

MEETING DATE: 07/23/07

AGENDA ITEM: Authorization to Solicit Bids for Janitorial Services at City Facilities.

ATTACHMENTS

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1	Copy of the Request for Proposal	1-46

GENERAL SCOPE OF SERVICE

A. Contractor's Office

1. The Contractor shall be assigned a space in the building. The contractor shall have control of the keys to the space and shall maintain security of the space. The area shall be used for the storage of materials and equipment and locker facilities for employees.
2. The Contractor shall be responsible for maintaining the area in a clean and orderly fashion.

B. Materials and Equipment

1. The purchase, storage, receipt, and stocking of washroom supplies (e.g., paper towels, toilet tissues, sanitary napkins, plastic garbage can liners, soaps, etc.) and cleaning supplies shall be the responsibility of the Contractor.
2. Cleaning materials shall be the first quality and used in quantities to produce a satisfactory cleaning result. Cleaning materials shall be subject to approval by the City's representative prior to their purchase by the Contractor. City shall have the option to require Contractor to furnish a certified chemical analysis of any such cleaning materials. In no event, however, shall materials be of a type, or used in quantities, or by methods, that will damage the property or equipment, or that will cause any increase of premium for the insurance of the building or premises, or any part, above the lease hazardous rate.
3. The Contractor shall purchase, repair and maintain all equipment required to complete the work.
4. All equipment shall be maintained in a satisfactory operating condition and shall be replaced by the Contractor as required to prevent damage to the property.

C. Safety and Security

1. The Contractor, at his/her expense, shall take every precaution for the safety of his employees and the property in the progress of work.
2. At the minimum, each employee of the contractor shall wear uniforms and/or badges/identification cards that clearly indicate the company's name.
3. The contractor's supervisor will be responsible to complete a summary report and turn it in daily to the Public Works Department's Facilities Maintenance Manager. The report will indicate maintenance problems that need to be addressed by the City.
4. All keys for janitorial personnel, including the supervisor's key, will be kept in a locked key box at another place designated by the City. The supervisor will check keys out from this box and will return all keys to the box at the end of the night. In the event keys are lost by any contract employee or held by a dismissed employee, there will be a \$25 re-keying charge for each cylinder affected to be paid by the Contractor.
5. The Contractor's personnel shall leave the premises with all doors locked.
6. Upon award of a contract with the City, the selected contractor shall provide to the City a list of all personnel that will be assigned to janitorial duties at the City facilities indicated in this Request for Proposal. This list of assigned personnel will be subject to a background check by the Culver City Police Department.

D. Waste Removal

1. If required by the City, wastepaper collected from the office floors shall be transported and stored in a paper storage room for a period of time. Wastepaper, which is ready for release, shall be removed by the Contractor.
2. Recyclable materials shall be collected and sorted separately from other waste materials. Selected Contractor shall comply with all City and State recycling guidelines.
3. All wastepaper shall be removed from the building each night in such a manner as to allow the trash compactor to pick it up.
4. City shall have the right to stop Contractor's personnel to check all waste removal to provide a deterrent to theft.

E. Contractor's Responsibilities

1. The Contractor shall be available for periodic meetings during non-business hours once a week with the City's representative(s) to inspect the buildings and discuss the quality of work performed
2. In conjunction with the City's role as Property Manager, the Contractor offers to perform a public relations function as it relates to the work approved by the City. However, performance of this "public relations function" shall not preclude communication of cleaning complaints from the building's occupants to the City. Occupants/tenants shall communicate all matters pertaining to the work directly to the City's representatives.
3. The Contractor shall provide a logbook for the Facilities Maintenance Office. Said logbook shall be utilized to register all requests and complaints from the maintenance office and to provide a written response regarding the disposition of the requests and complaints by the Contractor.
4. Requests for extra services to be performed by Contractor will be authorized by the use of a Purchase Order or an amendment to this Contract.
5. The Contractor is responsible for the direct supervision of its personnel through its assigned supervisor. All Contractor's employees shall be physically qualified to perform assignments, neat and clean in appearance, and subject to a security check by City's representatives.
6. The Contractor agrees that absenteeism of its employees shall not be an excuse for work not performed. In the event an employee of the Contractor is sick or absent, the Contractor shall supply an adequate replacement.
7. The Contractor's personnel shall abide by all safety and security regulations for the building as set forth by the City including individual tenant's safety and security procedures.
8. The Contractor's personnel shall turn off all lights as they proceed from one cleaning area to the next and also ensure doors to tenant suites are locked.
9. The Contractor's personnel shall not disturb papers on desks, file cabinets, or tables, and shall not open drawers or file cabinets, use any radios, typewriters, copy machines, or any other office equipment. Contractor shall not dust or touch any computer or word processor equipment.

10. The Contractor guarantees that prompt action within twelve (12) hours will be taken to resolve any complaints, which the City may have regarding the Contractor's conformance to the specifications.
11. The Contractor shall send a representative to the Facilities Maintenance Office during normal business hours (8:00 a.m. – 5:00 p.m.) to handle any problems that may arise from the performance of the previous evening's work.
12. Contractor shall cooperate with the City in ensuring the building is secure. City will be allowed to check all trash removal from the building to prevent pilfering and theft.
13. Contractor shall possess all licenses and permits required to perform the work of this contract.
14. The use of chemicals shall conform to the current local, state and federal mandates.
15. Contractor shall provide at all times throughout the duration of this contract, emergency telephone numbers which can be called for emergency conditions at any time Contractor's representatives are not immediately available at the job site. The emergency number shall be used to contact a responsible representative of the Contractor who can take the necessary action required to alleviate an emergency condition, which threatens to cause damage to property.
16. The following general procedures will be followed by all janitorial personnel:
 - Report all damage, breakage, and/or apparent plumbing or electrical problems to City's representatives immediately.
 - Become familiar with the building emergency telephone list.
 - Report any evidence of security breaches to the City's representatives immediately.
 - Maintain all janitor's closets, slop sinks and storerooms in a safe and clean condition at all times. All janitors' storage rooms provided by building for use by Contractor personnel will be kept in a neat, clean and orderly condition. Before leaving the premises each night, all of the service areas will be dust mopped and spot cleaned, where necessary, and dusted. Concrete floors will be initially sealed, dust mopped nightly and wet mopped monthly. All doors and walls will be spot cleaned nightly.
 - Lock all entrance doors during the entire cleaning operations. Only the cleaner assigned to clean each tenant suite and the supervisory staff are admitted to the respective tenant areas.
 - Close all perimeter office doors after cleaning to prevent excessive heat gain or heat loss in the interior spaces.
 - Secure all lighting as soon as possible each night.

F. Supervisor Responsibilities

1. Upon reporting for work, it will be the Contractor's supervisor's responsibility to report immediately to the Facilities Maintenance Office to obtain information regarding tenant complaints and/or special work assignments for the evening's work. The information so received will be given to the supervisor in written form and is to be reviewed. The building manager is to be informed of the complaint or inspections and take the necessary action to correct them.
2. Check to insure that all supplies and equipment necessary for the performance of the night's work is on hand.
3. Review project status and periodic maintenance status schedule for nightly assignments.

4. Have employee sign-in sheet ready.
5. Outline, in writing, periodic and special project assignments for each building.
6. As Contractor's work crew checks in, make sure each crewmember understands his/her nightly assignment - placing special emphasis on periodic maintenance, tenant complaints and special project assignments.
7. During the course of the evening, personally manage and inspect progress of periodic maintenance.
8. Upon completion of employee's assignments, make sure employee signs out at the proper time and turns in keys. At this time, each employee is to report any special problems encountered in their respective areas.
9. Insure that all building areas are inspected for cleanliness and take action to resolve deficiencies. Only then can the supervisor release the employees.
10. Complete inspection tour – make night report and turn into the Facilities Maintenance Office.

G. Other

1. Contractor shall submit to City within one (1) month of Contract inception, and semi-annually thereafter, a schedule by area and time of carpet shampooing for common areas (monthly) and tenant areas (annually). Contractor is expected and required to follow this schedule subject only to City waiver or modification.
2. Copies of janitorial payroll records shall be submitted to City along with each monthly invoice.
3. Contractor shall pay for women's sanitary dispenser supplies. Contractor shall collect and keep coins deposited by the public.
4. The paper goods provided by the Contractor shall be of a quality at least equal to:

Scott #181 Multi-fold towels
Scott #448 Roll Tissue
Ball Soft Care Hand Soap
5. Janitors shall NOT use or unplug, under any circumstances, any copier machines, computers, printers, facsimile machines, refrigerators, etc., in any tenant space in the project.

H. COMPLIANCE

In performing the cleaning services required of it under this Contract, the Contractor shall comply with all applicable federal, state, county and city statutes, ordinances and regulations. If such compliance is impossible for reasons beyond its control, the Contractor shall immediately notify the City of the fact and the reasons thereof.

I. HOLIDAYS

New Year's Day

Martin Luther King Jr. Birthday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

J. INSURANCE REQUIREMENT

- General Liability including coverage of premises, products and complete operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
- Automobile Liability, including owned, non-owned and hired vehicle of at least the following limits:
 - a. Primary bodily injury with limits of at least \$500,000 per person; \$500,000 per occurrence; and
 - b. Primary property damage of at least \$500,000 per occurrence; or
 - c. Combined single limits of \$500,000 per occurrence.
- Worker's Compensation insurance as required by the Labor Code of the State of California.
- Proof that if selected, your insurance carrier will execute the attached City of Culver City Special Endorsement. If an additional fee will be charged by your insurance carrier, then you must include that in your fee based proposal

K. PROPOSAL REQUIREMENTS

1. Company Profile: Identify the legal name, address, telephone and fax number of your firm.
2. Qualifications: At a minimum, eligible proposers will have qualifications in providing janitorial services in a sanitary, effective and safe manner.
3. Scope of Services: Describe the recommended scope of service to be performed by your firm that clearly displays an understanding of the project as described in the "Scope of Service" section of this RFP. Additionally, specific items that will not be maintained by proposers shall be clearly indicated in the proposal.
4. References: Provide a minimum of five ³ references the City may contact concerning your performance on other similar contracts, preferably in the Southern California area.
5. Claim History: Provide information on any legal judgments or claim settlements your firm and any individual has had in the past five years against any public or private entity for whom it provides service, with an explanation of their disposition.
6. Schedule of Fees: The measurement and payment for janitorial services shall be made at a per month rate for each facility and an hourly rate for event service workers. Although the City prefers a constant schedule of fee during the duration of the contract, if an annual price escalation clause is required, it shall be clearly stated in the proposal.
7. Contract Term: Initial contract will be for a 3 year term with an option to extend for an additional two years upon the discretion of the Public Works Director/City Engineer.

City Hall

9770 Culver Blvd

Cleanable Area: 90,000 sq. ft.

3 floors + 2 levels of subterranean parking (P1 & P2)

3 elevators

Work Schedule: Sunday – Thursday 6:00 p.m. to 2:00 a.m.

I. COMMON SPACE (Includes all exterior covered walkways and rear patio areas)

A. Daily

1. Sweep and wet mop where necessary all building entrances on all floors including elevator lobbies on P1 & P2.
2. Clean weather mats with a vacuum and damp wipe vinyl edges to remove all dust.
3. Vacuum all carpeted areas. Remove stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, etc. which has adhered to the surface.
4. Clean all baseboard ledges, moldings, directory, depositories and window frames.
5. Clean all cigarette urns and trash receptacles. Replace sand as required and/or wash metal urns to remove stains and dust.
6. Clean all water fountains with a germicidal cleanser and polish.
7. Spot clean all doors, doorframes, walls and light switches to remove fingerprints, spills and other markings.
8. Wash glass on entrance doors and sidelights to tenant suites and building directories.
9. Sweep and dry mop all hard surface flooring. Remove matter such as gum and tar, which has adhered to the floor; wet mop where necessary.
10. Clean frames and wash glass on all directories including the City Council agenda board.
11. Clean anodized metal finishes in lobby area.
12. Clean and polish all entry thresholds.
13. Wash all entry-level glass up to ten feet (10')
14. Dust all mullions, sills, ledges and platforms.
15. Clean and polish all elevator entrance door thresholds. This includes entrances to tenant areas that have thresholds.

16. Empty all waste receptacles and replace plastic liners where required. Plastic liners to fit waste receptacles in such a manner as to not overhang the top. Plastic liners to be replaced on an as-needed basis but no less than one time per month.
17. Clean all baseboards with detergent and water.
18. Sweep all corridors and open stairwells on the first through third floors.
19. Clean the top and outside tile surface on atrium fountain.
20. Clean all exterior areas affected by bird droppings.

B. Weekly

1. Dust with treated cloth all doors and ventilating louvers.
2. Wet mop and buff all hard surface floorings, including all covered walk areas, open stairwell and elevator lobbies on P1 & P2.
3. Sweep all stairwells and dust all hand railings.
4. Sweep, scrub and wet mop all entries at building entrances.
5. Wash glass in building directories, entrance doors and frames, both sides. This includes all glass areas that are adjacent to the main entrance and are a part of the visual effect of the main entrance at the street level.
6. Clean all interior and exterior handrails at atriums and corridors.
7. Wet mop all resilient floor areas.
8. Dust picture frames, hangings and wall ornaments.

C. Monthly

1. Vacuum all ceiling air supply and exhaust diffusers and grills.
2. Wash vinyl and metal kick plates on doors.
3. Scrub and resurface all hard surface flooring using buffable non-slip type floor finish (includes elevator and elevator lobby areas on P1 & P2).
4. Wet mop all stairwell landings, handrails, treads, and clean handrails.
5. Wash all metal/glass doors and frames.
6. Shampoo all public carpeted areas using a rotary shampoo method followed by a hot water extractor. (Care will be taken to remove all excessive moisture from carpet fibers).
7. Polish all neutral wood doors and natural wood surfaces throughout.
8. Polish all anodized metal finishes, railings, fire extinguisher cabinets, call station panels and life safety panels.

9. Clean all interior and exterior ironworks; including plaza stairs to P1.

D. Quarterly

1. High dust all horizontal and vertical surfaces not reached in night cleaning, such as pipes, light fixtures, doorframes, etc.
2. Wash and polish vertical tile surfaces and marble surfaces.
3. Damp wash diffusers, vent grills and other such surfaces, including surrounding wall and ceiling areas that are soiled.
4. Wash all corridor lobby and vestibule walls.

E. Semi-Annually

1. Clean all vertical blinds and wall hangings.
2. Strip and refinish all resilient floor areas using a buffable non-slip floor finish.

F. Annually

1. Wash all exterior light fixtures including reflectors, globes, diffusers and trim.
2. Wash all unpainted metal surfaces.
3. Clean all vertical surfaces not attended to in nightly, weekly, quarterly or semi-annual cleaning specifications.

II. RESTROOMS

A. Daily

1. Clean with a detergent/disinfectant and polish all sinks, counters, toilets and urinals, beginning with seats (both sides). Use acid bowl cleaner in the interior of toilets, making sure to clean the inner lip of closet and urinals. Pour one ounce of bowl cleaner into urinal after cleaning and do not flush.
2. Wipe all ledges, toilet stalls and doors.
3. Spot clean light switches, doors, partitions and walls to remove fingerprints, spills and other markings. All graffiti will be removed from all walls, partitions and exposed surfaces.
4. Sweep and wet mop with a germicide all floor areas. Rinse with clear water and dry buff to eliminate mop streaks.
5. Clean and polish all mirrors, soap dispensers, shelves, chrome fixtures, flush meters, piping, toilet hinges and disposal container exteriors using a detergent/disinfectant and water.
6. Furnish and refill all toilet tissue, paper towel and sanitary napkin dispensers. Refill soap dispensers and check operation.

7. Empty and clean paper towel and sanitary napkin disposal receptacles. Replace plastic liners.
8. Clean all baseboards with a germicidal detergent.
9. Remove and clean urinal screens to remove foreign matter.
10. Do not use deodorants to mask odors. If it is clean and disinfected, it should not create an odor.

B. Weekly

1. Clean and disinfect floor drains. Pour 1 quart of water down the floor drain to prevent gases from escaping. Polish chrome.
2. Scrub floor area with germicidal solution.

C. Monthly

1. Wash diffusers, (both supply and return) grills toilet stalls, doors and tile walls with disinfectant/detergent.
2. Remove scale from all fixtures using an acid decal.

III. TENANT SPACE

A. Daily

1. Empty all wastebaskets, remove trash from wastebaskets, and replace plastic lining. Plastic liners to fit waste receptacles in such a manner as to not overhang the top by more than two inches (2"). Replace old plastic liners no less than once a month.
2. Collect recycle paper goods from offices and work areas and place in recycle bin.
3. Dust mop all resilient floor areas.
4. Sweep, dry mop or vacuum all floor areas with hard surface flooring or carpet, remove matter such as gum, staples, paper clips, tar, etc., which has adhered to the floor.
5. Dust all horizontal surfaces with treated dust cloth or dust wand, including furniture, files, equipment blinds, shelves and louvers, including high dusting.
6. Damp wipe all telephones, including dials and crevices, using disinfectant/cleaner.
7. Brush all fabric-covered chairs with a lint brush and all smooth covered chairs with a damp cloth.
8. Wash all water fountains, chalkboards, cafeteria tables, coffee bars and ashtrays. Sanitize and polish water drinking fountains.
9. Dust all baseboards.

10. Dust with a treated cloth under all desk equipment and telephones; replace equipment in original position.
11. Dust all grillwork within reach.
12. Spot clean doors, doorframes, walls and switch plates to remove fingerprints, spills and other markings.
13. Spot clean all interior partitions, walls, glass, windows and glass entrance doors.
14. Spot clean all metal trim work, removing fingerprints, smudges, water and other marks.
15. Push tenant employees' chairs up into desks.

B. Weekly

1. Damp wipe all wastebaskets.
2. Wet mop and buff all hard surface flooring. Wipe all baseboards and furniture legs clean after mopping.
3. Spot clean all carpet stains.
4. Dust picture frames, hangings, and wall ornaments.

C. Monthly

1. Scrub, strip and wax all hard surface flooring using a buffable non-slip type floor finish. Wipe all baseboards and furniture legs clean after refinishing floor.
2. Vacuum all ceiling air supply and exhaust diffusers or grills.
3. Wash all interior glass, both sides.
4. Spray buff all Perma Grain flooring with manufacturer recommended sealer.
5. Wash all vinyl and metal kick plates on doors.
6. Dust vertical blinds.

D. Quarterly

1. High dust all horizontal and vertical surfaces not reached in the nightly cleaning, such as pipes, light fixtures, doorjambs, and other wall hangings.
2. Vacuum or dust all books in place.
3. Damp wash diffusers, vents, grills and other such items, including surrounding wall or ceiling areas that are soiled.

E. Semi-Annually

1. Wash all vertical blinds.

F. Annually

1. Vacuum draperies, cornices and wall hangings.
2. Wash all unpainted metal surfaces.
3. Dust all storage areas, including shelves and contents, such as supply and stock closets and damp mop floor areas.
4. Wash all light fixtures, including reflectors, globes, diffusers and trim. Method to conform to manufacturer's specifications.
5. Wash all interior walls.
6. Clean all vertical surfaces not attended by daily, weekly, quarterly or semi-annual schedules.
7. Shampoo all tenant space carpeted surfaces using a rotary shampoo method followed by a hot water extractor. Care will be taken to remove all excess moisture for carpet fibers.

IV. ELEVATORS

A. Daily

1. Sweep and mop with detergent water all elevator cabs.
2. Clean and polish all metal trim work and elevator doors to remove fingerprints, smudges, water and other marks. Care will be taken to prevent scratching or damaging of metal finishes.
3. Elevator cab thresholds and elevator thresholds on each floor landing will be thoroughly scrubbed and polished with an appropriate metal polish.
4. Elevator hall call button plates will be polished and wall surfaces around hall call plates cleaned.

B. Weekly

1. Scrub, strip and wax hard surface flooring using a buffable non-slip floor finish.
2. Polish elevator cab walls.

C. Quarterly

1. Wash elevator light fixtures and lenses, both sides.

V. SERVICE AREAS

A. Daily

1. Sweep stairwells from Plaza to P1.
2. Pick up all debris in trash area.

B. Weekly

1. Mop plaza stairwell and clean handrail.

C. Monthly

1. Sweep telephone and electrical equipment rooms.
2. Clean ironwork around plaza stairs to P1.

D. Semi-Annually

1. Mop telephone and electrical equipment rooms.

Public Works Maintenance Yard

9505 W. Jefferson Blvd

Cleanable Area: 47,000 sq. ft.

2 floors

1 elevator

Work Schedule: Monday – Friday 4:00 p.m. to 12:00 a.m.

Note: Cleaning shall only be done in offices, lobby, lunchrooms (2), locker/shower rooms (2), conference rooms, elevator, restrooms...shall exclude shop related areas.

I. DAILY JANITORIAL SERVICES

- A. Empty all trash receptacles and replace liners as necessary
- B. Collect recycle paper goods from offices and work areas and place in recycle bin.
- C. Dispose of all waste at designated trash pick-up locations.
- D. Pick up debris at both entrances to building, mezzanine and stairs in warehouse.
- E. Sweep and dust mop hard surface floors with treated mops to remove litter and dust.
- F. Damp mop and spot mop kitchen and lunchroom floors to remove heavy dirt and spills.
- G. Vacuum all carpeted traffic areas.
- H. Dust desk tops, office furniture and fixtures with specially treated dust cloths. Papers and folders left on desk tops will not be disturbed.
- I. Dust partition tops and ledges.
- J. Remove smudges and finger prints from doors, walls, door frames, wall switches, and kick plates where required and where practical.
- K. Clean, sanitize and polish drinking fountains including sides and vents.
- L. Clean lunchroom furniture, floors, counters and sinks. Clean and refill paper dispensers.
- M. Spot clean staircase.

II. WEEKLY JANITORIAL SERVICES

- A. Dust low reach areas such as window sills and ledges, chain rungs, inside door jambs and baseboards.
- B. Dust high reach areas such as ceiling vents, door tops, high standing cabinets, picture frames and partitions.
- C. Clean and sanitize telephones.
- D. Sweep and damp mop staircase.

- E. Spot clean walls.
- F. Clean entry windows, doors and transom.
- G. Clean microwave and spot clean outside of refrigerator door.
- H. Spot clean kick plates and baseboards.
- I. Vacuum all exposed carpeted areas.

III. MONTHLY JANITORIAL SERVICES

- A. Detail vacuum carpets along edges, baseboards and under furniture.
- B. Vacuum upholstered furniture.
- C. Wash interior partition glass.
- D. Sweep wooden platform (mezzanine) on 2nd floor.
- E. Clean walls, floor surfaces at two (2) building entrances.
- F. Clean entrance doors metal and thresholds monthly.

IV. RESTROOM, SHOWER/LOCKER ROOM SERVICES

A. Daily

- 1. Thoroughly clean sanitize urinals, toilets, water closets, sinks and counter tops.
- 2. Clean mirrors and polish all metal fixtures and plumbing.
- 3. Wash or spot clean walls and partitions.
- 4. Clean and refill dispensers such as paper towels, toilet tissue, seat covers, soap dispensers and sanitary napkins which are supplied to us.
- 5. Empty and clean all waste containers and sanitary napkin containers and insert fresh plastic liners.
- 6. Sweep and wet mop floor with germicidal cleaner.

B. Weekly

- 1. Clean and disinfect floor drains. Polish chrome and brass drain grills.

C. Monthly

- 1. Dust wall vents and ceiling vents.
- 2. Scrub floors with special germicidal solution.
- 3. Clean tile walls and partitions.
- 4. Dust tops of partitions and wainscoting.

Veteran's Memorial Building

4117 Overland Ave

Cleanable Area: 50,000 sq. ft.

2 floors (Auditorium, meeting rooms, restrooms, kitchens, patios and offices)

1 elevator (staff use only)

Work Schedule: Monday – Friday 4:00 p.m. to 12:00 a.m.

I. DAILY JANITORIAL SERVICES

- A. Dust and spot clean for spillage.
- B. Vacuum, scrub and extract all carpets as necessary.
- C. Dust mop floors.
- D. Strip, seal and wax all floors as necessary.
- E. Clean and sanitize all restroom toilets, urinals and fixtures.
- F. Pumice toilets and urinals as needed to remove scale. Clean walls around sinks, towel dispensers and urinals/toilets.
- G. Clean doors and partition walls of restrooms.
- H. Refill soap, towel, tissue and seat cover dispensers.
- I. Clean mirrors and polish hardware.
- J. Break down all cardboard boxes and dispose in recycling bin.
- K. Empty and clean waste receptacles and replace liners.
- L. Dispose of all trash and recycled paper in appropriate bins.
- M. Sweep all entrances and stairways and vacuum entry mats.
- N. Clean entry doors, glass, handles and hardware.
- O. Clean ashtray receptacles and replace sand as required.
- P. Clean, sanitize and polish drinking fountains.
- Q. Sweep all patios and water down if necessary.

II. WEEKLY JANITORIAL SERVICES

- A. Clean all baseboards, ledges, moldings, and window frames.
- B. Scrub and degrease kitchen floors.
- C. Clean trash enclosure area on a weekly basis and steam as necessary.
- D. Steam exterior concrete walkways and patios as necessary.

- E. Dust desks, chairs, files, furniture and accessories.
- F. Dust sills, ledges, shelves, and areas above hand height.
- G. Clean scuffs and dirt from all walls as necessary.
- H. Wet mops and buff all hard surface flooring including walkways and open stairwells.
- I. Sweep and clean the perimeter of all buildings.
- J. Damp wipe all waste baskets.

III. MONTHLY JANITORIAL SERVICES

- A. Brush or vacuum all ceiling air supply and exhaust diffusers and grills.
- B. Wash vinyl and metal kick plates on doors.
- C. Wash all tables and table umbrellas in both patios.
- D. Clean carpeted walls when necessary with extractor and upholstery tool.
- E. Polish all natural wood doors and natural wood surfaces throughout the buildings.
- F. Dust mini and vertical blinds ensuring that all individual blades are properly re-aligned after dusting.

IV. QUARTERLY JANOTORIAL SERVICES

- A. High dust all horizontal and vertical surfaces not reached in the nightly cleaning, such as pipes, light fixtures, doorjambs, and other wall hangings.
- B. Damp wash all diffusers, vents, grills and other such items, including surrounding wall or ceiling areas that are soiled.

V. ANNUAL JANITORIAL SERVICES

- A. Vacuum draperies, cornices and wall hangings.
- B. Wash all unpainted metal surfaces.
- C. Dust all storage areas such as supply and stock closets, including shelves and shelf contents. Damp mop adjoining floor areas.
- D. Wash light fixtures, including reflectors, globes, diffusers and trim. Cleaning method to conform to manufacturer's specifications.
- E. Wash all interior walls.
- F. Clean all vertical surfaces not attended by nightly, weekly or quarterly schedules.

Senior Center

4095 Overland Ave

Cleanable Area: 27,300 sq. ft.

1 floor (Offices, lobby, conference rooms, kitchen and restrooms)

Work Schedule: Nightly, Monday – Sunday 4:00 p.m. to 12:00 a.m.

I. COMMON SPACE

A. Daily

1. Sweep and damp mop all resilient floors to remove all dust.
2. Vacuum or dust all vinyl edges.
3. Vacuum all carpet floors.
4. Clean weather mats with a vacuum and damp wipe vinyl edges to remove all dust.
5. Vacuum all carpeted areas. Remove stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, etc., which have adhered to the surface.
6. Clean all baseboard ledges, moldings, directory, depositories and window frames.
7. Clean all cigarette urns and trash receptacles. Replace sand as required and/or wash metal urns to remove stains and dust.
8. Clean all water fountains with a germicidal cleanser and polish.
9. Spot clean all doors, door frames, wall and light switches to remove finger prints, spills and other markings.
10. Wash glass inside and outside on entrance doors and sidelights to tenant suites and building directories.
11. Sweep and dry mop all hard surface flooring. Remove matter such as gum and tar, which have adhered to the floor; wet mop where necessary.
12. Clean and polish all entry thresholds.
13. Dust all mullions, sills ledges and platforms.
14. Empty all waste receptacles and replace plastic liners where required. Plastic liners to fit waste receptacles in such a manner as to not overhang the top. Plastic liner to be replaced on an as needed basis but no less than one time per month. Empty all recycle trash cans under desk and place all recycle trash in recycle bin.
15. Clean all baseboards with detergent and water.
16. Sweep all corridors.

17. Sweep/vacuum outside floor mats at entry way.

18. Sweep outside walkway and entry area.

B. Weekly

1. Dust exterior metal columns at entry way.
2. Dust with treated cloth all doors and ventilating louvers.
3. Wash glass in building directories, entrance doors and frames, both sides. This includes all glass that are adjacent to the main entrance and are a part of the visual effect of the main entrance at the street level.
4. Dust picture frames, hangings and wall ornaments.

C. Monthly

1. Vacuum all ceiling air supply and exhaust diffusers and grills.
2. Wash vinyl and metal kick plates on doors.

D. Quarterly

1. Wash exterior metal columns at entry way.
2. Polish all anodized metal finishes, railings, fire extinguisher cabinets, call station panels and life safety panels.
3. Scrub and resurface all hard surface flooring using buffable non-slip type floor finish.
4. High dust all horizontal and vertical surfaces not reached in night cleaning, such as pipes, light fixtures, doorframes, etc.

E. Semi-Annually

1. Strip and refinish all resilient floor areas using buffable non-slip floor finish.
2. Clean carpet and cloth chairs in the main lobby.
3. Pressure wash exterior of building, as well as, the outside windows.

F. Annually

1. Damp wash diffusers, vent grills and other such surfaces including surrounding wall ceiling areas that are soiled.
2. Sweep/vacuum under outside floor mats at entry way.

II. RESTROOMS/LOCKER ROOMS

A. Daily

1. Clean and polish with a detergent/disinfectant all sinks, counters, toilets and urinals, beginning with seats (both sides) and working down. Use acid bowl cleaner in the interior of toilets, making sure to clean the inner lip of closet and urinals.
2. Damp wipe all ledges, toilet stalls and doors, including the inside and outside divider walls of toilet stalls and behind (backside of) stall doors.
3. Spot clean light switches, doors, partitions and walls (including tile covered walls) to remove fingerprints, spills, splashed liquid soap, smudges, foreign matter of any kind, and other markings. All graffiti will be removed from walls, partitions and exposed surfaces.
4. Sweep and wet mop with a germicide all floor areas.
5. Clean and polish all mirrors, soap dispensers, flush meters, shelves, chrome fixtures, piping, toilet hinges and disposal container exteriors using detergent/disinfectant and water.
6. Furnish and refill all toilet tissue, toilet seat covers, paper towel and sanitary napkin dispensers. Refill soap dispensers and check operation.
7. Empty and clean paper towel and sanitary napkin disposal receptacles. Replace plastic liners.
8. Clean all baseboards with a germicidal detergent.
9. Remove and clean urinal screens to remove foreign matter.

B. Weekly

1. Clean and disinfect floor drains. Polish chrome and brass drain grills.

C. Monthly

1. Scrub floor areas with germicidal solution.
2. Wash diffusers, (both supply and returns) grills, toilet stalls, doors and tile walls with disinfectant/detergent.
3. Remove scale from all fixtures using an acid decal.

III. TENANT SPACES

A. Daily

1. Empty all waste baskets. Plastic liners to fit waste receptacles in such a manner as to not overhang the top by more than two (2") inches. Replace old plastic liners no less than one time per week.
2. Dust mop all resilient floor areas.

3. Sweep, dry mop or vacuum all floor areas with hard surface flooring or carpet. Remove any visible carpet stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, oil, etc., which has adhered to the surface.
4. Dust all horizontal surfaces with treated dust cloth or dust wand including furniture, files, equipment binds, shelves and louvers. Including high dusting. Damp wipe all telephones using disinfectant cleaner.
5. Brush all fabric covered chairs (including backs of chair) with a lint brush. Wipe all smooth covered chairs with a damp cloth.
6. Wash all water fountains, water coolers, chalkboards, lunch room tables, coffee bars and ashtrays.
7. Dust all baseboards.
8. Dust with a treated cloth under all desk equipment and telephones, replace equipment in original position.
9. Dust all grillwork within reach.
10. Spot clean doors, doorframes, walls and switch plates to remove fingerprints, spills and other markings.
11. Spot clean all interior partitions, walls, glass windows and glass entrance doors.
12. Spot clean all metal trim work, removing fingerprints, smudges, water and other marks.
13. Wash all glass doors on both sides.

B. Weekly

1. Damp wipe all telephones using disinfectant/cleanser.
2. Dust all baseboards.
3. Dust all horizontal surfaces with treated dust cloth or dust wand including furniture, files, equipment blinds, shelves and louvers, including high area dusting.
4. Brush all fabric-covered chairs with a lint brush and all smooth covered chairs with a damp cloth.
5. Wet mop and buff all hard surface flooring. Wipe all baseboards and furniture legs clean after mopping.
6. Spot clean all carpet stains.
7. Dust picture frames, hangings, and wall ornaments.

C. Bi-Weekly

1. Clean entire fitness room including floors, walls, mirrors and equipment.

D. Monthly

1. Damp wipe all wastebaskets.
2. Vacuum all ceiling air supply and exhaust diffusers or grills.
3. Clean microwave in staff lounge.

E. Quarterly

1. Wash all vinyl and metal kick plates on doors.
2. Scrub, strip and wax all hard surface flooring using buffable non-slip type floor finish. Wipe all baseboard and furniture legs clean when re-finishing floors.
3. High dust all horizontal and vertical surfaces not reached in the nightly cleaning, such as pipes, light fixtures, doorjamb, and other wall hangings.
4. Damp wash diffusers, vents, grills and other such items, including surrounding wall or ceiling areas that are soiled.

F. Semi-Annually

1. Wash all vertical and mini blinds using an industry accepted standard process that will prevent bending or otherwise damaging the blinds. Any blinds that are damaged during cleaning will be replaced in kind by the Contractor, at no charge to the City.

G. Annually

1. Dust all storage areas such as supply and stock closets, including shelves and shelf contents. Damp mop adjoining floor areas.
2. Wash light fixtures, including reflectors, globes, diffusers and trim. Cleaning method to conform to manufacturer's specifications.
3. Shampoo all tenant space carpeted surfaces using a rotary shampoo method followed by a hot water extractor. Care will be taken to remove all excess moisture from carpet fibers.

IV. KITCHEN SERVICES

A. Daily

1. Empty all waste receptacles and replace plastic liners where required. Plastic liners to fit waste receptacles in such a manner as to not overhang the top. Plastic liner to be replaced on an as needed basis but no less than one time per month. Empty all recycle trash cans under desk and place all recycle trash in recycle bin.
2. Dust mop/sweep all tile floor areas.
3. Wet mop all hard surface floors. Damp wipe all baseboards.
4. Tables in the Nutrition Site should be wiped down after each event.

5. Wash all waste receptacles in the Nutrition Site.

B. Monthly

1. Scrub tile floors in Nutrition Kitchen including storage room.
2. Trash and recycle bins located outside the building in the delivery area by the Nutrition Site should be cleaned.
3. Clean ovens, stoves and ice-making machine in Nutrition Kitchen.
4. Wash all trash receptacles.
5. Kitchen garbage disposal in Nutrition Site should be cleaned with a disinfectant solution.

C. Quarterly

1. Clean all pipes and connections behind, top and around all appliances such as refrigerators, freezers, stove and under sinks in the facility and the steam tables in the Nutrition Kitchen site.

Transportation Facility

4343 Duquesne Ave

Cleanable Area: 9,000 sq. ft.

2 floors (Offices, lobby, conference rooms, locker rooms and restrooms...excludes all shop related areas unless noted otherwise)

1 elevator

Work Schedule: Monday – Friday 6:00 p.m. to 2:00 a.m.

V. COMMON SPACE

A. Daily

1. Sweep and wet mop where necessary all building entrances
2. Clean weather mats with a vacuum and damp wipe vinyl edges to remove all dust.
3. Vacuum all carpeted areas. Remove any visible carpet stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, oil, etc., which has adhered to the surface.
4. Clean all baseboard ledges, moldings, directory, depositories and window frames.
5. Clean and empty all cigarette urns and trash receptacles and replace sand as required.
6. Clean all water fountains and coolers with a germicidal cleanser and polish.
7. Spot clean all doors, door frames, walls and light switches to remove fingerprints, smudges, spills and other markings.
8. Wash glass and door frames on both sides of all building entrance doors.
9. Sweep/clean exterior areas of all building entrances within a ten-foot (10') radius of the entrance door.
10. Clean and polish entrance door thresholds. This includes entrances to tenant areas and offices that have thresholds.
11. Sweep and dry mop all hard surface flooring (except unfinished concrete floors in the maintenance shop area). Remove matter such as gum and tar that has adhered to the floor; wet mop where necessary.
12. Clean metal trim finishes in lobby area.
13. Dust all mullions, sills, counters and desktops, ledges, handrails, and platforms.
14. Sweep and dry mop all corridors and open stairwells on both floors. This includes all corridors and both stairwells in the shop area. Clean all stairwell hand railings.

B. Weekly

1. Dust with treated cloth all doors and ventilation louvers.
2. Wet mop and buff all hard surface flooring, includes all walkway areas and open stairwells
3. Sweep, scrub and wet mop exterior of all building entrances.
4. Wet mop all resilient floor areas.
5. Wet mop all stairwells. Also clean foot treads and handrails.
6. Dust picture frames, wall-mounted objects and wall ornaments.
7. Clean interior and exterior of all microwave ovens and refrigerators located in the lunch and break rooms.
8. Clean and polish all cigarette urns located on the exterior of the building and replace sand as necessary.

C. Monthly

1. Clean all interior glass in building, excluding perimeter glass. Clean glass on building directories (1st & 2nd floor lobbies).
2. Clean all baseboards.
3. Vacuum all ceiling air supply and exhaust diffusers and grills. Wash vinyl and metal kick plates on all doors.
4. Scrub, strip, wax all hard surface and resilient tile flooring using buffable non-slip type floor finish. Wipe all baseboards and furniture legs after refinishing floor.
5. Wash all metal and glass doors and frames.
6. Shampoo all carpeted areas using a rotary shampoo method followed by a hot water extractor. Care will be taken to remove all excessive moisture from carpet fibers.
7. Polish all natural wood doors and natural wood surfaces throughout the building, including wood handrails in stairwells.
8. Clean and polish all metal finishes, railings, fire extinguisher cabinets, call station panels and life safety panels.
9. Clean all interior and exterior ironworks and decorative grills (except ironwork/grills in parking structure).
10. Dust min and vertical blinds ensuring that all individual blades of the blinds are properly re-aligned after dusting.

D. Quarterly

1. Dust all high horizontal and vertical surfaces not normally reached during routine daily, weekly and monthly dusting, such as pipes, light fixtures, etc.

2. Wash and polish all vertical tile and marble surfaces.
3. Damp wash diffusers, vent grills and other such surfaces including surrounding wall and ceiling areas that are soiled.
4. Wash both sides of all perimeter glass on the building, including glass on roll-up maintenance shop bay doors.

E. Semi-Annually

1. Clean all vertical blinds and mini blinds using an industry accepted standard process that will prevent bending or otherwise damaging the blinds. Any blinds that are damaged during the cleaning will be replaced in kind by the Contractor, at no charge to the City. Clean all wall hangings.
2. Strip and refinish all resilient floor areas using a buffable non-slip floor finish.
3. Wash all corridor lobby and vestibule walls.

F. Annually

1. Wash all exterior building fixtures including reflectors, globes, diffusers and trim.
2. Wash all unpainted metal surfaces.
3. Clean and dust all walls and vertical surfaces not attended to in daily, weekly, quarterly or semi-annual cleaning.

VI. RESTROOMS/LOCKER ROOMS

A. Daily

1. Clean and polish with a detergent/disinfectant all sinks, counters, toilets and urinals, beginning with seats (both sides) and working down. Use acid bowl cleaner in the interior of toilets, making sure to clean the inner lip of closet and urinals.
2. Damp wipe all ledges, toilet stalls and doors, including the inside and outside divider walls of toilet stalls and behind (backside of) stall doors.
3. Spot clean light switches, doors, partitions and walls (including tile covered walls) to remove fingerprints, spills, splashed liquid soap, smudges, foreign matter of any kind, and other markings. All graffiti will be removed from walls, partitions and exposed surfaces.
4. Sweep and wet mop with a germicide all floor areas.
5. Clean and polish all mirrors, soap dispensers, flush meters, shelves, chrome fixtures, piping, toilet hinges and disposal container exteriors using detergent/disinfectant and water.
6. Furnish and refill all toilet tissue, toilet seat covers, paper towel and sanitary napkin dispensers. Refill soap dispensers and check operation.

7. Empty and clean paper towel and sanitary napkin disposal receptacles. Replace plastic liners.
8. Clean all baseboards with a germicidal detergent.
9. Remove and clean urinal screens to remove foreign matter.

B. Weekly

1. Clean and disinfect floor drains. Polish chrome and brass drain grills.
2. Scrub all tiled and painted floors with germicidal solution.
3. Clean and scrub shower stalls using a disinfectant cleaning solution.

C. Monthly

1. Wash diffusers (both supply and return) grills, toilet stalls, doors and tile walls with disinfectant/detergent.
2. Remove scale from all fixtures using an acid decalcification cleaning agent.
3. Clean shower curtains using a detergent/disinfectant cleaning solution.
4. Dust vertical and mini blinds ensuring that all individual blades of the blinds are properly re-aligned after dusting.
5. Clean interior side of windows.

D. Semi-Annually

1. Wash walls, including all tile covered walls.
2. Wash vertical and mini blinds using an industry-accepted standard process that will prevent bending or otherwise damaging the blinds. Any blinds that are damaged during cleaning will be replaced in kind by the Contractor at no charge to the City.

VII. TENANT SPACES

A. Daily

1. Empty all waste baskets. Plastic liners to fit waste receptacles in such a manner as to not overhang the top by more than two (2") inches. Replace old plastic liners no less than one time per week.
2. Dust mop all resilient floor areas.
3. Sweep, dry mop or vacuum all floor areas with hard surface flooring or carpet. Remove any visible carpet stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, oil, etc., which has adhered to the surface.
4. Dust all horizontal surfaces with treated dust cloth or dust want including furniture, files, equipment binds, shelves and louvers. Including high dusting. Damp wipe all telephones using disinfectant cleaner.

5. Brush all fabric covered chairs (including backs of chair) with a lint brush. Wipe all smooth covered chairs with a damp cloth.
6. Wash all water fountains, water coolers, chalkboards, lunch room tables, coffee bars and ashtrays.
7. Dust all baseboards.
8. Dust with a treated cloth under all desk equipment and telephones, replace equipment in original position.
9. Dust all grillwork within reach.
10. Spot clean doors, doorframes, walls and switch plates to remove fingerprints, spills and other markings.
11. Spot clean all interior partitions, walls, glass windows and glass entrance doors.
12. Spot clean all metal trim work, removing fingerprints, smudges, water and other marks.

B. Weekly

1. Damp wipe all wastebaskets. Replace plastic liners.
2. Wet mop and buff all hard surface flooring. Wipe all baseboards and furniture legs clean after mopping.
3. Spot clean all carpet stains.
4. Dust framed pictures, hangings, and other wall ornaments.

C. Monthly

1. Scrub, strip and wax all hard surface flooring using a buffable non-slip type floor finish. Wipe all baseboards and furniture legs clean after refinishing floor.
2. Vacuum all ceiling air supply and exhaust diffusers or grills.
3. Wash all interior glass, both sides, including windows.
4. Wash all vinyl and metal kick plates on doors.
5. Dust vertical and mini blinds, ensuring that all individual blades of the blinds are properly re-aligned after dusting.
6. Clean desktops, damp wipe storage bins over desk areas.

D. Quarterly

1. High dust all horizontal and vertical surfaces not reached in the nightly cleaning, such as pipes, light fixtures, door jams and other wall hangings.
2. Vacuum or dust all books in place.

3. Damp wash diffusers, vents, grills and other such items, including surrounding wall or ceiling areas that are soiled.
4. Polish wood desks and wood filing cabinets.

E. Semi-Annually

1. Wash all vertical and mini blinds using an industry accepted standard process that will prevent bending or otherwise damaging the blinds. Any blinds that are damaged during cleaning will be replaced in kind by the Contractor, at no charge to the City.

F. Annually

1. Vacuum draperies, cornices and wall hangings.
2. Wash all unpainted metal surfaces.
3. Dust all storage areas such as supply and stock closets, including shelves and shelf contents. Damp mop adjoining floor areas.
4. Wash light fixtures, including reflectors, globes, diffusers and trim. Cleaning method to conform to manufacturer's specifications.
5. Wash all interior walls.
6. Clean all vertical surfaces not attended by nightly, weekly, quarterly or semi-annual schedules.
7. Shampoo all tenant space carpeted surfaces using a rotary shampoo method followed by a hot water extractor. Care will be taken to remove all excess moisture from carpet fibers.

VIII. ELEVATOR

A. Daily

1. Sweep and mop elevator cab.
2. Clean and polish all metal trim work and elevator doors to remove fingerprints, smudges, water and other marks. Care will be taken to prevent scratching or damaging of metal finishes.
3. Elevator cab threshold and elevator thresholds on each floor landing will be thoroughly scrubbed and polished with an appropriate metal polish.
4. Elevator hall call button plates will be polished and wall surfaces around hall call plates cleaned.

B. Weekly

1. Scrub, strip and wax hard surface flooring using a buffable non-slip type floor finish.
2. Clean and polish elevator cab walls.

C. Quarterly

1. Wash elevator light fixtures and lenses both sides.

IX. SHOP AND SERVICE AREAS

A. Daily

1. Sweep both stairwells and all walkways.
2. Sweep/scrub painted walkways in the shop and warehouse area using a walk-behind floor sweeper/scrubber provided by City. NOTE: If Contractor finds sweeper/scrubber unit not usable due to dead batteries, insufficient solution, or any other maintenance related problem, Contractor is not required to perform this task on the day when the problem is discovered. Contractor is however required to report this problem to City no later than the following business day so that the City can take appropriate corrective action to return the sweeper/scrubber to service.
3. Sweep, dry mop or vacuum second (2nd) floor tiled walkway above maintenance bays.

B. Weekly

1. Mop stairwells and clean handrails.
2. Wet mop tiled walkway on second (2nd) floor above maintenance bays.

C. Monthly

1. Sweep telephone and electrical equipment rooms.
2. Scrub, strip and wax tiled walkways on second (2nd) floor above maintenance bays.

D. Semi-Annually

1. Mop telephone and electrical equipment rooms.

Transfer Station

9255 W. Jefferson Blvd.

Cleanable Area: 1,400 sq. ft.

(locker rooms, shower area, offices, break room)

Work Schedule: Monday through Friday, 4:00 p.m. to 12:00 a.m.

I. DAILY JANITORIAL SERVICES

1. Sweep all hard-surface floors with treated dust mops.
2. Vacuum all carpet traffic patterns
3. Empty all waste containers and place trash in pick-up area and replace wastebasket liners.
4. Dust desks, files, counters, bookcases, chairs, and office furniture with treated dust cloths. (Paper and folders left on desks will not be moved.)
5. Spot-clean door glass.
6. Clean and polish drinking fountains.
7. Clean kitchen area.
8. Fill paper dispensers in restrooms and kitchen.
9. Sweep kitchen and restroom floors.
10. Fill kitchen dispensers.

II WEEKLY JANITORIAL SERVICES

1. Spot-clean all wall switches and door facings.
2. Clean entry door metal and thresholds.
3. Mop kitchen and lobby.
4. Clean kitchen furniture and appliances.
5. Sweep, dust and dust mop stairs.
6. Remove smudges from doors and walls.
7. Dust windowsills.
8. Wipe entry door and thresholds.

III. DAILY JANITORIAL SERVICES

1. Empty and wipe out all wastepaper receptacles.
2. Empty sanitary napkin containers and replace insert.
3. Polish all metal and mirrors.
4. Clean and disinfect all dispensers.
5. Clean and disinfect washbasins, toilet bowls and urinals.
6. Disinfect underside and tops of toilet seats.
7. Spot-clean tile walls and toilet partitions.

8. Spot-clean walls around wash basins.
9. Mop all lavatory floors with germicidal solution. Refill soap, towel, tissue containers, and seat covers dispensers.

IV. WEEKLY JANITORIAL SERVICES

1. Brush down vents.
2. Mop restrooms floors.
3. Wash down ceramic tile walls and toilet compartment partitions.
4. Perform high dusting.
5. Pour clean water down floor drains to prevent sewer gases.

V. MONTHLY JANITORIAL SERVICES

1. Scrub floor and clean coving.
2. Clean baseboards.
3. Perform dusting of high-reach areas including partition tops, and door tops.
4. Dust picture frames.
5. Brush and vacuum ceiling vents.

VI. QUARTERLY JANITORIAL SERVICES

1. Brush or vacuum upholstered furniture.
2. Wipe down plastic and leather furniture.
3. Clean entry door metal trim.

VII. DAILY LOCKER ROOM SERVICE

1. Clean and disinfect bradley
2. Sweep and mop tile floors.
3. Clean and sanitize showers.
4. Clean all tops of lockers.

VIII. EXTERIOR OF TRAILER DAILY SERVICE

1. Sweep exterior entrance stairs.
2. Sweep all hard surface floors with treated dust mops.
3. Empty all waste containers and place trash in pick-up area.

4. Replace wastebaskets liners.
5. Dust desks, files, counters, bookcases, chairs and office furniture with treated dust clothes.
(Paper and folders left on desks will not be removed.)
6. Dust windowsills.
7. Wash exterior of interior windows

Municipal Plunge

4175 Overland Ave

Cleanable Area: 10,300 sq. ft.

(locker rooms, shower area, offices and lobby...excludes cleaning of pool)

Work Schedule: Two Times Per Week, 4:00 p.m. to 12:00 a.m.

I. OFFICE AND LOBBY AREAS

Two Times Per Week Janitorial Services

- G. Sweep and dust mop hard surface floors with treated mops to remove litter and dust.
- H. Damp mop and spot map to remove heavy dirt and spills.
- I. Vacuum all carpet traffic areas, remove spots where required and where practical and remove surface litter.
- J. Dust desk tops, office furniture and fixtures with specially treated dust cloths. Papers and folders left on desk tops will not be disturbed.
- K. Dust partition tops and ledges.
- L. Remove smudges and finger prints from doors, walls, door frames, wall switches, and kick plates where required and where practical.
- M. Clean and sanitize chrome railings and turn stiles.
- N. Empty all trash receptacles and replace liners as necessary.
- O. Dispose of all waste at designated trash pick-up locations.
- P. Drinking fountains cleaned, sanitized and polished.
- Q. Clean lunchroom furniture, floors, counters and sinks. Clean and refill paper dispensers.
- R. Clean coffee stations and rinse pots. Spot map floors.
- S. Clean microwave and spot clean outside of refrigerator doors.
- T. Spot clean kick plates and baseboards.

Weekly Janitorial Services

- A. Dust low reach areas such as window sills and ledges.
- B. Clean and sanitize telephones.
- C. Spot clean walls.

Monthly Janitorial Services

- A. Detail vacuum carpets along edges, baseboards and under furniture.
- B. Clean partition glass in lobby.
- C. Clean outside of display glass.
- D. Dust high reach areas such as ceiling vents, door tops, high standing cabinets, picture frames and partitions.
- E. Dust low reach areas such as window sills and ledges.
- F. Vacuum upholstered furniture.
- G. Dust Venetian blinds.
- H. Wash lobby plate glass, inside and outside.
- I. Dust picture moldings and frames.
- J. Vacuum wall vents and ceiling vents.

VI. RESTROOM & LOCKER ROOM

Two Times Per Week Janitorial Services

- A. Thoroughly clean and sanitize urinals, toilets, water closets, sinks and counter tops.
- B. Clean mirrors and polish all metal fixtures and plumbing.
- C. Wash or spot clean walls and partitions.
- D. Clean and refill dispensers such as paper towels, toilet tissue, seat covers and soap dispensers.
- E. Empty and clean all waste containers and sanitary napkin containers and insert fresh plastic liners.
- F. Sweep and damp mop all floors using germicidal cleaner.
- G. Sweep and damp mop floors using germicidal cleaner in the shower and dressing area.
- H. Clean all shower walls as necessary.
- I. Clean and disinfect all seating areas in the dressing area.
- J. Dust tops of partitions and wainscoting.
- K. Clean all partition walls in restroom and dressing areas.

Monthly Janitorial Services

- A. Dust wall vents and ceiling vents.

- B. Clean all walls in restroom and dressing areas.
- C. Scrub floors with germicidal solution.

VII. LIFEGUARD AREA

Two Times Per Week Janitorial Services

- A. Dust top of lockers.
- B. Sweep and mop floors.
- C. Empty all trash receptacles and replace liners as necessary.
- D. Clean mirror.
- E. Clean counter top.

RECREATION BUILDINGS

I. COMMON SPACE

Locations

Blanco Park	10915 Sawtelle Blvd
Culver West Park	4162 Wade Ave
El Marino Park	5301 Berryman Ave
Lindberg Park	5041 Rhoda Way
Syd Kroenthal Park	3459 McManus Ave

E. Daily

1. Sweep and damp mop all resilient floors to remove all dust.
2. Vacuum or dust all vinyl edges.
3. Vacuum all carpet floors.
4. Clean weather mats with a vacuum and damp wipe vinyl edges to remove all dust.
5. Vacuum all carpeted areas. Remove stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, etc., which have adhered to the surface.
6. Clean all baseboard ledges, moldings, directory, depositories and window frames.
7. Clean all cigarette urns and trash receptacles. Replace sand as required and/or wash metal urns to remove stains and dust.
8. Clean all water and drinking fountains with a germicidal cleanser and polish.
9. Spot clean all doors, door frames, wall and light switches to remove finger prints, spills and other markings.
10. Wash glass inside and outside on entrance doors and sidelights to tenant suites and building directories.
11. Sweep and dry mop all hard surface flooring. Remove matter such as gum and tar, which have adhered to the floor; wet mop where necessary.
12. Clean and polish all entry thresholds
13. Wash all entry-level glass up to ten (10) feet.
14. Dust all mullions, sills ledges and platforms.
15. Empty all waste receptacles and replace plastic liners where required. Plastic liners to fit waste receptacles in such a manner as to not overhang the top. Plastic liner to be replaced on an as needed basis but no less than one time per month.

16. Clean all baseboards with detergent and water.
17. Sweep all corridors and open stairwells.
18. Clean all exterior areas affected by bird droppings.

F. Weekly

1. Dust with treated cloth all doors and ventilating louvers.
2. Wet mop and buff all hard surface flooring, including all covered walk areas.
3. Sweep, scrub and wet mop all entries at building entrances.
4. Wash glass in building directories, entrance doors and frames, both sides. This includes all glass areas that are adjacent to the main entrance and are a part of the visual effect of the main entrance at the street level.
5. Clean all interior and exterior handrails.
6. Wet mop all resilient floor areas.
7. Dust picture frames, hangings and wall ornaments.

G. Monthly

1. Vacuum all ceiling air supply and exhaust diffusers and grills.
2. Wash vinyl and metal kick plates on doors.
3. Scrub and resurface all hard surface flooring using buffable non-slip type floor finish.
4. Wet mop all stairwell landings, handrails and treads and clean handrails.
5. Wash all metal/glass doors and frames.
6. Shampoo all public carpeted areas using a rotary shampoo method followed by a hot water extractor (care will be taken to remove all excessive moisture from carpet fibers).
7. Polish all natural wood doors and natural wood surfaces throughout.
8. Polish all anodized metal finishes, railings, fire extinguishers cabinets, call station panels and life safety panels.
9. Clean all interior and exterior ironworks.

H. Quarterly

1. High dust all horizontal and vertical surfaces not reached in night cleaning, such as pipes, light fixtures, door frames, etc.
2. Wash and polish vertical tile surfaces and marble surfaces.

3. Damp wash diffusers, vent grills and other such surfaces including surrounding wall and ceiling areas that are soiled.
4. Wash all corridor lobby and vestibule walls.

I. Semi-Annually

1. Strip and refinish all resilient floor areas using buffable non-slip floor finish.
2. Clean all vertical blinds and wall hangings.

J. Annually

1. Wash all exterior light fixtures including reflectors, globes, diffusers and trim.
2. Wash all unpainted metal surfaces.
3. Clean all vertical surfaces not attended to in nightly, weekly, quarterly or semi-annual cleaning specifications.

X. RESTROOMS/LOCKER ROOMS

Locations

Blanco Park	5801 Sawtelle Blvd
Blair Hills Park	5950 Wrightcrest Dr
Carlson Park	Braddock Dr/Motor Ave
Culver City Park	9800 W. Jefferson Blvd
Culver West Park	4162 Wade Ave
El Marino Park	5301 Berryman Ave
Fox Hills Park	6161 Buckingham Pkwy
Helms Field/Culver City H.S.	Harter St/Farragut Dr
Lindberg Park	5041 Rhoda Way
Syd Kroenthal Park	3459 McManus Ave
Tellefson Park	Washington Pl/Tilden Ave
Veteran's Memorial Park	Overland Ave/Culver Blvd

A. Daily

1. Clean and polish with a detergent/disinfectant all sinks, counters, toilets and urinals, beginning with seats (both sides) and working down. Use acid bowl cleaner in the interior of toilets, making sure to clean the inner lip of closet and urinals.
2. Damp wipe all ledges, toilet stalls and doors, including the inside and outside divider walls of toilet stalls and behind (backside of) stall doors.
3. Spot clean light switches, doors, partitions and walls (including tile covered walls) to remove fingerprints, spills, splashed liquid soap, smudges, foreign matter of any kind, and other markings. All graffiti will be removed from walls, partitions and exposed surfaces.
4. Sweep and wet mop with a germicide all floor areas.

5. Clean and polish all mirrors, soap dispensers, flush meters, shelves, chrome fixtures, piping, toilet hinges and disposal container exteriors using detergent/disinfectant and water.
6. Furnish and refill all toilet tissue, toilet seat covers, paper towel and sanitary napkin dispensers. Refill soap dispensers and check operation.
7. Empty and clean paper towel and sanitary napkin disposal receptacles. Replace plastic liners.
8. Clean all baseboards with a germicidal detergent.
9. Remove and clean urinal screens to remove foreign matter.
10. Clean and wash walls, toilet partitions and doors.
11. Scrub and hose off concrete floors using water and disinfectant.
12. Hose concrete slabs immediately outside restroom entrances using water and disinfectants.
13. Deposit all rubbish in City refuse bins at the following parks: Carlson, Culver West, El Marino, Fox Hills, Lindberg, Syd Kroenthal, Tellefson and Veteran's Memorial.

B. Weekly

1. Clean and disinfect floor drains. Polish chrome and brass drain grills.
2. Scrub floor area with germicidal solution.

C. Monthly

1. Scrub floor areas with germicidal solution.
2. Wash diffusers, (both supply and returns) grills, toilet stalls, doors and tile walls with disinfectant/detergent.
3. Remove scale from all fixtures using an acid decal.

XI. TENANT SPACES

A. Daily

1. Empty all waste baskets. Plastic liners to fit waste receptacles in such a manner as to not overhang the top by more than two (2") inches. Replace old plastic liners no less than one time per week.
2. Dust mop all resilient floor areas.
3. Sweep, dry mop or vacuum all floor areas with hard surface flooring or carpet. Remove any visible carpet stains with carpet stain remover as per manufacturer specifications and remove any gum, staples, paper clips, tar, oil, etc., which has adhered to the surface.

4. Dust all horizontal surfaces with treated dust cloth or dust want including furniture, files, equipment binds, shelves and louvers. Including high dusting. Damp wipe all telephones using disinfectant cleaner.
5. Damp wipe all telephones, including dials and crevices, using disinfectant/cleaner.
6. Brush all fabric covered chairs (including backs of chair) with a lint brush. Wipe all smooth covered chairs with a damp cloth.
7. Wash all water fountains, water coolers, chalkboards, lunch room tables, coffee bars and ashtrays.
8. Dust all baseboards.
9. Dust with a treated cloth under all desk equipment and telephones, replace equipment in original position.
10. Dust all grillwork within reach.
11. Spot clean doors, doorframes, walls and switch plates to remove fingerprints, spills and other markings.
12. Spot clean all interior partitions, walls, glass windows and glass entrance doors.
13. Spot clean all metal trim work, removing fingerprints, smudges, water and other marks.
14. Push tenant employee's chairs up into desks.

B. Weekly

1. Damp wipe all wastebaskets.
2. Wet mop and buff all hard surface flooring. Wipe all baseboards and furniture legs clean after mopping.
3. Spot clean all carpet stains.
4. Dust picture frames, hangings, and wall ornaments.

C. Monthly

1. Scrub, strip and wax all hard surface flooring using buffable non-slip type floor finish. Wipe all baseboard and furniture legs clean when re-finishing floors.
2. Vacuum all ceiling air supply and exhaust diffusers or grills.
3. Wash all interior glass, both sides.
4. Spray buff all Perma Grain flooring with manufacturer's recommended sealer.
5. Wash all vinyl and metal kick plates on doors.
6. Dust vertical blinds.

D. Quarterly

1. High dust all horizontal and vertical surfaces not reached in the nightly cleaning, such as pipes, light fixtures, doorjambs, and other wall hangings.
2. Damp wash diffusers, vents, grills and other such items, including surrounding wall or ceiling areas that are soiled.
3. Vacuum or dust all books in place.

E. Semi-Annually

1. Wash all vertical and mini blinds using an industry accepted standard process that will prevent bending or otherwise damaging the blinds. Any blinds that are damaged during cleaning will be replaced in kind by the Contractor, at no charge to the City.

F. Annually

1. Dust all storage areas such as supply and stock closets, including shelves and shelf contents. Damp mop adjoining floor areas.
2. Wash light fixtures, including reflectors, globes, diffusers and trim. Cleaning method to conform to manufacturer's specifications.
3. Shampoo all tenant space carpeted surfaces using a rotary shampoo method followed by a hot water extractor. Care will be taken to remove all excess moisture from carpet fibers.
4. Vacuum draperies, cornices and wall hangings.
5. Wash all unpainted metal surfaces.
6. Wash all interior walls.
7. Clean all vertical surfaces not attended by nightly, weekly, quarterly or semi-annual schedules.

PARKING STRUCTURES & TOWN PLAZA

I. STEAM CLEANING SERVICES

- A. Steam cleaning of all parking stalls, driveways and stairwells. All areas are to be pre-treated with a heavy-duty degreaser and steam cleaned at no less than 3,000 psi and 270 degrees. While removal of the white parking lines may occur, care should be taken to minimize their removal. Any white lines or numbers removed should be repainted.
- B. Service for steam cleaning to each site shall occur *quarterly* for normal maintenance, *weekly* for the Town Plaza area and on an as-requested basis for immediately needed maintenance.
- C. The contracting firm must practice grey water recycling. All water used in the cleaning is to be collected and disposed of by the contracting firm. The City does not have a public clarifier.

II. WEEKLY JANITORIAL SERVICES

The weekly janitorial service applies to the parking structures only. This includes the parking stalls, stairwells and the exterior walls and area on the ground floor immediately adjacent to the structures (i.e. planters, landscaping, and specialty scored concrete).

- A. Collect and dispose all debris.
- B. Sweep and clean all stairwells including hosing down with water if necessary.
- C. Wipe down all hand rails and railings.
- D. Sweep and/or wipe down elevator floors and walls, including the exterior side of doors.
- E. Clean any spills.
- F. Empty and dispose trash cans in elevator lobbies. Trash cans are to be cleaned (i.e. hosed down and/or wiped down) as necessary.

III. SERVICE SITES

- A. Cardiff Parking Structure
3846 Cardiff Avenue
130,950 sq. ft., 400 spaces
5 levels – 1 subterranean, 4 above ground; 3 stairwells; 1 elevator; 1 trash compactor area
- B. Watseka Parking Structure
3844 Watseka Avenue
112,390 sq. ft.; 330 spaces
5 levels – 2 subterranean, 3 above ground; 4 stairwells; 1 elevator; 1 trash compactor area just outside of the parking structure.

- C. Ince Parking Structure
9099 Washington Boulevard
283,908 sq. ft.; 789 spaces
5 levels – 5 above ground; 3 stairwells; 3 elevators
- D. Main Street (site of Culver City Farmer's Market)
Main Street between Culver and Venice Boulevards
34,200 sq. ft.
Steam cleaning of both the street and sidewalks
- E. Downtown Town Plaza (site of Culver Hotel and Lion Fountain)
9500 Culver Boulevard
30,000 sq. ft.
Steam cleaning of pedestrian areas
- F. Canfield Parking Lot
8325 Canfield Avenue
28 parking spaces
- G. Trash Compactors
One located within the Cardiff Parking Structure; one located on the Canfield Parking Lot; one located on premises of Kirk Douglas Theater (9820 Washington Boulevard).

Cleaning should include trash compactor and area around them to a radius of 4 feet.
- H. Paseo Walkway
9527 Culver Boulevard
3,100 sq. ft.
Steam cleaning of public walkway and outdoor dining area

EVENT SERVICE WORKERS

LOCATIONS

City Hall	9770 Culver Boulevard
Veteran's Memorial Building	4117 Overland Avenue
Senior Center	4095 Overland Avenue
Teen Center	4153 Overland Avenue

1. HOURS OF WORK

Event service workers will be scheduled to work flexible shifts within a twenty-four (24) hour day, three-hundred and sixty-five (365) days per year. Schedules will be provided on a weekly basis by the Veteran's Building Manager and posted in the Veteran's Memorial Building clock room and faxed to the successful bidder's office.

2. PERSONNEL

Event service workers will be assigned Monday through Sunday, three hundred and sixty five (365) days per year. In order to maintain continuity of staff, every effort shall be made by the CITY and CONTRACTOR to employ as many full time workers as the facility needs, and to schedule each part-time worker for as many shifts per week as possible. Eight hour shifts are not guaranteed and will be scheduled according to the number of events booked in the facility. Currently, the Veteran's Memorial Building schedules a total of eight (8) employees working 40 hours per week each. Additional workers are occasionally scheduled as needed. The number of employees or hours worked are subject to change according to the City's needs.

The Contractor's assigned Supervisor will make a weekly walk-through of City Hall, Veteran's Memorial Building, Senior Center and Teen Center to determine the performance level of maintenance.

3. SCOPE OF WORK

- A. **Liaison** – Contractor shall provide Veteran's Building Manager (Manager) with the name of their employee whose responsibility will be the daily attendance and performance of all contract employees, including receiving calls from absent employees and replacing them so as not to interrupt the daily flow of activities.
- B. **Unsatisfactory Performance** – Contractor's office shall be notified when the Manager determines that the contractor's work is incomplete or unsatisfactory. Contractor shall remedy the problem at their own cost.
- C. **Supervision** – The Contractor shall provide weekly inspections, varying daytime, evening and nighttime hours, of the Complex and the work performed by the event service workers. The Contractor shall provide the CITY with Supervisor sign-in logs, on site, to verify inspections had been made.
- D. **Training** – The Contractor shall be responsible for the training of all event service workers prior to assignment at the Complex. Training shall include, but not be limited to hydraulic basketball standards, audio/visual equipment, and setup of tables, chairs risers and other equipment. Training shall also include general janitorial duties.

- E. **Safety Meetings** – The Contractor shall provide for the employee's bi-monthly safety meetings on such subjects as safe lifting, safe chemical use, emergency preparedness, etc. Contractor shall provide CITY with attendance log of each meeting.
- F. **Uniforms** – The Contractor shall provide for each employee uniforms bearing the Complex's logo (to be provided by the CITY). The Contractor shall replace uniforms as needed to keep them in good condition (minimum of once per year).
- G. **Sick Calls** – The Contractor shall replace all workers who call in sick or fail to report for work within one hour of the worker's scheduled time of work. If no replacement is available, the Contractor will contract a temporary worker from a temporary agency. The Contractor will pay costs above the City's contract billing rate. All absent workers must be replaced unless the Manager authorizes the opposite.
- H. **Overtime Compensation** – When a worker is required to work overtime at the Contractor's request, such overtime shall be paid for by the Contractor.
- I. **Probation** – All new event service workers shall have a 30-day work probation. After the 30 days worked probation each employee's performance will be evaluated by the Manager, at which time approval of a permanent status will either be approved or denied.
- J. **Safety** – The Contractor is responsible for assuring that all doors, windows, and locks are secured when meeting rooms and buildings are vacated and that all equipment is properly stored.
- K. **Time Cards** – All event service workers will punch a CITY time card that will be approved by the Manager prior to submittal for payment.
- L. **Keys** – All contract employees will be supplied with the keys necessary to perform their duties. In the event keys are lost by the contract employees or held by a dismissed employee, the Contractor shall pay for re-keying per the terms of this proposal.
- M. **Radios** – Event service workers are required to carry hand-held radios, provided by the CITY. In the event that a contract employee loses, damages, or illegally takes possession of a radio, the Contractor will be responsible for the repair and/or replacement cost for the radio.
- N. **Pager** – The Contractor shall supply one pager to be carried by one of the event service workers on duty at all times. Employees who take the pager off site will be required to return the pager to the site immediately.
- O. **Event Service Workers** – Event service workers shall have the following capabilities:
- Must provide exemplary service.
 - Must be able to work irregular hours and days including weekends, nights, graveyard shifts and holidays.
 - Must be responsive to guest's requests.
 - Must be responsive to and comprehend all supervisors' written and verbal instructions.
 - Must have ability to work independently without close supervision.
 - Must be comfortable with extensive and repeated contact with the public, public officials, and the clientele of the complex while performing work tasks.
 - Must be familiar with the names, functions, and characteristics of tools and equipment used in cleaning and minor repairs, as well as, audio/visual equipment.
 - Must have the ability to perform heavy and physically demanding work for lengthy and continuous periods of time at a vigorous pace.
 - Must be able to read simple floor plans and room setup diagrams.
 - Must be able to work a reasonable amount of overtime when a supervisor requests.

P. **Job Detail** – Setup all rooms in a professional and sanitary manner as follows: (although event service workers are primarily responsible for the set up and breakdown of events, they will also be expected to perform general janitorial duties on a daily basis as needed)

- Setup of chairs, tables, risers, podiums, audio/visual equipment, blackboards, flags and additional supplies.
- Dust and spot clean for spills.
- Empty and clean waste receptacles and replace liners if needed.
- Breakdown all cardboard boxes and dispose in recycling bin.
- Sweep all entrances and stairways and vacuum entry mats if needed.
- Clean ashtray receptacles if needed.
- Secure doors, lights and windows.
- Perform daily building lockups, restroom checks, key and radio sign-out and sign-in, and equipment sign-out and sign-in.
- Replace light bulbs and adjust drapes if needed.
- Notify management of supplies that are running low.
- Notify management of plumbing, electrical, security and maintenance problems.
- Attend "Guest Services" trainings presented by the Manager.