



Item No. 11 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

THROUGH: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

FROM: STEVE TYLER, PUBLIC WORKS SUPERINTENDENT

DATE: APRIL 15, 2015

**SUBJECT: APPROVAL OF REQUEST FOR BID FOR JANITORIAL
MAINTENANCE SERVICES**

RECOMMENDATION

Approve the Request for Bid for Janitorial Services

BACKGROUND | ANALYSIS

The Town's current contract for custodial services expires in June 2015. The Town has been in contract with Central Maintenance Company of Gilroy since 2011. The monthly cost for services is \$2,095.95 (\$25,151.40/year).

Staff recommends that the Town issue a formal Request for Bid for janitorial services. The work will remain the same with the addition of the new Little League restrooms that will be added for servicing on a 7-day per week basis. This contract is to be fully inclusive of labor, supplies and equipment necessary to maintain these facilities in good working order.

The following is a list of facilities and level of service required for each:

- Council Chambers (2 times per week)
- Police Department (3 times per week)
- Library (3 times per week)
- Town Administration (2 times per week)
- Permit Center (2 times per week)
- Corporation office (2 times per week)
- Park Playground restrooms (7 times per week)
- Park Main House restrooms/kitchen (2 times per week)
- Carriage House restrooms/kitchen (2 times per week)
- Little League ballpark restrooms (7 days per week)

Staff does not anticipate any new facilities (Civic Center) coming online over the next 3 years.

POLICY FOCUS

Janitorial services are a necessary service for Town facilities. These services are either provided in-house or via contract. Historically, the Town has provided these services via contract. The Town could hire staff to perform these services or continue the policy of contracting for these services.

FISCAL IMPACT

Funds are budgeted to cover the cost of issuing and reviewing the bids.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. In addition, paid newspaper advertisements will also be used to release the bid.

Bids can be found on the Town's website at www.ci.atherton.ca.us/bids.aspx.

ATTACHMENTS

Janitorial Services Request for Bid
Appendix Items A1-A10



TOWN OF ATHERTON
REQUEST FOR BIDS

JANITORIAL MAINTENANCE SERVICES

Bids due at 3:00 pm on WEDNESDAY, May 20, 2015

Mandatory pre-bid meeting/walk-through
WEDNESDAY, MAY 6, 2015

Town Administration Office
91 Ashfield Road
Atherton, Ca. 94027

TOWN OF ATHERTON

Request for Bids For Janitorial Services

Town of Atherton is requesting bids from qualified, experienced and bonded firms in the State of California to provide janitorial maintenance services for its buildings in the Town Center and at Holbrook-Palmer Park. The Town desires to enter into an agreement for two (2) years with a provision for possible renewal upon satisfactory performance.

I. Communications: Town Staff may be contacted to obtain additional information; however, any such oral communication will not be binding on the Town. All questions regarding this project should be directed to, Steve Tyler, Public Works Superintendent at: 650-752-0541, or by e-mail: styler@ci.atherton.ca.us

II. Procedures:

- a. *Bids Costs.* The Town will not pay for any cost incurred in the investigation, preparation or submission of a bids in response to Town's request.
- b. *Withdrawal.* A bid may be withdrawn without prejudice prior to the time specified for opening by submitting a written request to the Town Manager for its withdrawal, in which event, the bids will be returned to the Proposer unopened. Any bids received after the time specified or delivered at a place other than that stated in the "Notice Requesting Bids" will not be considered.
- c. *Retention and Use of Bids.* The Town reserves the right to retain all bids and use any idea in any bid regardless of whether that bid is selected. The Town also reserves the right to waive non-substantial irregularities in any bids, to reject any or all bids, to reject or delete one part of a bid and to accept others, except to the extent that bids are qualified by specific limitations, and to make an award as the interest of the Town may require.
- d. *Agreement.* The Town reserves the right to negotiate any and all terms of an agreement including length, scope of services and compensation. Proposer to include any exceptions to the Atherton Service Agreement with the bid for consideration.
- e. *Approval by Town Council.* An agreement with the successful bid shall not be binding unless and until it is approved by the Town Council and executed by authorized representatives of both parties.
- f. *Competency and Responsibility.* The Town reserves full discretion to determine the competence and responsibility, professionally and/or financially, of proposers. Proposers will provide, in a timely manner, any and all information that the Town deems necessary to make such decision.
- g. *No Award.* The Town may, for any reason, decide not to award an agreement as a result of this RFP.

h. *Execution of Contract.* The Bid to whom award is made will be expected to execute a written contract with the Town within ten (10) calendar days after notice of the award has been mailed to the address given in the bid. **It is expected this contract to commence July 1, 2015 at 12:00a.m.**

i. *Failure to Execute Contract.* If the Bid to whom the award is made fails to enter into the contract, the award will be annulled and the contract may be awarded to another bid who best fulfills the bid stipulation.

III. General

Work in this section includes the janitorial maintenance of Town owned buildings. Maintenance includes the upkeep and cleaning of facilities two (2) days per week with the exception of the Police Department and Library, which requires three (3) days a week service and the Playground and Little League restrooms, which require seven (7) days per week service.

The facilities included are:

- A1. Town Hall – 91 Ashfield Road
- A2. Police Department – 83 Ashfield Road
- A3. Library – 2 Dinkelspiel Lane
- A4. Council Chambers – 94 Ashfield Road
- A5. Permit Center – 99 Station Lane
- A6. Corporation Yard Office – 93 Station Lane
- A7. Main House – 150 Watkins Ave
- A8. Carriage House – 150 Watkins Ave.
- A9. Playground restrooms – 150 Watkins Ave.
- A10. LL Ballpark – 150 Watkins Ave.

See exhibits A-1 through A-10 for general duty cleaning requirements.

In addition to general duty cleaning requirements for the above listed locations, the following duties are to be completed twice annually at each facility as follows;

- Window washing - Window washing is to include inside/outside cleaning of all windows, cleaning of screens, reinstalling screens and removal of bird droppings. A one week notice shall be given to Atherton staff prior to this work being done.
- Floor stripping – all floors (non-carpeted) are to be stripped of their finish and refinished 2 times annually. A one week notice shall be given to Atherton staff prior to this work being done.
- Desk cleaning – all desks are to be cleaned with an all purpose cleaner (wood desks to be treated with a furniture polish) two times annually. A one week notice shall be given to Atherton staff prior to this work being done.

IV. Contractor performance criteria

The goal of this service agreement is to keep all Town owned facilities clean, sanitary and presentable for public and employee use.

General areas to be maintained within Town owned facilities are:

- Entrance Ways and Lobbies
- Executive Offices
- Offices
- Work Stations
- Conference Rooms
- Town Council Chamber
- Kitchen Areas
- Break Rooms
- Receptionist Areas
- Restrooms
- Utility Rooms
- Squad Room
- Locker Room

Successful bidder will order and maintain the following products for use in maintained town facilities: toilet paper, seat covers, liquid soap and paper towels and other cleaning products/tools (see specifications item XVI).

All workers must be fingerprinted and submit to a background check prior to working in Town facilities. Firm selected must provide its workers with company uniforms and/or photo ID name badges to be worn at all times when performing janitorial services within the Town.

V. Project Area

Refer to **Exhibits A-1 through A-10** for the locations and summary schedule table of all facilities to be maintained throughout the Town of Atherton as part of the contract.

VI. Pre-Bids Meeting and Walkthrough

A pre-bid meeting and walkthrough will be held **Wednesday, 10:00 a.m., May 6, 2015**, in the Town Hall Council Chambers, located at 94 Ashfield Road in Atherton. The meeting will consist of two parts, first an oral presentation discussing the request for bid and its contents and second, a walkthrough of the Town facilities reviewing the various components and janitorial needs. **Failure to attend this meeting will result in a disqualification of bids for that proposer.**

VII. Selection Process

The Town will seek to hire the contractor who provides the lowest responsible bid for the service, supplies and equipment specified in this document and who meets all criteria listed below.

VIII. Acceptance or Rejection and Negotiation of Bids

The Town reserves the right to accept or reject any or all bids, or select more than one firm for this work as deemed appropriate by the Town. After selection by the Town, the contents of the submitted bids will become a contractual obligation. Failure to agree to include the bids as part

of the contractual agreement will result in cancellation of the award. The Town reserves the right to negotiate a modification to, or accept any part of the bids, and may not be obligated in any way to accept those parts that do not meet with the approval of the Town. Terms and conditions of the contract will be negotiated at the time of selection and will be subject to the approval of the Town Manager, Town Attorney, and Town Council.

IX. Insurance

The successful bids shall provide insurance that meets the following criteria:

- a. Comprehensive general liability insurance, including fire legal liability, premises operations, owned and non-owned and hired automobile liability with a minimum combined single limit in the amount of one million dollars (\$1,000,000) per occurrence for bodily or personal injury to, illness of, or death of persons, and damage to property. All such liability insurance shall:
 1. Name Town, its council members, its appointed officials, its officers and its employees as an additional insureds;
 2. Be primary and noncontributing with any insurance which may be carried by the Town;
 3. Afford coverage for all claims based on any act, omission, event or condition that occurred or arose (or the onset of which occurred or arose) during the policy period;
 4. Expressly provide that Town, although named as an insured, shall nevertheless be entitled to recover under the policy for any loss, injury or damage to Town; and
 5. Apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement).
 6. Worker's compensation insurance and employer's liability insurance as required by the laws of the State of California. Said insurance policy shall provide that the insurer waives all rights of subrogation against the Town, its officers, agents, employees and volunteers for losses arising from work performed by successful bids for Town.
- b. All insurance required under this section and all renewals of this contract shall be issued by good and responsible companies admitted to do and doing business in the State of California. Each policy shall expressly provide that the policy shall not be cancelled or altered without thirty (30) days prior written notice to Town. Upon the issuance thereof, and on or before the expiration of each such policy and a replacement thereof, successful bids shall deliver to Town "Proof of Insurance" consisting of such policy or a certified copy and a certificate thereof to Town for retention by Town. If successful bids fails to insure or fails to furnish to Town upon notice to do any such policy or certified copy and certificate thereof as required, Town shall have the right from time to time to effect such insurance for the benefit of successful bids or Town or both of them and all premiums paid by Town shall be payable by successful bids as an Additional Service Fee on demand.
- c. Town reserves the right from time to time in its reasonable discretion to require successful bids to obtain additional liability insurance coverage and to increase existing

limits of insurance coverage to levels then generally maintained by prudent business organizations operating a similar business in light of inflation, awards for personal injury or wrongful death and other risks.

X. Indemnification of Liability, Duty to Defend

To the fullest extent permitted by law, selected firm shall defend through counsel approved by Town, indemnify, and hold harmless Town, its officers, representatives, agents and/or employees against all claims, demands, causes of actions, losses, liability and expenses, including without limitation attorney's fees arising or resulting directly or indirectly from any act or omission of firm, or firm's assistants, employees or agent, including all claims relating to the injury or death of any person or damage to any property.

XI. Assignment

No agreement or any duties or obligations resulting from this bids may be assigned by selected firm without the prior written consent of the Town.

XIV. CONTRACT PROVISIONS

The successful bids will be required to enter into an agreement with the Town. This agreement shall define the work scope, performance measures and payment schedule for the services offered subject to the following:

- a. *Insurance.* The successful bids will provide proof of insurance in the form, coverage and amounts specified in these specifications within ten calendar days after notice of contract award as a precondition to contract execution.
- b. *Business License.* The successful bids must have a valid Town of Atherton business license prior to execution of the contract. Additional information regarding the Town's business license program may be obtained by calling Town Hall at (650) 752-0500.
- c. *Immigration Act of 1986.* The successful bids shall provide written assurance that the company and all subcontractors engaged for the performance of this work shall employ only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986.
- d. *Contractor Non-discrimination.* The Contract shall contain a warranty that the successful bids agrees that, in performing the Work, it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination in employment or person because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion.
- e. *Payment Terms.* The Town's payment terms are 30 days from receipt of an original invoice. Firm shall submit invoices on a monthly basis with breakdown in services per facility.

f. *Record Maintenance.* All working papers in support of each required report must be retained and made available to the Town at no cost for a minimum of three (3) years, unless the firm is notified in writing by the Town of the need to extend the retention period. The successful bids will be required to make working papers available to third parties only upon written request by the Town Manager. In addition, the firm shall respond to the reasonable inquiries of successor successful proposer and allow successor successful proposer to review working papers relating to matters of continuing accounting significance.

g. *Security clearance.* Successful bids must provide a clear background check (Livescan - D.O.J./F.B.I) for all employees, including supervisors, who are to work on this contract. The cost for this check will be provided by the successful Proposer, with arrangements for the checks to be administered by the Town of Atherton Police Department.

It will be the successful bidder's responsibility to arrange for competent personnel who can pass this standard criterion. No workers who have not been successfully cleared by the Livescan process with D.O.J./F.B.I. will be allowed access to the premises.

XV. BIDS SUBMITTAL

The bids documents will be enclosed in a sealed envelope within another sealed envelope. The outer envelope shall be addressed to:

**Town of Atherton
Attn: Town Clerk
"Bids for Town Janitorial Maintenance Services"
91 Ashfield Road
Atherton, Ca. 94027**

Bids are due on **Wednesday, May 20**, by no later than **3:00 PM** at the Town Clerk's office located in Town Hall, 91 Ashfield Road, Atherton, Ca. 94027. FAX submittals will not be accepted.

Bids shall be submitted in the following format:

- a. Signed Transmittal Letter. The Letter should briefly state the bidders understanding of the work to be done, the commitment to perform work within the time period, a statement as to why the firm believes it to be best qualified to perform the engagement and a statement that the bids is a firm and irrevocable offer for sixty (60) days.
- b. Qualifications of the Proposer. The bids should describe the knowledge, background and experience of the bidders, as more particularly described below. Proposer should provide the following information about its qualifications:
 - i. A statement as to actual ownership of the Bids. Is the proposed service provider a subsidiary company or operating under a fictitious name? Explain in clear concise language.
 - ii. Provide evidence of ability to procure insurance required by the contract.
 - iii. Indicate key staff people and include an organizational chart.
 - iv. Copies of all current Green Janitorial Business certifications.

- c. Project Statement – Provide the name and address of the firm.
 - i. List the manager and other staff by name and position to be utilized on these services.
 - ii. List individual staff qualifications and past experience in services of this nature.
 - iii. Identify your experience with references, both current and past.
 - iv. List, if necessary, any sub-contractors expected to be engaged in work on these services and include their qualifications and experience.

- d. Project Approach – Provide a statement indicating the methodology your firm plans to use to conduct the work and the basis on which you make your evaluations and recommendations.
 - i. Provide an outline of how you would obtain security clearances for your workforce per requirements.
 - ii. Provide an outline on how your firm would proceed with this work.
 - iii. Provide a plan for your “Green Janitorial” approach.

- e. Project Schedule – Provide a narrative or schedule on how your firm would proceed with the work. Provide hours of typical working times.
 - i. For janitorial services work cannot be performed during the hours of 8-5pm, Monday thru Friday unless requested by the Town Staff or a case-by-case basis i.e. emergency service, special request.

- f. Project Cost –Provide an estimated Total Project Cost yearly and monthly on a “not-to-exceed” basis for general services; inclusive of any and all incidental expenses anticipated to be incurred.
 - i. List the hourly rates for any applicable position of staff or sub-contractor that may work on these services.
 - ii. List the hourly rates for all applicable working shifts (i.e. graveyard shift, swing shift).
 - iii. Provide estimated hourly costs for On-Call services.
 - iv. Provide annual adjustment in rates proposed and basis for rate increases, i.e. consumer index, cost of living, etc.
 - v. Provide monthly total costs per facility. Complete the monthly proposed fee schedule below.

- g. References – Provide a list of three (3) references (name, address, phone number, project type) for recent similar work within the past five (5) years.

- h. Statement of Past Contract Disqualification. Each bids shall submit a statement regarding any past governmental agency contract disqualification.

- i. Warranties. The Bids shall contain a statement that the proposing firm is aware of, and is ready, able and willing to provide to the Town each of the warranties as described in the section entitled below, A Contract Document. If the statement providing the warranties is not included in the bids, it must be provided prior to the acceptance of an Agreement by the Town.

- j. Similar Engagements with other Government Entities. List the most significant engagements (maximum–three) performed in the last five years that are similar to the engagement described in this request for bids. Indicate the scope of work, date,

engagement partners, total hours or cost, telephone number and the name of the principal client contact. Indicate "none" if your firm has not provided service for any municipal clients.

XVI. SPECIFICATIONS

The following are the specifications for contractor provided supplies;

- 1) Paper towels - Premium embossed multifold to fit all standard multifold towel dispensers.
- 2) Toilet tissue – Standard two ply embossed standard roll tissue to fit all standard roll dispensers.
- 3) Liners – all necessary liner sizes to fit various waste cans. All waste cans shall have a liner.
- 4) Soap – liquid soap for standard liquid soap dispensers to be broad spectrum anti-microbial with moisturizers, emollients and/or conditioners to facilitate frequent hand washings.
- 5) Toilet seat covers – 100% biodegradable and flushable. To fit all standard ½ fold seat cover dispensers.
- 6) Cleaning products – Contractors choice (keep in mind green-certification points)
- 7) Tools – Contractors choice.

XVII. MONTHLY PROPOSED FEE SCHEDULE

Complete the following monthly cost estimate per facility using this year's costs. Semi-annual duty costs shall be pro-rated into these monthly fees. **Do not include emergency services or on-call services.**

**COMPANY
NAME** _____

TOWN FACILITY	APPX. SQUARE FOOTAGE	X SERVICE PER WEEK	MONTHLY COST
TOWN HALL	2500	3	\$
POLICE DEPT. (INC. TRAILERS)	4970	2	\$
LIBRARY	4023	3	\$
COUNCIL CHAMBERS	1260	2	\$
PERMIT CENTER	2880	2	\$
CORP. YARD OFFICE	1500	2	\$
MAIN HOUSE (RESTROOMS ONLY)	500	3	\$
CARRIAGE HOUSE (RESTROOMS/DRYMOP)	600	3	\$
PLAYGROUND RESTROOMS	250	7	\$
LL BALLPARK RESTROOMS	120	7	\$
TOTAL	18603		\$
2X SERVICE = Mon & Weds			
3x SERVICE = Mon, Weds & Fri			
7x SERVICE = all			

MONTHLY COST X 12 = ANNUAL COST	\$
--	-----------

- - Fill in all areas with \$ signs.

Exhibit A-1

CITY HALL

91 Ashfield Road

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)			X		X		
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener			X		X		
Clean and disinfect dispensers and faucets			X		X		
Wash and sanitize toilets, urinals, sinks and mirrors			X		X		
Mop restroom floors and sanitize			X		X		
Report burnt out lights and other issues			X		X		
Empty all receptacles and trash and replace liners			X		X		
Clean sanitize and polish drinking fountains			X		X		
Vacuum all carpets			X		X		
Empty recycle containers			X		X		
Wash sink area and coffeepot			X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker			X		X		
Straighten / align furniture			X		X		
Clean stairway railing and vacuum			X		X		
Secure all locks each visit			X		X		
Check off/date duty sheet as provided			X		X		
Dust desk areas and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Clean elevator rails and walls					X		
Clean elevator floor, doors and frames					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave					X		
Remove fingerprints, smudges from wall surfaces,					X		
Dust window blinds, door frames, moldings, vents					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.

Police Department

83 Ashfield Road

TASK	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Restroom Maintenance (5)	X		X		X		
Fill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener	X		X		X		
Clean and disinfect dispensers and faucets	X		X		X		
Wash and sanitize toilets, urinals and sinks	X		X		X		
Clean all mirrors	X		X		X		
Mop restroom floors and sanitize	X		X		X		
Empty all trash receptacles and reline	X		X		X		
Clean sanitize and polish drinking fountains	X		X		X		
Report burnt out lights and other issues	X		X		X		
Vacuum all carpeting	X		X		X		
Sweep, mop and disinfect flooring	X		X		X		
Empty recycle containers	X		X		X		
Clean, sanitize and polish drinking fountains	X		X		X		
Wash sink area and coffeepot	X		X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker	X		X		X		
Straighten / align furniture	X		X		X		
Secure all locks each visit	X		X		X		
Check off/date duty sheet as provided	X		X		X		
Dust desk areas and computer monitors					X		
Clean finger prints off light switches					X		
Detail and vacuum under desks, wires, etc.					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave					X		
Clean entrance glass door and windows					X		
Remove fingerprints, smudges from wall					X		
Dust window blinds, door frames, moldings					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit A-3 **Library**
2 Dinkelspiel Lane

TASK	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Restroom Maintenance (5)	X		X		X		
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener	X		X		X		
Clean and disinfect dispensers and faucets	X		X		X		
Clean all mirrors	X		X		X		
Wash and sanitize toilets, urinals and sinks	X		X		X		
Mop restroom floors and sanitize	X		X		X		
Empty all recycle receptacles	X		X		X		
Clean sanitize and polish drinking fountains	X		X		X		
Report burnt out lights and other issues	X		X		X		
Vacuum all carpeting	X		X		X		
Empty and re-line trash containers	X		X		X		
Wash sink area and coffee pot	X		X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker	X		X		X		
Straighten / align furniture	X		X		X		
Clean, mop and sanitize tile and workout floors	X		X		X		
Secure all locks each visit	X		X		X		
Check off/date duty sheet as provided	X		X		X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Detail and vacuum under desks, wires, etc.					X		
Dust desk areas and computer monitors					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave					X		
Remove fingerprints, smudges from wall					X		
Dust window blinds, door frames, moldings,					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.
The City Council meet every 1st and 3rd Tuesday in the large room.

Exhibit A-4

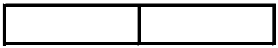
Council Chambers

94 Ashfield Road

TASK	Mon	Tues	Wed	Thurs	Fri
Restroom Maintenance (2)			X		X
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener			X		X
Clean and disinfect dispensers and faucets			X		X
Clean all mirrors			X		X
Wash and sanitize toilets, urinals and sinks			X		X
Mop restroom floors and sanitize			X		X
Empty all recycle receptacles.			X		X
Clean sanitize and polish drinking fountains			X		X
Report burnt out lights and other issues			X		X
Vacuum all carpeting			X		X
Empty and re-line trash containers			X		X
Wash sink area and coffee pot			X		X
Clean, polish & disinfect sink and kitchen area			X		X
Straighten / align furniture			X		X
Clean, mop and sanitize tile and workout floors			X		X
Secure all locks each visit			X		X
Check off/date duty sheet as provided			X		X
Clean finger prints off light switches			X		X
Spot clean walls					X
Floor swept / damp dust mop					X
Detail and vacuum under desks, wires, etc.					X
Dust desk areas and computer monitors					X
Dust surfaces, windowsills, countertops					X
Wipe and clean microwave					X
Remove fingerprints, smudges from wall					X
Dust window blinds, door frames, moldings,					X
Wipe clean all ventilation grills					X
Wipe clean all door jams					X
Strip and refinish floors	Twice a year				
Clean windows inside and out	Twice a year				
Clean desk tops	Twice a year				

Note: Paperwork on desks and electronic equipment are to remain untouched.

The City Council meet every 3rd Wednesday of the month. The tasks need to be performed on the Tuesday



y prior .

Permit Center

99 Station Lane

TASK	Mon	Tues	Wed	Thurs	Fri
Restroom Maintenance (2)			X		X
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener			X		X
Clean and disinfect dispensers and faucets			X		X
Clean all mirrors			X		X
Wash and sanitize toilets, urinals and sinks			X		X
Mop restroom floors and sanitize			X		X
Empty all recycle receptacles .			X		X
Clean sanitize and polish drinking fountains			X		X
Report burnt out lights and other issues			X		X
Vacuum all carpeting			X		X
Empty and re-line trash containers			X		X
Wash sink area and coffee pot			X		X
Clean, polish & disinfect sink and kitchen area			X		X
Straighten / align furniture			X		X
Clean, mop and sanitize tile and workout floors			X		X
Secure all locks each visit			X		X
Check off/date duty sheet as provided			X		X
Clean finger prints off light switches					X
Empty recycle containers and paper shredder & put in appropriate bins					X
Spot clean walls					X
Floor swept / damp dust mop					X
Detail and vacuum under desks, wires, etc.					X
Dust desk areas and computer monitors					X
Dust surfaces, windowsills, countertops					X
Wipe and clean microwave					X
Remove fingerprints, smudges from wall					X
Dust window blinds, door frames, moldings,					X
Wipe clean all ventilation grills					X
Wipe clean all door jams					X
Strip and refinish floors	Twice a year				
Clean windows inside and out	Twice a year				
Clean desk tops	Twice a year				

Note: Paperwork on desks and electronic equipment are to remain untouched.

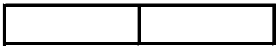


Exhibit A-6

Corporation Yard Office

93 Station Lane

TASK	Mon	Tues	Wed	Thurs	Fri
Restroom Maintenance (2)			X		X
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener			X		X
Clean and disinfect dispensers and faucets			X		X
Clean all mirrors			X		X
Wash and sanitize toilets, urinals and sinks			X		X
Mop restroom floors and sanitize			X		X
Empty all recycle receptacles.			X		X
Clean sanitize and polish drinking fountains			X		X
Report burnt out lights and other issues			X		X
Empty and re-line trash containers			X		X
Wash sink area and coffee pot			X		X
Clean, polish & disinfect sink and kitchen area			X		X
Straighten / align furniture			X		X
Clean, mop and sanitize tile and office floors			X		X
Secure all locks each visit			X		X
Check off/date duty sheet as provided			X		X
Clean finger prints off light switches					X
Spot clean walls					X
Floor swept / damp dust mop					X
Detail and vacuum under desks, wires, etc.					X
Dust desk areas and computer monitors					X
Dust surfaces, windowsills, countertops					X
Wipe and clean microwave					X
Remove fingerprints, smudges from wall					X
Dust window blinds, door frames, moldings,					X
Wipe clean all ventilation grills					X
Wipe clean all door jams					X
Strip and refinish floors	Twice a year				
Clean windows inside and out	Twice a year				
Clean desk tops	Twice a year				

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit
A-7

MAIN HOUSE 150 WATKINS

TASK	Mon	Tues	Wed	Thurs	Fri
Restroom Maintenance (2)	X		X		X
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener	X		X		X
	X		X		X
Clean and disinfect dispensers and faucets	X		X		X
Clean all mirrors	X		X		X
Wash and sanitize toilets, urinals and sinks	X		X		X
Mop restroom floors and sanitize	X		X		X
Empty all recycle receptacles.	X		X		X
Clean sanitize and polish drinking fountains	X		X		X
Report burnt out lights and other issues	X		X		X
Empty and re-line trash containers	X		X		X
Wash sink area and coffee pot	X		X		X
Clean, polish & disinfect sink and kitchen area	X		X		X
Straighten / align furniture	X		X		X
Clean, mop and sanitize tile and office floors	X		X		X
Secure all locks each visit	X		X		X
Check off/date duty sheet as provided	X		X		X
Clean finger prints off light switches					X
Spot clean walls					X
Floor swept / damp dust mop					X
Detail and vacuum under desks, wires, etc.					X
Dust desk areas and computer monitors					X
Dust surfaces, windowsills, countertops					X
Wipe and clean microwave					X
Remove fingerprints, smudges from wall					X
Dust window blinds, door frames, moldings,					X
Wipe clean all ventilation grills					X
Wipe clean all door jams					X
Strip and refinish floors	Twice a year				
Clean windows inside and out	Twice a year				
Clean desk tops	Twice a year				

Exhibit
A-8

CARRIAGE HOUSE

150 WATKINS

TASK	Mon	Tues
Restroom Maintenance (2)		
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener		
Clean and disinfect dispensers and faucets		
Clean all mirrors		
Wash and sanitize toilets, urinals and sinks		
Mop restroom floors and sanitize		
Empty all recycle receptacles.		
Clean sanitize and polish drinking fountains		
Report burnt out lights and other issues		
Empty and re-line trash containers		
Wash sink area and coffee pot		
Clean, polish & disinfect sink and kitchen area and coffee maker		
Straighten / align furniture		
Clean, mop and sanitize tile and office floors		
Secure all locks each visit		
Check off/date duty sheet as provided		
Clean finger prints off light switches		
Spot clean walls		
Floor swept / damp dust mop		
Detail and vacuum under desks, wires, etc.		
Dust desk areas and computer monitors		
Dust surfaces, windowsills, countertops		
Wipe and clean microwave		
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions		
Dust window blinds, door frames, moldings, vents		
Wipe clean all ventilation grills		
Wipe clean all door jams		
Strip and refinish floors (BATHROOM AND KITCHEN ONLY)		
Clean windows inside and out (GROUND FLOOR ONLY)		
Clean desk tops (n/a)		1

Wed	Thurs	Fri
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
X		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X

Twice a year

Twice a year

Twice a year

Exhibit
A-9

PLAYGROUND RESTROOMS

150 WATKINS

TASK	Mon	Tues	Wed
Restroom Maintenance (2)	X	X	X
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener	X	X	X
Clean and disinfect dispensers and faucets	X	X	X
Clean all mirrors	X	X	X
Wash and sanitize toilets, urinals and sinks	X	X	X
Mop restroom floors and sanitize	X	X	X
Empty all recycle receptacles.	X	X	X
Clean sanitize and polish drinking fountains	X	X	X
Report burnt out lights and other issues	X	X	X
Empty and re-line trash containers	X	X	X
Wash sink area and coffee pot	X	X	X
Clean, polish & disinfect sink and kitchen area and coffee maker	X	X	X
Straighten / align furniture	X	X	X
Clean, mop and sanitize tile and office floors	X	X	X
Secure all locks each visit	X	X	X
Check off/date duty sheet as provided	X	X	X
Clean finger prints off light switches	X	X	X
Spot clean walls	X	X	X
Floor swept / damp dust mop	X	X	X
Remove fingerprints, smudges from wall surfaces, switch plates, glass	X	X	X
Wipe clean all door jams	X	X	X
Strip and refinish floors N/A	Twice		
Clean windows inside and out N/A	Twice		
Clean desk tops (n/a)	Twice a yea		

Exhibit
A-10

LL BALLPARK RESTROOMS 150 WATKINS

TASK	Mon	Tues
Restroom Maintenance (2)	X	X
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and freshener	X	X
Clean and disinfect dispensers and faucets	X	X
Clean all mirrors	X	X
Wash and sanitize toilets, urinals and sinks	X	X
Mop restroom floors and sanitize	X	X
Empty all recycle receptacles.	X	X
Clean sanitize and polish drinking fountains	X	X
Report burnt out lights and other issues	X	X
Empty and re-line trash containers	X	X
Wash sink area and coffee pot	X	X
Clean, polish & disinfect sink and kitchen area and coffee maker	X	X
Straighten / align furniture	X	X
Clean, mop and sanitize tile and office floors	X	X
Secure all locks each visit	X	X
Check off/date duty sheet as provided	X	X
Clean finger prints off light switches	X	X
Spot clean walls	X	X
Floor swept / damp dust mop	X	X
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions	X	X
Wipe clean all door jams	X	X
Strip and refinish floors N/A		
Clean windows inside and out N/A		
Clean desk tops (n/a)		1

Wed	Thurs	Fri	Sat	Sun
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X

Twice a year

Twice a year

Twice a year
