CGL Policy

B. Minimum Limits of Insurance

- Consultant shall maintain limits no less than:
- General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate liability is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.
 - Products/Completed Operations: \$1,000,000 per occurrence/aggregate.
 - Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
 - Employer's Liability: Bodily Injury by Accident - \$1,000,000 each accident.
Bodily Injury by Disease - \$1,000,000 policy limit.
Bodily Injury by Disease - \$1,000,000 each employee.
 - Professional Liability/Errors and Omissions: \$1,000,000 per occurrence or claim. If the policy provides coverage on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work.
 - Crime/Employee Blanket Fidelity Bond - \$1,000,000: Contractor, at its own cost and expense, must maintain a Crime/Employee Blanket Fidelity Bond in the amount of \$1,000,000 per employee covering dishonesty, forgery, alteration, theft, disappearance,

destruction (inside or outside).

- All Risk Property Insurance: Full replacement cost.
- Pollution legal liability with limits no less than \$1,000,000 per occurrence or claim and \$2,000,000 policy aggregate. If the policy provides coverage on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work.
- Garage Liability: \$1,000,000 per occurrence.
- Garagekeepers Insurance: \$1,000,000 per occurrence.
- Technology Professional Liability Errors and Omissions Insurance appropriate to the Consultant's profession and work hereunder, with limits not less than \$1,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of the Consultant. If not covered under the Consultant's liability policy, such "property" coverage of the City may be endorsed onto the Consultant's Cyber Liability as covered property as follows:

Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City that will be in the care, custody, or control of the Consultant.

The Insurance obligations under this agreement shall be the greater of 1) all the Insurance coverage and limits carried by or available to the Consultant; or 2) the minimum Insurance requirements shown in this Agreement. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to the City. No representation is made that the minimum Insurance requirements of this Agreement are sufficient to cover the indemnity or other obligations of the Consultant under this agreement.

- Abuse or Molestation Liability Coverage: \$1,000,000 per occurrence; \$2,000,000 aggregate.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured (Contractor) or the City.

City reserves the right to review any and all of the required insurance policies, declaration pages, and/or endorsements, but has no obligation to do so. City's failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or City's failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

D. Other Insurance Provisions

The required general liability and automobile policies are to contain, or be endorsed to contain the following provisions:

1. Additional Insured: The City, its officers, officials, employees, agents and volunteers are to be covered as Additional Insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.
2. Primary and Non-Contributory: For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.
4. The Consultant's insurance 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.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
6. Waiver of Subrogation: Consultant agrees to waive subrogation rights for commercial general liability, automobile liability and worker's compensation against City regardless of the applicability of any insurance proceeds, and to require all contractors, subcontractors or others involved in any way with the Services to do likewise.
7. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirement and/or limits shall be available to the additional insured. Furthermore, the requirement for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater.
8. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City of Petaluma before the City of Petaluma's own insurance or self-insurance shall be called upon to protect it as a named insured.

E. Acceptability of Insurers
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

F. Verification of Coverage

NOTE: The City of Petaluma is now using an online insurance program, PINS Advantage. Once you have been awarded a contract with the City of Petaluma, you will receive an e-mail from PINS Advantage/City of Petaluma requesting that you forward the e-mail to your insurance agent(s). Consultant shall furnish the City with Certificate of Insurance along with Declarations and Endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before the Services commence.

EXHIBIT C

ACKNOWLEDGEMENT AND CERTIFICATION PURSUANT TO CITY OF PETALUMA LIVING WAGE ORDINANCE PETALUMA MUNICIPAL CODE CHAPTER 8.36

The City of Petaluma Living Wage Ordinance (“Ordinance”), Petaluma Municipal Code Chapter 8.36, applies to certain service contracts, leases, franchises and other agreements or funding mechanisms providing financial assistance (referred to hereafter as an “Agreement”) between the City of Petaluma (“City”) and/or the Petaluma Community Development Commission (“PCDC”) and contractors, lessees, franchisees, and/or recipients of City and/or PCDC funding or financial benefits (“covered entities”).

Pursuant to Petaluma Municipal Code Section 8.36.120, as part of any bid, application or proposal for any Agreement subject to the Ordinance, the covered entity shall:

- Acknowledge that the covered entity is aware of the Ordinance and intends to comply with its provisions.
- Complete the Report of Charges, Complaints, Citations and/or Findings contained in this Acknowledgement and Certification by providing information, including the date, subject matter and manner of resolution, if any, of all wage, hour, collective bargaining, workplace safety, environmental or consumer protection charges, complaints, citations, and/or findings of violation of law or regulation by any regulatory agency or court including but not limited to the California Department of Fair Employment and Housing, Division of Occupational Safety and Health (OSHA), California Department of Industrial Relations (Labor Commissioner), Environmental Protection Agency and/or National Labor Relations Board, which have been filed or presented to the covered entity within the ten years immediately prior to the bid, proposal, submission or request.

Pursuant to Petaluma Municipal Code Section 8.36.120, before the beginning of the term of any covered Agreement, or prior to the execution of said Agreement by the City or the PCDC, each covered entity shall certify that its employees are paid a living wage that is consistent with Petaluma Municipal Code Chapter 8.36.

By executing this Acknowledgement and Certification, the covered entity (i) acknowledges that it is aware of the Ordinance and intends to comply with its provisions, (ii) attests to the accuracy and completeness of information provided in the Report of Charges, Complaints, Citations and/or Findings contained herein, (iii) certifies that it pays its covered employees a Living Wage as defined in Petaluma Municipal Code Chapter 8.36 and (iv) attests that the person executing this Acknowledgement and Certification is authorized to bind the covered entity as to the matters covered in this Acknowledgment and Certification.

SO ACKNOWLEDGED and CERTIFIED:

Project or Contract I.D: _____

_____ Date: _____
(Print Name of Covered Entity/Business Capacity)

By _____
(Print Name)

/s/ _____
(Signature)

Its _____
(Title /Capacity of Authorized Signer)

**REPORT OF CHARGES, COMPLAINTS, CITATIONS AND/OR FINDINGS
PURSUANT TO PETALUMA MUNICIPAL CODE SECTION 8.36.120**

FOR EACH WAGE, HOUR, COLLECTIVE BARGAINING, WORKPLACE SAFETY, ENVIRONMENTAL OR CONSUMER PROTECTION CHARGE, COMPLAINT, CITATION, AND/OR FINDING OF VIOLATION OF LAW OR REGULATION BY ANY REGULATORY AGENCY OR COURT, INCLUDING BUT NOT LIMITED TO THE CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING, DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (OSHA), CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS (LABOR COMMISSIONER), ENVIRONMENTAL PROTECTION AGENCY AND/OR NATIONAL LABOR RELATIONS BOARD, WHICH:

- AFFECTS YOU AS A PROSPECTIVE CONTRACTOR, SUBCONTRACTOR, LESSEE, FRANCHISEE AND/OR PARTY TO ANY CITY OF PETALUMA AND/OR PETALUMA COMMUNITY DEVELOPMENT COMMISSION-FUNDED AGREEMENT OR BENEFIT SUBJECT TO PETALUMA MUNICIPAL CODE CHAPTER 8.36 (LIVING WAGE ORDINANCE), AND
- HAS BEEN FILED OR PRESENTED TO YOU WITHIN THE TEN YEARS IMMEDIATELY PRIOR TO THE BID, PROPOSAL, SUBMISSION OR REQUEST FOR WHICH THIS ACKNOWLEDGEMENT AND CERTIFICATION IS MADE.

PLEASE PROVIDE THE DATE, THE REGULATORY AGENCY OR COURT MAKING THE CHARGE COMPLAINT, CITATION OR FINDING, THE SUBJECT MATTER AND THE MANNER OF RESOLUTION, IF ANY, FOR EACH SUCH CHARGE COMPLAINT, CITATION OR FINDING.

IF NONE, PLEASE STATE "NONE": _____

ATTACH ADDITIONAL PAGES IF NEEDED.

Date: _____

Regulatory Agency or Court: _____

Subject Matter: _____

Resolution, if any: _____

Expected resolution, if known: _____