

# CITY OF PORT ORCHARD REQUEST FOR PROPOSAL (RFP)

## JANITORIAL SERVICES NOVEMBER 2019

**I. PROJECT DESCRIPTION**

The City of Port Orchard, hereinafter referred to as the City, will be receiving sealed proposals for janitorial services for the following four (4) city facilities:

Facility Name	Address	Building Square Footage (est)
City Hall	216 Prospect Street	28,000
Department of Community Development	720 Prospect Street	3,000
Active Club	1025 Tacoma Avenue	3,850
Public Works Shop	1535 Vivian Court	2,000

The City of Port Orchard reserves the right to amend terms of this Request for Proposal (RFP) to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses. It is the responsibility of the bidder to check the website periodically for any updates/addenda to this proposal.

**II. SITE VISIT**

Walk-throughs are recommended and can be scheduled by calling the Public Works Office at 360.876.4991.

**III. CONTRACT TERM**

The contract will be for three (3) years through December 31<sup>st</sup> 2022. The City reserves the right to offer one (1) two-year extension.

**IV. REQUEST FOR PROPOSAL SCHEDULE**

Request for Proposal - Advertisement (Daily Journal of Commerce, Port Orchard Independent, City website)	November 22 <sup>nd</sup> and 29 <sup>th</sup> 2019
Request for Proposal Due	December 6, 2019 @ 12:00pm
Contract to Council	December 17, 2019
Contractor to Commence Work	January 2, 2020

**V. ACCEPTANCE OR REJECTION OF PROPOSALS**

The City reserves the right to accept or reject any or all proposals, to waive all minor technicalities, and to accept the proposal or proposals determined to be the most advantageous to the City. Additionally, the City may accept a proposal subject to an exception if, in the sole judgment of the City, the proposal meets or exceeds the City's specifications.

**VI. RETAINAGE AND BONDS**

The City will hold 5% retainage on each invoice. At the end of the year, after Labor & Industries approves the affidavit and the City receives notification, the retainage release process will begin.

No other bonds are required for this contract.

**VII. QUESTIONS AND INQUIRIES**

Questions and inquiries can be directed to the Public Works Department by email at [publicworks@cityofportorchard.us](mailto:publicworks@cityofportorchard.us).

**VIII. OWNERSHIP OF WORK PRODUCT**

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the consultant or the Consultant's subcontractors for delivery to the City under this RFP shall be the sole and absolute property of the City. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. §101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to prepare a proposal in response to this RFP but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the City is owned by the consultant and is not "work made for hire" within the terms of this RFP.

**IX. PUBLIC RECORDS REQUEST**

This RFP and all public records associated with proposals submitted in response to this RFP shall be available from the City for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Consultant are needed for the City to respond to a request under the Act, as determined by the City, the Consultant agrees to make them promptly available to the City. If the Consultant considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Consultant shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Consultant and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligations shall be to notify the Consultant of: (a) the request; and (b) the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Consultant fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

**X. SCOPE OF SERVICES**

Perform all aspects of janitorial services on the scheduled days/times for the described facilities in accordance with professional industry standards. Established standards indicate a minimum level of cleaning. All public access areas as well as staff areas are to be cleaned and maintained in such a manner to reflect the professional level of work, conduct and service that the staff and citizen of the City of Port Orchard expect and deserve. Cleaning standards are intended to provide a level of cleaning where custodial services will not be noticeable to a casual observer. Dust, dirty carpets, stains, spills, smudges on doors, windows and walls are all quickly noticeable by staff and public and draw attention to the custodial services being provided and are not acceptable. Services are to be provided outside of normal business hours and should not conflict with, interfere, or disrupt City business, meetings or events.

**The Contractor agrees to provide all cleaning agents and necessary supplies, tools and equipment within the scope of this proposal.**

A detailed scope of services for each building is attached as Exhibit A.

There may be an occasion where an event requires adjustment in hours. Contractor to be provided a minimum of seventy-two (72) hour notice for such an instance.

**XI. CONTRACTOR'S EMPLOYEES**

All personnel employed by the Contractor are not and shall not be employed by the City.

Contractor's employees are not to disturb papers on desks, open drawers, cabinets, files or bookcases. Employees shall not make use of any building equipment such as computers, appliances, telephones, copiers or printers.

**XII. BACKGROUND CHECKS**

Prior to initiation of this service contract, the Contractor shall provide the City with full names and dates of birth of all employees who will have access to City facilities. The City reserves the right to restrict access to City facilities by any person found to have a relevant or felony criminal history.

**XIII. PROPOSAL FORMAT AND CONTENT**

Proposals which do not address the items in this section will be considered incomplete and will be deemed non-responsive by the City.

**A. Letter of Transmittal**

**B. Total Price/Fee Structure**

Contractor's proposal provides the best value for the City's business needs. Please include the proposal forms included in this Request for Proposal in this section.

**C. Experience**

Contractor's proposal demonstrates:

- Experience in providing professional janitorial service in similar environments (i.e. facilities with visitors, guest; administration/office areas; older facilities; community centers);
- Knowledge of current industry practices, green operations and materials;

- Safety standards/plans for the use of all cleaning products and equipment;
- Must be a contracted janitorial company in business for a minimum of the last five (5) years.

**D. References**

Contractor’s proposal includes at least three (3) references that:

- Are relevant to the City of Port Orchard’s janitorial needs;
- Are relevant to working in facilities similar in type to Port Orchard’s;
- Can provide feedback on the Contractor’s past performance in areas of customer service, ability to work independently, willingness to work with others as needed, ability to meet required deadlines, and attitude of respect for co-workers and guests.

**E. Approach/Evaluation of Performance/Ability to Start**

Contractor’s proposal outlines:

- A defined approach to site staffing and supervision;
- A defined process for initial and on-going training;
- A defined process for service evaluation to ensure proper personnel are placed and meeting expectations;
- The number of staff assigned to the contract, and the time needed to place them once the contract is awarded;
- Contractor’s ability to perform the work on a consistent and timely basis as determined by information contained in the proposal and references;

**F. Quality of Proposal**

The information contained in the Contractor’s proposal is:

- Clearly stated;
- Presented in an organized manner;
- Complete – provided the information and materials requested.

**XIV. EVALUATION CRITERIA AND SELECTION PROCESS**

The basis of award will be to the respondent receiving the most points based on the following criteria:

Total Price/Fee Structure	40 Points
Experience	25 Points
Proven ability, experience, reliability and references	15 Points
Approach/Evaluation of Performance/Ability to Start	15 Points
Quality of Proposal	5 Points
Total Points Possible	100 Points

**XV. SUBMITTAL**

Three (3) copies of the proposal are due to the City of Port Orchard Clerk’s Office prior to 12:00 p.m. on December 6, 2019. Proposals may be hand-delivered, mailed or delivered by courier to:

City of Port Orchard Clerk’s Office  
 216 Prospect Street  
 Port Orchard, WA 98366  
 Subject: Janitorial Services

No proposals will be accepted after the above-stated time. Immediately following the above-stated time, the proposals will be publicly opened and read.

All proposals should be clearly marked on the outside of the envelope with the subject line "Janitorial Services".

Any copies should be duplex printed and not use plastic or non-recyclable covers or bindings.

The City reserves the right to request clarification of information submitted and to request additional information from any proposer.

The City shall not be responsible for any costs incurred by the Contractor in preparing, submitting, or presenting its bid.

Inquiries regarding the RFP can be directed to the Public Works Department at [publicworks@cityofportorchard.us](mailto:publicworks@cityofportorchard.us).

Before receiving an award, the successful proposer will be required to provide the City of Port Orchard with copies of their current State of Washington and City of Port Orchard Business License and Certificates of Insurance.

A committee of individuals to be selected by the City of Port Orchard Public Works Department will perform evaluations of the proposals. The proposals will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. The firm with the highest cumulative score will be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest proposer may be contacted for negotiations. The City reserves the right to award the contract to the highest ranked firm without further discussions.

It is anticipated that contract approval will occur on December 17, 2019 and contractor to commence work on January 2<sup>nd</sup> 2020.

## PREVAILING WAGES

Per RCW39.12.030, this is a prevailing wage contract and workers shall receive the prevailing wage rate as established by Labor and Industries (L&I).

The vendor is required to pay, at a minimum, the applicable prevailing wage rates to those employees performing services under the Contract. The applicable wage rates are set forth in the State of Washington Department of Labor and Industries Prevailing Wage Rate Schedule, RCW 39.12.020.

The project site is located in Kitsap County.

The prevailing wage schedule in effect for the work under the Contract will be the one in effect upon the prime contractor's bid due date with these exceptions:

- If the project is not awarded within six (6) months of the bid due date, the award date (the date the contract is executed) is the effective date.
- If the project is not awarded pursuant to bids, the award date (the date the contract is executed) is the effective date.
- Janitorial contracts follow WAC 296-127-023.

The prime contractor bid due date is December 6, 2019.

Except for janitorial contracts, the rates in effect on the bid due date shall apply for the duration of the contract (unless otherwise noted in the solicitation).

It is the responsibility of the vendor to ensure the appropriate labor classification(s) are identified and that the applicable wage and benefit rates are taken into consideration when preparing their proposal according to these specifications.

The selected vendor must submit to the Department of Labor and Industries, a "Statement of Intent to Pay Prevailing Wages". A copy of the certified Intent Statement must be submitted to the City prior to payment of the first invoice. The vendor will pay promptly, when due, all wages accruing to its employees.

All invoice or payment applications are required to bear the following signed statement: "I certify that wages paid under this contract are equal to or greater than the applicable wage rates set forth in the Washington State Prevailing Wage Rates for Public Works Contracts issued by the State of Washington Department of Labor and Industries."

The selected vendor must submit to the Department of Labor and Industries an "Affidavit of Wages Paid" and a copy of an approved Affidavit must be submitted at the end of the contract to the City before the last payment or any retained funds will be released.

The cost of filing a Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid with the Department of Labor and Industries shall be at no additional cost to the City. The Director of the

Department of Labor and Industries shall arbitrate all disputes of the prevailing wage rate, RCW 39.12.060 and WAC 296-127-060.

Look up the prevailing rates of pay, benefit, and overtime codes from this link:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>. A copy of the prevailing wage rates is available for viewing at the City of Port Orchard Department of Public Works. A hard copy will be mailed upon request.

For prevailing wage questions, contact the Department of Labor & Industries at PW1@Lni.wa.gov or 360-902-5335.

## REQUIRED INSURANCE

The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

### A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Employer's Liability each accident \$1,000,000, Employer's Liability Disease each employee \$1,000,000, and Employer's Liability Disease – Policy Limit \$1,000,000.

### C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
3. The City will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City will not waive their right to



subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.

4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.
- D. Acceptability of Insurers  
Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage  
Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

# PROPOSAL

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Company Name

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Address

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Contact Name

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Telephone Number

---

Email

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Washington State Labor & Industries Worker's  
Compensation Account Number

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Unified Business Identifier Number (UBI)

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Employment Security Department (Unemployment)  
Number

Has the contractor received training on the requirements related to public works and prevailing wage under chapters 39.04 and 39.12 RCW, as required in RCW 39.04.350(1)(f)?

Yes                       No

Identification of Business Organization:

The firm, by checking the applicable box, represents that it operates as:

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as \_\_\_\_\_
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify) \_\_\_\_\_

Proposer offer to provide the following janitorial services per the specifications contained herein:

The City of Port Orchard is requesting Quote Proposals to hire a janitorial firm to clean City facilities per the specifications. Materials used for cleaning must meet the approval of the Operations Manager.

The successful firm shall furnish all labor, materials, and cleaning equipment.

Quote proposal shall be based on the cleaning frequency established in this proposal.

**SUPPLIES**

**Cost**  
Actual

**Markup (max 10%)**  
\_\_\_\_\_ %

**CITY HALL**

**216 Prospect Street**

	<b>Charge</b>	<b>Quantity</b>	<b>Yearly Total</b>
<ul style="list-style-type: none"><li><b>Monthly</b> Monthly charge for City Hall janitorial services per the schedule listed in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	<b>12</b>	\$ _____
<ul style="list-style-type: none"><li><b>Quarterly</b> Quarterly charge for City Hall janitorial services listed under “Quarterly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	<b>4</b>	\$ _____
<ul style="list-style-type: none"><li><b>Yearly</b> Yearly charge for City Hall janitorial services listed under “Yearly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	<b>1</b>	\$ _____
<b>City Hall Yearly Grand Total</b>			\$ _____

**DEPARTMENT OF  
COMMUNITY  
DEVELOPMENT**

720 Prospect Street

	Charge	Quantity	Yearly Total
<ul style="list-style-type: none"> <li> <b>Monthly</b>            Monthly charge for City Hall janitorial services per the schedule listed in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)         </li> </ul>	\$ _____	12	\$ _____
<ul style="list-style-type: none"> <li> <b>Quarterly</b>            Quarterly charge for City Hall janitorial services listed under “Quarterly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)         </li> </ul>	\$ _____	4	\$ _____
<ul style="list-style-type: none"> <li> <b>Yearly</b>            Yearly charge for City Hall janitorial services listed under “Yearly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)         </li> </ul>	\$ _____	1	\$ _____

<b>Department of Community Development Yearly Grand Total</b>	\$ _____
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## PUBLIC WORKS SHOP

1535 Vivian Court

	Charge	Quantity	Yearly Total
<ul style="list-style-type: none"><li><b>Monthly</b> Monthly charge for City Hall janitorial services per the schedule listed in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	12	\$ _____
<ul style="list-style-type: none"><li><b>Quarterly</b> Quarterly charge for City Hall janitorial services listed under “Quarterly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	4	\$ _____
<ul style="list-style-type: none"><li><b>Yearly</b> Yearly charge for City Hall janitorial services listed under “Yearly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	1	\$ _____

**Public Works Shop  
Yearly Grand Total**

\$ \_\_\_\_\_

## ACTIVE CLUB

1025 Tacoma Avenue

	Charge	Quantity	Yearly Total
<ul style="list-style-type: none"><li><b>Monthly</b> Monthly charge for City Hall janitorial services per the schedule listed in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	12	\$ _____
<ul style="list-style-type: none"><li><b>Quarterly</b> Quarterly charge for City Hall janitorial services listed under “Quarterly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	4	\$ _____
<ul style="list-style-type: none"><li><b>Yearly</b> Yearly charge for City Hall janitorial services listed under “Yearly” in Exhibit A – to include all labor, taxes, cleaning equipment and supervision (prevailing wages)</li></ul>	\$ _____	1	\$ _____
<b>Active Club Yearly Grand Total</b>			\$ _____

**Yearly Total for All Facilities (add all the Yearly Grand Totals from above)** \$ \_\_\_\_\_

This proposal shall remain valid for at least ninety (90) days from the latest published RFP closing date. The City of Port Orchard intends to award this contract within 30 days, pending approval of City council. \_\_\_\_\_ has received, reviewed, and agrees to Addendum (addenda's)\_\_\_\_\_,\_\_\_\_\_, and \_\_\_\_\_.

The Proposer is hereby advised that by signing this signature sheet he/she is deemed to have acknowledged all requirements contained herein.

## NON- COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and agreed to the provisions of this declaration.

The terms and conditions of this proposal are agreed to on this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

BY:

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

## EXHIBIT A – SCOPE OF SERVICES

### MAINTENANCE HOURS

City facilities are available as follows:

**1. City Hall**

- A. 1<sup>st</sup> floor is available for cleaning Monday thru Friday between 8:00 am to 4:30 pm.
- B. 2<sup>nd</sup> floor is available for cleaning Monday thru Friday between 6:00 pm to 8:00 am.
- C. 3<sup>rd</sup> floor is available for cleaning Monday thru Friday between 6:00 pm to 8:00 am, except for City Council Meetings on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Tuesday's. On those nights the Council Chambers is unavailable until 10:00 pm.

**2. Department of Community Development**

Available for cleaning Monday thru Friday between 6:00 pm to 8:00 am.

**3. Public Works Shop**

Available for cleaning Monday thru Friday between 6:00 pm to 8:00 am.

**4. Active Club**

Available for cleaning Monday thru Friday between 9:00 pm to 8:00 am.

### CITY OBSERVED HOLIDAYS:

Services shall not be performed on the following observed holidays. When a holiday falls on a regular cleaning day, services shall be performed on the next scheduled cleaning day. Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- December 25<sup>th</sup>

### AREAS TO BE CLEANED

**1. City Hall**

A. 1<sup>st</sup> floor (Police Department)

All lobby/common areas, restrooms, kitchen/breakrooms, locker rooms, office areas except for locked rooms and the evidence room

B. 2<sup>nd</sup> floor (Public Works/Finance/Clerks Departments)

All areas except locked rooms

C. 3<sup>rd</sup> floor (Courts/Council Chambers)

All areas



## 2. Department of Community Development

All areas

## 3. Public Works Shop

All areas except garage

## 4. Active Club

All areas – main floor

## CLEANING SCOPE OF WORK

### All Buildings except for Active Club

#### *Five days a Week:*

1. Empty all waste receptacles. Replace plastic liners as needed – any liner with food on it shall be replaced.
2. Empty all recycling containers.
3. Pick up debris from immediate exterior of entrance to buildings.
4. Damp clean lunchroom tables and counters using sanitizer.
5. Clean and sanitize all sinks and countertops in kitchens/breakrooms.

#### *Three days a week:*

1. Vacuum carpeted areas moving chairs and garbage cans (anything light and easy to move) including under desks and put back items moved. All visible dirt, dust and soil to be removed.
2. Spot clean carpet areas to remove spilled or soiled spots or as needed.
3. Dust, sweep or mop all hard flooring or as needed.

#### *One day a week:*

1. Sanitize and polish all drinking fountains
2. Clean interior and exterior glass doors on all building entrances.
3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and railings.
4. Stairs – Sweep/damp mop/vacuum (as appropriate). For non-concrete, finished steps, remove visible marks as needed.

### Restroom/Locker Rooms

#### *5 days a Week*

**NOTE: Cleaning tools used in restrooms shall not be utilized in general office and other areas (i.e., rags, mops, sponges, gloves, etc.)**

1. Using a germicidal cleaner, clean and sanitize all restroom fixtures including, but not limited to, toilet seats, toilet bowls, urinals and sinks.
2. Damp wipe and polish glass and mirrors.
3. Clean and sanitize all flush rings, drain and overflow outlets.
4. Clean and polish all chrome fittings.
5. Damp wipe all counters, doors, etc. using a germicidal cleaner.
6. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
7. Remove spots, stains and splashes from wall area adjacent to hand basins.
8. Damp mop all floors using germicidal cleaner.
9. Refill all dispensers.

10. Empty all containers and disposals and insert liners as required.
11. Empty and sanitize interior of sanitary containers.
12. Wash and sanitize exterior of all dispensers and containers (weekly).
13. Spot clean all walls, doors, and partitions (monthly).
14. Ensure floor and p-trap drains are flushed weekly to remove stagnated water.

## Active Club

### *2 days a Week:*

1. Dust, sweep and/or mop all hard flooring.
2. Clean and sanitize all sinks and countertops in kitchen.

## Restroom/Locker Rooms

### *5 days a Week*

***NOTE: Cleaning tools used in restrooms shall not be utilized in general office and other areas (i.e., rags, mops, sponges, gloves, etc.)***

1. Using a germicidal cleaner, clean and sanitize all restroom fixtures including, but not limited to, toilet seats, toilet bowls, urinals and sinks.
2. Damp wipe and polish glass and mirrors.
3. Clean and sanitize all flush rings, drain and overflow outlets.
4. Clean and polish all chrome fittings.
5. Damp wipe all counters, doors, etc. using a germicidal cleaner.
6. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
7. Remove spots, stains and splashes from wall area adjacent to hand basins.
8. Damp mop all floors using germicidal cleaner.
9. Refill all dispensers.
10. Empty all containers and disposals and insert liners as required.
11. Empty and sanitize interior of sanitary containers.
12. Wash and sanitize exterior of all dispensers and containers (weekly).
13. Spot clean all walls, doors, and partitions (monthly).
14. Ensure floor and p-trap drains are flushed weekly to remove stagnated water.

## ALL FACILITIES

When quarterly and yearly tasks are completed, verification of completion form will need to be submitted to the Public Works Office.

### *QUARTERLY TASKS*

1. Dust the tops of all office partitions.
2. Dust and clean customer service countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, windowsills, door frames, picture and artwork frames, molding and counters.
3. Remove dust and cobwebs from ceiling areas.
4. Dust or vacuum all supply and return air grilles and diffusers to remove all visible dust and dirt.

#### *YEARLY TASKS*

1. Clean, in appropriate manner (vacuum, wash, dust), all window blinds.
2. All hard floors in areas designated to be cleaned whether linoleum, tile or terrazzo, shall be stripped, sealed and waxed.
3. Window Cleaning – All interior windows.
4. Window Cleaning – Exterior. For City Hall, it will be the 1<sup>st</sup> and 2<sup>nd</sup> ground floor windows only