



**FIRST AMENDMENT**  
**CITY-WIDE CUSTODIAL SERVICES**  
**CONTRACT FOR PROFESSIONAL SERVICES**  
**Contract No. 2024-26**

This First Amendment ("First Amendment") to the fully executed Contract for Professional Services (Contract No. 2024-26) dated June 25, 2024 ("Initial Contract") for City-Wide Custodial Services is made and entered into this 28 day of August 2024, by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City") and Pinnacle Janitorial, Inc. dba Pinnacle Building Services, an Arizona corporation ("Contractor").

The Parties to the Initial Contract hereby agree to the following amendment. Deleted text has a ~~strike through~~ and new text is **BOLDED AND ALLCAPS**.

1. Scope of Work: Contractor shall provide the materials and/or services generally described as:

**City-Wide Custodial Services**

1. Cinder Lake Landfill Admin Building
2. City Hall
3. City Prosecutor's Office
4. Downtown Library
5. East Flagstaff Library
6. Flagstaff Aquaplex
7. Hazardous Products Center (located at Cinder Lake Landfill)
8. Mogollon Building
9. Municipal Court
10. Rio De Flag Water Treatment Facility
11. USGS (Four buildings)
12. Wildcat Hill Water Treatment Facility
- 13. CITY PARK RESTROOMS**
- 14. CORE SERVICES MAINTENANCE FACILITY**
- 15. FLAGSTAFF VISITOR CENTER**
- 16. MATERIAL RECOVERY FACILITY**
- 17. MILLIGAN HOUSE**
- 18. MOONSHOT BUSINESS ACCELERATOR**
- 19. MOONSHOT BUSINESS INCUBATOR**
- 20. PARKFLAG OFFICE (HOPI BUILDING)**
- 21. WATER SERVICES ADMINISTRATION BUILDING**
- 22. WATER SERVICES SHOP EAST SIDE**

and as more specifically described in the Scope of Work, attached ~~hereto~~ **TO THE INITIAL CONTRACT** as Exhibit A.1.

2. Compensation:

2.1 General:

2.1.1 Contractor shall be paid for satisfactory performance of the services defined in the Scope of Work attached as Exhibit A.1.

2.1.1.1 The Facility-Specific Scope of Work attached as *Exhibit A.2* and the Custodial Services – Proposal and Frequency Form attached as *Exhibit A.3*, **AND**


2.1.1.2 **THE FACILITIES DEFINED IN THE ADDITIONAL FACILITY-SPECIFIC SCOPE OF WORK ATTACHED HERETO AS EXHIBIT A.2 AND THE ADDITIONAL CUSTODIAL SERVICES – PROPOSAL AND FREQUENCY FORM ATTACHED HERETO AS EXHIBIT A.3.**

2.1.2 If there are conflicts between the Scope of Work and the Custodial Services – Proposal and Frequency Form **ATTACHED TO THE INITIAL CONTRACT OR THE FIRST AMENDMENT**, the requirements of the Scope of Work prevail.

All other provisions of the Initial Contract shall remain unchanged in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by their duly authorized representatives as of the date first written above. This First Amendment will be in full force and effect when it has been approved and executed by the duly authorized City officials.

CONTRACTOR:

By:  Fady Ebeid

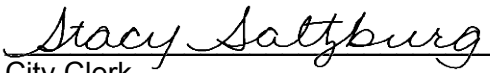
Title: CEO/Owner

CITY OF FLAGSTAFF

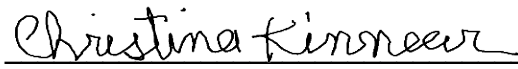
By: 

**Greg Clifton signed on 8/26/2024 4:23:47 PM**  
Title: City Manager

ATTEST:

  
City Clerk  
**Stacy Saltzburg signed on 8/28/2024 4:05:50 PM**

APPROVED AS TO FORM:

  
City Attorney's Office  
**Christina Kinnear signed on 8/26/2024 4:15:31 PM**

**EXHIBIT A.2**

**ADDITIONAL FACILITY-SPECIFIC SCOPE OF WORK**

**I. GENERAL INFORMATION REGARDING FACILITIES**

Pinnacle Janitorial, Inc. is responsible for providing additional Custodial Services at the following facilities:

13. City Park Restrooms
14. Core Services Maintenance Facility
15. Flagstaff Visitor Center
16. Material Recovery Facility
17. Milligan House
18. MOONSHOT Business Accelerator
19. MOONSHOT Business Incubator
20. ParkFlag Office (Hopi Building)
21. Water Services Administration Building
22. Water Services Shop East Side

**II. SPECIFIC INFORMATION REGARDING ADDITIONAL FACILITIES**

- A. If there are conflicts between the Additional Facility-Specific Scope of Work and the Custodial Services – Proposal and Frequency Form, the requirements of the Additional Facility-Specific Scope of Work prevail.

**13. CITY PARK RESTROOMS**

Address: Varies by location

Hours Available to Render Services: 5:00 a.m. – 10:00 a.m.

**Buffalo Park**

Address: 2400 N Gemini Rd

Specs: Three (3) restroom units

**Bushmaster Park (East and West)**

Address: 3150 N Alta Vista Dr.

Specs: East – Three (3) restroom units, and West – Two (2) units

**Heritage Square**

Address: 111 W. Birch Ave.

Specs: Two (2) restroom units

**Foxglenn Park**

Address: 4200 E Butler Ave

Specs: Six (6) restroom units

**Thorpe Park**

Address: 191 N. Thorpe Rd.

Specs: Three (3) restroom units

Duties:

13.1 Perform Basic Services: Restrooms at each location to be cleaned and stocked (7 days a week / 365 days per year).

13.2 The Contractor will be responsible for opening, cleaning, and stocking of restrooms by the times listed above.

#### **14. CORE SERVICES MAINTENANCE FACILITY**

Address: 3200 W. Route 66

Specs: Approx. 73,245 square feet

Hours Available to Render Services: 7:00 p.m. – 4:00 a.m.

Duties:

14.1 Perform Basic Services: Monday to Friday (5 days/week).

14.2 The following areas of the facility are to be cleaned as according to the Custodial Services – Proposal and Frequency Form:

14.3 Administration – 13,155 square feet

14.3.1 Front Desk

14.3.2 Admin Offices

14.3.3 Restrooms and Showers

14.3.4 Conference Room

14.3.5 Locker Room and Kitchen Area

14.4 Streets – 746 square feet

14.4.1 Locker Room

14.4.2 Restrooms and Showers

14.5 Fleet – 1,604 square feet

14.5.1 Front Desk

14.5.2 Admin Offices

14.5.3 Break Room

14.5.4 Restrooms and Showers

14.5.5 The Contractor is not responsible for cleaning the Fleet shop area, the Telecom room, or the Fleet parts storage room.

**15. FLAGSTAFF VISITOR CENTER**

Address: 1 E. Route 66

Specs: Approx. 3,092 square feet – Visitor Center & Amtrak Lobby

Hours Available to Render Services: Between 11:00 p.m. and 3:00 a.m.

Duties:

- 15.1 Perform Basic Services: Monday through Sunday (7 days/week).
- 15.2 Restrooms shall be scheduled for a second cleaning, shift two, between the hours of noon and 3:00 p.m.

**16. MATERIAL RECOVERY FACILITY**

Address: 1800 E Butler Ave

Specs: Approx. 1,200 square feet (Office portion only)

Hours Available to Render Services: Between 9:00 a.m. - 3:00 p.m. Office location may be locked, and an onsite operations team member may provide access upon arrival during the listed days and hours.

Duties:

- 16.1 Perform Basic Services: One day/week -- Monday, Wednesday, or Friday.
- 16.2 A small 10x10 facility will need to be cleaned one time per month (i.e., Site Scalehouse).

**17. MILLIGAN HOUSE**

Address: 323 W. Aspen Ave.

Specs: Approx. 1,300 square feet

Hours Available to Render Services: Between 5:00 p.m. and 7:00 a.m.

Duties:

- 17.1 Perform Basic Services: Tuesday and Friday (2 days/week).
- 17.2 The Contractor is responsible for cleaning all offices, kitchen, restrooms, and exterior entryway.
- 17.3 This is a secure facility and will require security access to the facility. The contractor will be provided key access to the facility.

**18. MOONSHOT BUSINESS ACCELERATOR**

Address: 2201 N. Gemini Dr.

Specs: Approx. 7,300 square feet

Hours Available to Render Services: Between 5:00 p.m. and 7:00 p.m.

Duties:

- 18.1 Perform Basic Services: 5 times/week – Monday through Friday
- 18.2 This is a secure facility and will require security access facility.

18.3 The areas to clean are the common areas of the foyer/entry, hallways, kitchen, two (2) restrooms, office spaces to the left of the entry. Conference rooms, i.e. Classroom Style, Policy Room, Executive style. Tenant Spaces are excluded.

**19. MOONSHOT BUSINESS INCUBATOR**

Address: 2225 N. Gemini Dr.

Specs: Approx 2,200 square feet

Hours Available to Render Services: Between 5:00 p.m. and 7:00 p.m.

Duties:

19.1 Perform Basic Services: 5 times/week -- Monday through Friday

19.2 This is a secure facility and will require security access facility.

19.3 The areas to clean are the common areas of the foyer/entry, hallways, kitchen, three (3) restrooms, office spaces to the right of the entry. Tenant spaces are to be excluded.

**20. PARKFLAG OFFICE (HOPI BUILDING)**

Address: 120 N. Beaver St.

Specs: Approx. 1,550 square feet

Hours Available to Render Services: Between 5:00 p.m. and 7:00 p.m.

Duties:

20.1 Perform Basic Services: 1 time/week

20.2 The areas to be cleaned are the foyer and reception area, shared common space, 5 offices off the common space, the parking aide conference room, bathroom, kitchen, and side door foyer.

20.3 Any space not specifically named is excluded.

**21. WATER SERVICES ADMINISTRATION BUILDING**

Address: 1800 E Butler Ave

Specs: Approx. 1,200 square feet (Office portion only)

Hours Available to Render Services: Between 7:00 p.m. and 5:00 a.m.

Duties:

21.1 Perform Basic Services: Monday, Wednesday, and Friday (three days/week)

## **22. WATER SERVICES SHOP EAST SIDE**

Address: 5401 E. Commerce Ave.

Specs: Approx. 7,838 square feet

Hours Available to Render Services: Between 6:00 p.m. and 10:00 p.m.

Duties:

- 22.1 Perform Basic Services: Tuesday and Thursday (2 days/week).
- 22.2 Contractor is responsible for cleaning the office area and GIS Office/File Cabinet Room/Meeting Room of this facility and the exterior entryway 12' X 12' approach area up each entry/exit doorway (X2), removal (and replacement) of floor mats for proper cleaning of floors in all areas.
- 22.3 Contractor is not responsible for moving equipment located on work benches.

EXHIBIT A.3 - Additional Custodial Services

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MILLIGAN HOUSE**

Minimum # of staff  
required for each

visit: Determined by  
Contractor

BASIC SERVICES	FREQUENCY		
	PER DAY	WEEKLY	LUMP SUM
<b>Floors/Carpeted</b>			
Vacuum all carpet (under desks, tables, chairs)	X		
Remove debris and vacuum traffic areas	X		
Spot clean carpet (as requested)	X		
<b>Floors/Non-Carpeted</b>			
Dry Mop	X		
Wet Mop	X		
Concrete stair wells, sweep/mop (as requested)	X		
<b>Doors</b>			
Clean all glass doors and entrance side glasses	X		
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).		X	
<b>Stairs &amp; Exterior Walks</b>			
Vacuum	X		
Wet Mop		X	
<b>Vents</b> - Exhaust		X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>			
Vacuum upholstery		X	
<b>Tables</b> - Clean	X		
<b>File Cabinets and Card Files</b> - Dust	X		
<b>Wastebaskets</b> - Empty (change liners as needed)	X		
<b>Trash &amp; Recycle Containers</b>			
Empty (change liner as needed)	X		
<b>Ledges and Counter Tops</b> - Damp clean and polish	X		
<b>Dusting</b> - Low dust (to 6 foot height)		X	
<b>Rest Rooms</b>			
Clean floor drain cover		X	
Clean and sanitize stalls, commodes and urinals	X		
Clean mirrors and shelves	X		
Wash urinals, walls surrounding urinal & toilet partitions	X		
Clean sinks and chrome, fill soap dispensers	X		
Clean and fill napkin disposal and change liner	X		
Wet mop and disinfect	X		
Fill toilet paper dispenser	X		
Spot clean walls, pipe fixtures	X		
Clean walls		X	
Empty trash containers	X		
Damp clean exterior of trash container	X		
Treat all floor drains - 1 gallon of water and disinfect	X		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MILLIGAN HOUSE**

BASIC SERVICES	FREQUENCY		
	PER DAY	WEEKLY	LUMP SUM
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies and Hallways</b>			
Refrigerator - Clean exterior (damp cloth)		X	
Empty Wastebaskets (and change liners as needed)	X		
Clean ledges and counter tops (damp cloth)	X		
Vacuum carpet thoroughly	X		
Clean sinks	X		
Damp clean exterior of trash container	X		
Floors, mop and disinfect	X		
<b>Microwave</b>			
Exterior	X		
Interior		X	
<b>Outside Foyer - Dry Mop</b>		X	
<b>TOTAL BASIC SERVICES</b>			<b>\$580.00</b>

MONTHLY SERVICES	FREQUENCY	
	MONTHLY	LUMP SUM
<b>Doors</b>		
Clean all non-glass doors & door jams	X	\$19.00
Clean all glass panels next to doors	X	\$8.00
<b>Dusting</b>		
Windows - Blinds	X	\$32.00
Vents/Exhaust	X	\$8.00
Book and Magazine Shelves	X	\$8.00
High dust (above 6 feet)	X	\$17.00
Remove all cobwebs	X	\$8.00
<b>Rest Rooms</b>		
Disinfect walls	X	\$24.00
<b>TOTAL MONTHLY SERVICES</b>		<b>\$124.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$580.00	2	\$6,960.00
	12-MONTHS - Times 12	\$124.00	7	\$1,488.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$8,448.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MILLIGAN HOUSE**

<b>AS REQUESTED SERVICES</b>		
<b>Windows</b>		
Interior		\$140.00
Exterior		\$170.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		.22 per square ft
<b>Doors</b>		
Oil all non-glass doors		\$16.00
<b>Dusting</b>		
Beams		\$8.00
<b>Refrigerator - Defrost and clean</b>		\$70.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff		45 cents a square fett
Cement floors, strip and seal		45 cents a square fett
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$26.5 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks - Cleaning/Waxing of desks</b>		\$26.50 per man hour
<b>Walls - Spot clean</b>		\$26.50 per man hour
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM  
NACET BUSINESS INCUBATOR**

Minimum # of staff required  
for each visit: **2**

BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI- WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>					
Vacuum all carpet (under desks, tables, chairs)	X				
Remove debris and vacuum traffic areas	X				
Spot clean carpet (as requested)	X				
<b>Floors/Non-Carpeted</b>					
Dry Mop	X				
Wet Mop	X				
Concrete stair wells, sweep/mop (as requested)	X				
<b>Doors</b>					
Clean all glass doors and entrance side glasses				X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
<b>Vents - Exhaust</b>				X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>					
Vacuum upholstery	X				
<b>Tables - Clean</b>	X				
<b>File Cabinets and Card Files - Dust</b>	X				
<b>Water Fountains - Clean and Disinfect</b>	X				
<b>Wastebaskets - Empty (change liners as needed)</b>	X				
<b>Trash &amp; Recycle Containers</b>					
Empty (change liners as needed)	X				
<b>Ledges and Counter Tops - Damp clean and polish</b>	X				
<b>Dusting - Low dust (to 6 foot height)</b>	X				
<b>Patio - Sweep</b>	X				
<b>Rest Rooms</b>					
Clean floor drain cover	X				
Clean and sanitize stalls, commodes and urinals	X				
Clean mirrors and shelves	X				
Wash urinals, walls surrounding urinal & toilet partitions	X				
Clean sinks and chrome, fill soap dispensers	X				
Clean and fill napkin disposal and change liner	X				
Wet mop and disinfect	X				

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM  
NACET BUSINESS INCUBATOR**

BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI-WEEKLY	WEEKLY	
Spray wax and disinfect	X				
Fill toilet paper dispenser	X				
Spot clean walls, pipe fixtures	X				
Clean walls	X				
Empty trash containers	X				
Fill and damp clean seat cover dispenser	X				
Damp clean exterior of trash container	X				
Treat all floor drains - 1 gallon of water and disinfect				X	
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>					
<b>Sand Urns- empty</b>		X			
<b>Refrigerator - Clean exterior (damp cloth)</b>				X	
Clean chairs with damp cloth		X			
Empty Wastebaskets (and change liners as needed)		X			
Clean ledges and counter tops (damp cloth)		X			
Clean tables		X			
Vacuum carpet thoroughly		X			
Clean sinks		X			
Damp clean exterior of trash container		X			
Floors, mop and disinfect		X			
<b>Microwave</b>					
Exterior			X		
Interior			X		
<b>TOTAL BASIC SERVICES</b>					<b>\$1,600.00</b>

MONTHLY SERVICES	FREQUENCY		LUMP SUM
	MONTHLY		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$19.00
Clean all glass panels next to doors	X		\$8.00
<b>Dusting</b>			
Windows - Blinds	X		\$32.00
Vents/Exhaust	X		\$8.00
Book and Magazine Shelves	X		\$8.00
High dust (above 6 feet)	X		\$17.00
Remove all cobwebs	X		\$8.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$24.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$124.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM  
NACET BUSINESS INCUBATOR**

<b>COST SUMMARY</b>					
				ESTIMATE D HOURS PER SERVICE	EXTEN DED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12		\$1,600.00	2	#####
Monthly Services	12-MONTHS - Times 12		\$124.00	6	#####
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>					<b>#####</b>

<b>AS REQUESTED SERVICES</b>		
		LUMP SUM
<b>Windows</b>		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		cents per square foot
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff include IT Room		5 cents a square foot
Cement floors, strip and seal		5 cents a square foot
<b>Doors</b>		
Oil all non-glass doors		\$26.50 per man hour
<b>Dusting</b>		
Beams and HVAC		\$16.00
<b>Refrigerator</b> - Defrost and clean		\$16.00
<b>Lights</b> - Clean (wash fixtures & bulbs)		\$16.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets</b> - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		cents per square foot
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks</b> - Cleaning/Waxing of desks		\$26.50 per man hour
<b>Walls</b> - Spot clean		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM  
NACET BUSINESS ACCELERATOR**

Minimum # of staff required  
for each visit: **2**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	2x WEEK	SEMI- WEEKLY	
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)	X			
Remove debris and vacuum traffic areas	X			
Spot clean carpet (as requested)	X			
<b>Floors/Non-Carpeted</b>				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop (as requested)	X			
<b>Doors</b>				
Clean all glass doors and entrance side glasses			X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted)			X	
Wet Mop			X	
<b>Vents</b> - Exhaust			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery	X			
<b>Tables</b> - Clean	X			
<b>File Cabinets and Card Files</b> - Dust	X			
<b>Water Fountains</b> - Clean and Disinfect	X			
<b>Wastebaskets</b> - Empty (change liners as needed)	X			
<b>Trash &amp; Recycle Containers</b> Empty (change liners as needed)	X			
<b>Ledges and Counter Tops</b> - Damp clean and polish	X			
<b>Dusting</b> - Low dust (to 6 foot height)	X			
<b>Patio</b> - Sweep	X			
<b>Rest Rooms</b>				
Clean floor drain cover	X			
Clean and sanitize stalls, commodes and urinals	X			
Clean mirrors and shelves	X			
Wash urinals, walls surrounding urinal & toilet partitions	X			
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect	X			

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM  
NACET BUSINESS ACCELERATOR**

BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI-WEEKLY	WEEKLY	
Spray wax and disinfect	X				
Fill toilet paper dispenser	X				
Spot clean walls, pipe fixtures	X				
Clean walls	X				
Empty trash containers	X				
Fill and damp clean seat cover dispenser	X				
Damp clean exterior of trash container	X				
Treat all floor drains - 1 gallon of water and disinfect				X	
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>					
<b>Sand Urns- empty</b>		X			
<b>Refrigerator - Clean exterior (damp cloth)</b>				X	
Clean chairs with damp cloth		X			
Empty Wastebaskets (and change liners as needed)		X			
Clean ledges and counter tops (damp cloth)		X			
Clean tables		X			
Vacuum carpet thoroughly		X			
Clean sinks		X			
Damp clean exterior of trash container		X			
Floors, mop and disinfect		X			
<b>Microwave</b>					
Exterior				X	
Interior				X	
<b>TOTAL BASIC SERVICES</b>					<b>\$2,100.00</b>

MONTHLY SERVICES	FREQUENCY		LUMP SUM
	MONTHLY		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$25.00
Clean all glass panels next to doors	X		\$12.00
<b>Dusting</b>			
Windows - Blinds	X		\$40.00
Vents/Exhaust	X		\$12.00
Book and Magazine Shelves	X		\$12.00
High dust (above 6 feet)	X		\$24.00
Remove all cobwebs	X		\$12.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$30.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$167.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM  
NACET BUSINESS ACCELERATOR**

<b>COST SUMMARY</b>					
SERVICE	FREQUENCY		UNIT COST	ATED HOUR S PER SERVI	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12		\$2,100.00	3	\$25,200.00
Monthly Services	12-MONTHS - Times 12		\$167.00	10	\$2,004.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>					<b>\$27,204.00</b>

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		cents per square foot
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
<b>Doors</b>		
Oil all non-glass doors		\$26.50 per man hour
<b>Dusting</b>		
Beams and HVAC		\$16.00
<b>Refrigerator</b> - Defrost and clean		\$16.00
<b>Lights</b> - Clean (wash fixtures & bulbs)		\$16.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets</b> - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents per square foot
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks</b> - Cleaning/Waxing of desks		\$26.50 per man hour
<b>Walls</b> - Spot clean		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour

Minimum # of staff: 5

<b>BASIC SERVICES</b>	<b>FREQUENCY DAILY</b>	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	<b>LUMP SUM</b>
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs) Remove debris and vacuum traffic areas Spot clean carpet (as requested)	X	X		
	X			
	X			
<b>Floors/Non-Carpeted</b>				
Dry Mop Wet Mop	X			
Concrete stair wells, sweep/mop (as requested)	X			
	X			
<b>Doors</b>				
Clean all glass doors and entrance side glasses	X			
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted) Wet Mop	X			
<b>Vents</b> - Exhaust			X	
			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery			X	
<b>Tables</b> - Clean and disinfect	X			
<b>File Cabinets and Card Files</b> - Dust		X		
<b>Water Fountains</b> - Clean and Disinfect	X			
<b>Wastebaskets</b> - Empty (change liners as needed)	X			
<b>Trash &amp; Recycle Containers</b> Empty (change liners as needed)		X		
<b>Ledges and Counter Tops</b> - Damp clean and polish				
<b>Dusting</b> - Low dust (to 6 foot height)				
<b>Rest Rooms</b> - Clean floor drain cover	X			
Clean and sanitize stalls, commodes and urinals			X	
Clean mirrors and shelves			X	
Wash urinals, walls surrounding urinal & toilet partitions	X			
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect	X			
	X			
	X			
	X			
<b>FREQUENCY SEMI-</b>				
<b>BASIC SERVICES</b>	<b>DAILY</b>	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	<b>LUMP SUM</b>
Spray wax and disinfect Fill toilet paper dispenser			X	
Spot clean walls, pipe fixtures Clean walls	X			
Empty trash containers	X			
Fill and damp clean seat cover dispenser Damp clean exterior of trash container			X	
Treat all floor drains - 1 gallon of water and disinfect	X			
	X			
	X			

<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>			
Sand Urns - empty		X	
Refrigerator - Clean exterior (damp cloth) Clean chairs with damp cloth			X
Empty Wastebaskets (and change liners as needed)	X		
Clean ledges and counter tops (damp cloth) Clean tables	X		
Vacuum carpet thoroughly Clean sinks	X		
Damp clean exterior of trash container Floors, mop and disinfect	X		
Microwave - Clean Exterior	X		
Interior	X		
	X		
			X
<b>TOTAL BASIC SERVICES</b>			<b>\$11,040.00</b>
<b>FREQUENCY</b>			
<b>MONTHLY SERVICES</b>	<b>MONTHLY</b>	<b>LUMP SUM</b>	
<b>Doors</b>			
Clean all non-glass doors & door jams Clean all glass panels next to doors	X		\$125.00
	X		\$125.00
<b>Dusting</b>			
Windows - Blinds Vents/Exhaust	X		\$160.00
Book and Magazine Shelves High dust (above 6 feet)	X		\$140.00
Remove all cobwebs	X		\$60.00
	X		\$150.00
	X		\$40.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$140.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$940.00</b>
<b>COST SUMMARY</b>			
<b>ESTIMATED HOURS PER SERVICE</b>			
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>SERVICE EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly) Monthly Services	MONTHS - Times 12	\$11,040.00	19
	12-MONTHS - Times 12	\$940.00	36
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>			<b>\$143,760.00</b>
<b>AS REQUESTED SERVICES</b>			
			<b>LUMP SUM</b>
<b>Windows</b>			
Interior Exterior			\$210
			\$240
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>			

<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents a square foot
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
<b>Doors</b>		
Oil all non-glass doors		\$26.50 per man hour
<b>Dusting</b>		
Beams		\$26.50 per man hour
<b>Refrigerator</b> - Defrost and clean		16 per refridgerator
<b>Lights</b> - Clean (wash fixtures & bulbs)		\$26.50 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets</b> - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work. Concrete stair wells, sweep/mop		22 cents a square foot
<b>Desks</b> - Cleaning/Waxing of desks		\$26.50 per man hour
<b>Walls</b> - Spot clean		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

Minimum # of staff required  
for each visit: Determined  
by Contractor

**Water Services Shop East Side**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	2x WEEK	SEMI-WEEKLY	
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)			X	
Remove debris and vacuum traffic areas		X		
Spot clean carpet (as requested)		X		
<b>Floors/Non-Carpeted</b>				
Dry Mop			X	
Wet Mop			X	
Concrete stair wells, sweep/mop (as requested)				
<b>Doors</b>				
Clean all glass doors and entrance side glasses			X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).		X		
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted)			X	
Wet Mop			X	
<b>Vents</b> - Exhaust			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery		X		
<b>Tables</b> - Clean		X		
<b>File Cabinets and Card Files</b> - Dust		X		
<b>Water Fountains</b> - Clean and Disinfect		X		
<b>Wastebaskets</b> - Empty (change liners as needed)		X		
<b>Trash &amp; Recycle Containers</b>		X		
Empty (change liners as needed)		X		
<b>Ledges and Counter Tops</b> - Damp clean and polish		X		
<b>Dusting</b> - Low dust (to 6 foot height)		X		
<b>Patio</b> - Sweep		X		
<b>Rest Rooms</b>				
Clean floor drain cover		X		
Clean and sanitize stalls, commodes and urinals		X		
Clean mirrors and shelves		X		
Wash urinals, walls surrounding urinal & toilet partitions		X		
Clean sinks and chrome, fill soap dispensers		X		
Clean and fill napkin disposal and change liner		X		
Wet mop and disinfect		X		

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

Minimum # of staff required  
for each visit: Determined  
by Contractor

**Water Services Shop East Side**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	2x WEEK	SEMI-WEEKLY	
Spray wax and disinfect			X	
Fill toilet paper dispenser			X	
Spot clean walls, pipe fixtures				X
Clean walls			X	
Empty trash containers			X	
Fill and damp clean seat cover dispenser			X	
Damp clean exterior of trash container			X	
Treat all floor drains - 1 gallon of water and disinfect				X
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>				
<b>Sand Urns- empty</b>		X		
<b>Refrigerator - Clean exterior (damp cloth)</b>				X
Clean chairs with damp cloth		X		
Empty Wastebaskets (and change liners as needed)		X		
Clean ledges and counter tops (damp cloth)		X		
Clean tables		X		
Vacuum carpet thoroughly		X		
Clean sinks		X		
Damp clean exterior of trash container		X		
Floors, mop and disinfect		X		
<b>Microwave</b>				
Exterior			X	
Interior			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$840.00</b>

MONTHLY SERVICES	FREQUENCY		LUMP SUM
	MONTHLY		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$25.00
Clean all glass panels next to doors	X		\$12.00
<b>Dusting</b>			
Windows - Blinds	X		\$30.00
Vents/Exhaust	X		\$10.00
Book and Magazine Shelves	X		\$10.00
High dust (above 6 feet)	X		\$20.00
Remove all cobwebs	X		\$10.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$16.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$133.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

Minimum # of staff required  
for each visit: **Determined  
by Contractor**

**Water Services Shop East Side**

<b>COST SUMMARY</b>					
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>TIM AT ED HO</b>	<b>EXTENDED PRICE</b>	
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$840.00	3	\$10,080.00	
Monthly Services	12-MONTHS - Times 12	\$133.00	5	\$1,596.00	
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$11,676.00</b>	

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		2 cents per square foot
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
<b>Doors</b>		
Oil all non-glass doors		\$26.50 per man hour
<b>Dusting</b>		
Beams and HVAC		\$16.00
<b>Refrigerator - Defrost and clean</b>		\$16.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$16.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		2 cents per square foot
Concrete stair wells, sweep/mop		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

Minimum # of staff required  
for each visit: **Determined**  
by Contractor

**Water Services Shop East Side**

<b>Desks</b> - Cleaning/Waxing of desks		\$26.50 per man hour
<b>Walls</b> - Spot clean		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour

## CUSTODIAL SERVICES

Minimum # of staff  
required for each  
visit: Determined by  
Contractor

### PROPOSAL AND FREQUENCY FORM

#### PW Core Services Facility - Administration Building (7PM -

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI- WEEKLY	WEEKLY	LUMP SUM
<b>Floors/Carpeted (all areas)</b>				
Vacuum all carpet (under desks, tables, chairs)			X	
Vacuum traffic areas		X		
Spot clean carpet (as needed or as found)		X		
<b>Floors/Non-Carpeted</b>				
Dry Mop			X	
Wet Mop			X	
<b>Doors</b>				
Clean all glass doors and side glasses			X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).		X		
<b>Vents</b> - Exhaust Dust			X	
<b>Tables/Surfaces</b> - (Ledges / Countertops) - Clean and disinfect			X	
<b>File Cabinets and Card Files</b> - Dust			X	
<b>Water Fountains</b> - Clean and Disinfect		X		
<b>Wastebaskets</b> - Empty (change liners as needed)		X		
<b>Trash &amp; Recycle Containers</b>				
Trash - Empty and replace liner as needed	X			
Recycling - Empty. Do not use plastic liners in employee offices		X		
<b>Dusting</b> - High dusting (6ft to 20 ft)				
<b>Dusting</b> - Low dust (to 6 foot height)			X	

## CUSTODIAL SERVICES

Minimum # of staff  
required for each  
visit: Determined by  
Contractor

### PROPOSAL AND FREQUENCY FORM

#### PW Core Services Facility - Administration Building (7PM -

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI- WEEKLY	WEEKLY	LUMP SUM
<b>Rest Rooms</b>				
Clean floor drain cover add deodorizer		X		
Clean and sanitize stalls, commodes and urinals		X		
Clean mirrors and shelves				
Wash urinals, walls surrounding urinal & toilet partitions		X		
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect			X	
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures		X		
Clean walls		X		
Empty trash containers	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect			X	
<b>Employee Lunchrooms, Kitchens, Lounges, Council Conference Rooms, Lobbies and Hallways</b>				
<b>Refrigerator</b> - Clean exterior (damp cloth)		X		
Clean chairs with damp cloth		X		
Empty Wastebaskets (and change liners as needed)	X			
Clean ledges, counter tops, appliance and furniture (damp cloth)		X		
Clean tables	X			
Vacuum carpet thoroughly			X	
Clean sinks	X			
Damp clean exterior of trash container	X			
Floors, mop and disinfect		X		
<b>Microwave &amp; Toasters</b>				
Clean Interior and Exterior			X	

**CUSTODIAL SERVICES**

Minimum # of staff  
required for each  
visit: Determined by  
Contractor

**PROPOSAL AND FREQUENCY FORM**

**PW Core Services Facility - Administration Building (7PM -**

<b>TOTAL BASIC SERVICES</b>	<b>\$2,300.00</b>
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**CUSTODIAL SERVICES**

Minimum # of staff  
required for each  
visit: Determined by  
Contractor

**PROPOSAL AND FREQUENCY FORM**

**PW Core Services Facility - Administration Building (7PM -**

FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	Yes	\$30.00
Doors - Clean all non-glass doors & door jams	Yes	\$20.00
Clean all office glass panels next to doors	Yes	\$20.00
<b>Dusting (Spray and Wipe)</b>		
Windows - Blinds	Yes	\$16.00
Vents/Exhaust	Yes	\$16.00
High dust (above 6 feet to 20 feet)	Yes	\$25.00
Remove all cobwebs	Yes	\$20.00
<b>Floor Mats - Wash</b>	Yes	\$20.00
<b>Rest Rooms</b>		
Disinfect and clean all walls	Yes	\$25.00
<b>Floors - Lobby First Floor, Hallways and Breakrooms</b>		
Buff	Yes	\$30.00
<b>TOTAL MONTHLY SERVICES</b>		<b>\$222.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$2,300.00	3	\$27,600.00
Monthly Services	12-MONTHS - Times 12	\$222.00	9	\$2,664.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$30,264.00</b>

**CUSTODIAL SERVICES**

Minimum # of staff  
required for each  
visit: Determined by  
Contractor

**PROPOSAL AND FREQUENCY FORM**

**PW Core Services Facility - Administration Building (7PM -**

<b>AS REQUESTED SERVICES</b>		<b>LUMP SUM</b>
<b>Windows</b> - Interior and Exterior		\$26.50 per man hour
<b>Doors</b> Oil all non-glass doors		\$26.50 per man hour
<b>Dusting</b> All exposed beams		\$25.00
<b>Refrigerator</b> - Defrost and clean		\$16.00
<b>Floors/Non-Carpeted</b> <b>Strip, Wax and Buff</b> - Note: This does not apply to the wood floor in the lobby of City Hall		.45 per square ft
Cement floors, strip and seal		.45 per square ft
<b>Lights</b> - Clean (wash fixtures & bulbs)		\$35.00
<b>Floors/Carpeted</b> Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets</b> - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents a square foot
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks</b> - Cleaning/Waxing of desks		\$26.50 per man hour
<b>Walls</b> - Spot clean		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> Clean and dust		\$26.50 per man hour
<b>Windows</b> Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour

**CUSTODIAL SERVICES**

**Minimum # of staff  
required for each  
visit: Determined by  
Contractor**

**PROPOSAL AND FREQUENCY FORM**

**PW Core Services Facility - Administration Building (7PM -**

<p><b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas -</b> <b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.</p>		
		22 cents a square foot

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**PW Core Services Facility - Fleet Building (7PM - 4AM)**

Minimum # of staff  
required for each

visit: Determined by  
Contractor

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY	LUMP SUM
<b>Floors/Carpeted (all areas)</b>				
Vacuum all carpet (under desks, tables, chairs)			X	
Vacuum traffic areas		X		
Spot clean carpet (as needed or as found)		X		
<b>Floors/Non-Carpeted</b>				
Dry Mop			X	
Wet Mop			X	
<b>Doors</b>				
Clean all glass doors and side glasses			X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).		X		
<b>Vents</b> - Exhaust Dust			X	
<b>Tables/Surfaces</b> - (Ledges / Countertops) - Clean and disinfect			X	
<b>File Cabinets and Card Files</b> - Dust			X	
<b>Water Fountains</b> - Clean and Disinfect		X		
<b>Wastebaskets</b> - Empty (change liners as needed)		X		
<b>Trash &amp; Recycle Containers</b>				
Trash - Empty and replace liner as needed	X			
Recycling - Empty. Do not use plastic liners in employee offices		X		
<b>Dusting</b> - High dusting (6ft to 20 ft)				
<b>Dusting</b> - Low dust (to 6 foot height)			X	

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**PW Core Services Facility - Fleet Building (7PM - 4AM)**

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY	LUMP SUM
<b>Rest Rooms</b>				
Clean floor drain cover add deodorizer		X		
Clean and sanitize stalls, commodes and urinals		X		
Clean mirrors and shelves				
Wash urinals, walls surrounding urinal & toilet partitions		X		
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect			X	
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures		X		
Clean walls		X		
Empty trash containers	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect			X	
<b>Employee Lunchrooms, Kitchens, Lounges, Council Conference Rooms, Lobbies and Hallways</b>				
<b>Refrigerator</b> - Clean exterior (damp cloth)		X		
Clean chairs with damp cloth		X		
Empty Wastebaskets (and change liners as needed)	X			
Clean ledges, counter tops, appliance and furniture (damp cloth)		X		
Clean tables	X			
Vacuum carpet thoroughly			X	
Clean sinks	X			
Damp clean exterior of trash container	X			
Floors, mop and disinfect		X		
<b>Microwave &amp; Toasters</b>				
Clean Interior and Exterior			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$1,440.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM  
PW Core Services Facility - Fleet Building (7PM - 4AM)**

FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	Yes	\$10.00
Doors - Clean all non-glass doors & door jams	Yes	\$10.00
Clean all office glass panels next to doors	Yes	\$10.00
<b>Dusting (Spray and Wipe)</b>		
Windows - Blinds	Yes	\$8.00
Vents/Exhaust	Yes	\$8.00
High dust (above 6 feet to 20 feet)	Yes	\$15.00
Remove all cobwebs	Yes	\$8.00
Floor Mats - Wash	Yes	\$10.00
<b>Rest Rooms</b>		
Disinfect and clean all walls	Yes	\$20.00
<b>Floors - Lobby First Floor, Hallways and Breakrooms</b>		
Buff	Yes	\$40.00
<b>TOTAL MONTHLY SERVICES</b>		<b>\$139.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	MATED HOURS PER	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,440.00	1.5	\$17,280.00
Monthly Services	12-MONTHS - Times 12	\$139.00	3	\$1,668.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$18,948.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM  
PW Core Services Facility - Fleet Building (7PM - 4AM)**

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b> - Interior and Exterior		\$26.50 per man hour
<b>Doors</b> Oil all non-glass doors		\$26.50 per man hour
<b>Dusting</b> All exposed beams		\$25.00
<b>Refrigerator</b> - Defrost and clean		\$16.00
<b>Floors/Non-Carpeted</b> <b>Strip, Wax and Buff</b> - Note: This does not apply to the wood floor in the lobby of City Hall		.45 per square ft
Cement floors, strip and seal		.45 per square ft
<b>Lights</b> - Clean (wash fixtures & bulbs)		\$35.00
<b>Floors/Carpeted</b> Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets</b> - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents a square foot
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks</b> - Cleaning/Waxing of desks		\$26.50 per man hour
<b>Walls</b> - Spot clean		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> Clean and dust		\$26.50 per man hour
<b>Windows</b> Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> -		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**PW Core Services Facility - Fleet Building (7PM - 4AM)**

<p><b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.</p>		<p>22 cents a square foot</p>
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**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Streets**

<b>Minimum # of staff required for each visit: Determined by Contractor</b>		
	<b>FREQUENCY</b>	
<b>BASIC SERVICES</b>	<b>SEMI-WEEKLY</b>	<b>LUMP SUM</b>
<b>Floors/Non-Carpeted</b>		
Dry Mop	X	
Wet Mop	X	
Tables - Clean	X	
<b>Wastebaskets</b> - Empty (change liners as needed)		
<b>Trash &amp; Recycle Containers</b>	X	
Empty (change liners as needed)	X	
Recycle Containers	X	
<b>Counter Tops</b> - Damp clean and polish		
<b>Rest Rooms</b>		
Clean and sanitize stalls, commodes and urinals	X	
Clean mirrors and shelves		
Wash urinals, walls surrounding urinal & toilet partitions	X	
Clean sinks and chrome, fill soap dispensers	X	
Wet mop and disinfect	X	
Fill toilet paper dispenser		
Empty trash containers	X	
<b>TOTAL BASIC SERVICES</b>		<b>\$810.00</b>

<b>COST SUMMARY</b>				
			<b>TED HOURS PER</b>	
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>PER</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$810.00	1.25	\$9,720.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$9,720.00</b>

<b>AS REQUESTED SERVICES</b>		
<b>Windows - Interior/Exterior - Clean</b>		\$27
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff (2-coats Sealer, 4-coats Wax)		45 cents per square foot

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Wash Building**

~~Minimum # of staff~~  
 required for each  
 visit: Determined by  
 Contractor

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY	LUMP SUM
Rest Rooms				
Clean floor drain cover add deodorizer		X		

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**Water Services Admin**

Minimum # of staff required  
for each visit: **2**

BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>					
Vacuum all carpet (under desks, tables, chairs)				X	
Remove debris and vacuum traffic areas			X		
Spot clean carpet (as requested)			X		
<b>Floors/Non-Carpeted</b>					
Dry Mop				X	
Wet Mop				X	
Concrete stair wells, sweep/mop (as requested)					
<b>Doors</b>					
Clean all glass doors and entrance side glasses				X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X		
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
<b>Vents</b> - Exhaust				X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>					
Vacuum upholstery			X		
<b>Tables</b> - Clean			X		
<b>File Cabinets and Card Files</b> - Dust			X		
<b>Water Fountains</b> - Clean and Disinfect			X		
<b>Wastebaskets</b> - Empty (change liners as needed)			X		
<b>Trash &amp; Recycle Containers</b>			X		
Empty (change liners as needed)			X		
<b>Ledges and Counter Tops</b> - Damp clean and polish			X		
<b>Dusting</b> - Low dust (to 6 foot height)			X		
<b>Patio</b> - Sweep			X		
<b>Rest Rooms</b>					
Clean floor drain cover			X		
Clean and sanitize stalls, commodes and urinals			X		
Clean mirrors and shelves			X		
Wash urinals, walls surrounding urinal & toilet partitions			X		
Clean sinks and chrome, fill soap dispensers			X		
Clean and fill napkin disposal and change liner			X		
Wet mop and disinfect			X		

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**Water Services Admin**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>				<b>LUMP SUM</b>
	<b>DAILY</b>	<b>2x WEEK</b>	<b>SEMI- WEEKLY</b>	<b>WEEKLY</b>	
Spray wax and disinfect			X		
Fill toilet paper dispenser			X		
Spot clean walls, pipe fixtures				X	
Clean walls			X		
Empty trash containers			X		
Fill and damp clean seat cover dispenser			X		
Damp clean exterior of trash container			X		
Treat all floor drains - 1 gallon of water and disinfect				X	
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>					
<b>Sand Urns- empty</b>		X			
<b>Refrigerator - Clean exterior (damp cloth)</b>				X	
Clean chairs with damp cloth		X			
Empty Wastebaskets (and change liners as needed)		X			
Clean ledges and counter tops (damp cloth)		X			
Clean tables		X			
Vacuum carpet thoroughly		X			
Clean sinks		X			
Damp clean exterior of trash container		X			
Floors, mop and disinfect		X			
<b>Microwave</b>					
Exterior			X		
Interior			X		
<b>TOTAL BASIC SERVICES</b>					<b>\$1,480.00</b>

<b>MONTHLY SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>MONTHLY</b>		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$19.00
Clean all glass panels next to doors	X		\$8.00
<b>Dusting</b>			
Windows - Blinds	X		\$32.00
Vents/Exhaust	X		\$8.00
Book and Magazine Shelves	X		\$8.00
High dust (above 6 feet)	X		\$17.00
Remove all cobwebs	X		\$8.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$24.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$124.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**Water Services Admin**

<b>COST SUMMARY</b>					
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>TED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>	
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,480.00	4.5	\$17,760.00	
Monthly Services	12-MONTHS - Times 12	\$124.00	7	\$1,488.00	
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$19,248.00</b>	

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$140.00
Exterior		\$170.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		.22 per square ft
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff include IT Room		\$16.00
Cement floors, strip and seal		
<b>Doors</b>		\$8.00
Oil all non-glass doors		\$70.00
<b>Dusting</b>		
Beams and HVAC		\$16.00
<b>Refrigerator - Defrost and clean</b>		\$16.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$26.5 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks - Cleaning/Waxing of desks</b>		\$26.50 per man hour
<b>Walls - Spot clean</b>		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**Material Recovery Facility**

Minimum # of staff required					
for each visit: Determined by Contractor					
BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>					
Vacuum all carpet (under desks, tables, chairs)				X	
Remove debris and vacuum traffic areas				X	
Spot clean carpet (as requested)				X	
<b>Floors/Non-Carpeted</b>					
Dry Mop				X	
Wet Mop				X	
Concrete stair wells, sweep/mop (as requested)				X	
<b>Doors</b>					
Clean all glass doors and entrance side glasses				X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
<b>Vents</b> - Exhaust				X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>					
Vacuum upholstery				X	
<b>Tables</b> - Clean				X	
<b>File Cabinets and Card Files</b> - Dust				X	
<b>Water Fountains</b> - Clean and Disinfect				X	
<b>Wastebaskets</b> - Empty (change liners as needed)				X	
<b>Trash &amp; Recycle Containers</b> Empty (change liners as needed)				X	
<b>Ledges and Counter Tops</b> - Damp clean and polish				X	
<b>Dusting</b> - Low dust (to 6 foot height)				X	
<b>Patio</b> - Sweep				X	
<b>Rest Rooms</b>					
Clean floor drain cover				X	
Clean and sanitize stalls, commodes and urinals				X	
Clean mirrors and shelves				X	
Wash urinals, walls surrounding urinal & toilet partitions				X	
Clean sinks and chrome, fill soap dispensers				X	
Clean and fill napkin disposal and change liner				X	
Wet mop and disinfect				X	

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**Material Recovery Facility**

BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI- WEEKLY	WEEKLY	
Spray wax and disinfect				X	
Fill toilet paper dispenser				X	
Spot clean walls, pipe fixtures				X	
Clean walls				X	
Empty trash containers				X	
Fill and damp clean seat cover dispenser				X	
Damp clean exterior of trash container				X	
Treat all floor drains - 1 gallon of water and disinfect				X	
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>					
<b>Sand Urns- empty</b>				X	
<b>Refrigerator - Clean exterior (damp cloth)</b>				X	
Clean chairs with damp cloth				X	
Empty Wastebaskets (and change liners as needed)				X	
Clean ledges and counter tops (damp cloth)				X	
Clean tables				X	
Vacuum carpet thoroughly				X	
Clean sinks				X	
Damp clean exterior of trash container				X	
Floors, mop and disinfect				X	
<b>Microwave</b>					
Exterior				X	
Interior				X	
<b>TOTAL BASIC SERVICES</b>					<b>\$320.00</b>

MONTHLY SERVICES	FREQUENCY		LUMP SUM
	MONTHLY		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$19.00
Clean all glass panels next to doors	X		\$8.00
<b>Dusting</b>			
Windows - Blinds	X		\$32.00
Vents/Exhaust	X		\$8.00
Book and Magazine Shelves	X		\$8.00
High dust (above 6 feet)	X		\$17.00
Remove all cobwebs	X		\$8.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$24.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$124.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**Material Recovery Facility**

<b>COST SUMMARY</b>					
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>	
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$320.00	2	\$3,840.00	
Monthly Services	12-MONTHS - Times 12	\$124.00	7	\$1,488.00	
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$5,328.00</b>	

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$140.00
Exterior		\$170.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents a square foot
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		
<b>Doors</b>		
Oil all non-glass doors		\$15.00
<b>Dusting</b>		
Beams and HVAC		\$20.00
<b>Refrigerator - Defrost and clean</b>		\$16.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$26.5 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents a square foot
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks - Cleaning/Waxing of desks</b>		\$26.50 per man hour
<b>Walls - Spot clean</b>		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**City Park Restrooms -- Buffalo Park, Bushmaster Park, Foxglenn Park, Thorpe Park, Heritage**

Minimum # of staff required  
for each visit: Determined  
by Contractor

BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>					
Vacuum all carpet (under desks, tables, chairs)					
Remove debris and vacuum traffic areas					
Spot clean carpet (as requested)					
<b>Floors/Non-Carpeted</b>					
Dry Mop	X				
Wet Mop	X				
Concrete stair wells, sweep/mop (as requested)					
<b>Doors</b>					
Clean all glass doors and entrance side glasses					
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>					
Sweep or vacuum (if carpeted)					
Wet Mop					
<b>Vents</b> - Exhaust					
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>					
Vacuum upholstery					
<b>Tables</b> - Clean					
<b>File Cabinets and Card Files</b> - Dust					
<b>Water Fountains</b> - Clean and Disinfect					
<b>Wastebaskets</b> - Empty (change liners as needed)					
<b>Trash &amp; Recycle Containers</b> Empty (change liners as needed)					
<b>Ledges and Counter Tops</b> - Damp clean and polish					
<b>Dusting</b> - Low dust (to 6 foot height)					
<b>Patio</b> - Sweep					
<b>Rest Rooms</b>					
Clean floor drain cover	X				
Clean and sanitize stalls, commodes and urinals	X				
Clean mirrors and shelves	X				
Wash urinals, walls surrounding urinal & toilet partitions	X				
Clean sinks and chrome, fill soap dispensers	X				
Clean and fill napkin disposal and change liner	X				
Wet mop and disinfect	X				

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**City Park Restrooms -- Buffalo Park, Bushmaster Park, Foxglenn Park, Thorpe Park, Heritage**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>				<b>LUMP SUM</b>
	<b>DAILY</b>	<b>2x WEEK</b>	<b>SEMI- WEEKLY</b>	<b>WEEKLY</b>	
Spray wax and disinfect	X				
Fill toilet paper dispenser	X				
Spot clean walls, pipe fixtures	X				
Clean walls	X				
Empty trash containers	X				
Fill and damp clean seat cover dispenser	X				
Damp clean exterior of trash container	X				
Treat all floor drains - 1 gallon of water and disinfect		X			
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>					
<b>Sand Urns- empty</b>					
<b>Refrigerator - Clean exterior (damp cloth)</b>					
Clean chairs with damp cloth					
Empty Wastebaskets (and change liners as needed)					
Clean ledges and counter tops (damp cloth)					
Clean tables					
Vacuum carpet thoroughly					
Clean sinks					
Damp clean exterior of trash container					
Floors, mop and disinfect					
<b>Microwave</b>					
Exterior					
Interior					
<b>TOTAL BASIC SERVICES</b>					<b>\$5,720.00</b>

<b>MONTHLY SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>MONTHLY</b>		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$40.00
Clean all glass panels next to doors	X		\$60.00
<b>Dusting</b>			
Windows - Blinds	X		\$24.00
Vents/Exhaust	X		\$24.00
Book and Magazine Shelves	X		\$12.00
High dust (above 6 feet)	X		\$30.00
Remove all cobwebs	X		\$20.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$40.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$250.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**City Park Restrooms -- Buffalo Park, Bushmaster Park, Foxglenn Park, Thorpe Park, Heritage**

COST SUMMARY					
SERVICE	FREQUENCY	UNIT COST	MATED HOURS	EXTENDED PRICE	
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$5,720.00	5	\$68,640.00	
Monthly Services	12-MONTHS - Times 12	\$250.00	12	\$3,000.00	
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$71,640.00</b>	

AS REQUESTED SERVICES		
		LUMP SUM
<b>Windows</b>		
Interior		\$160.00
Exterior		\$200.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents a square foot
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		
<b>Doors</b>		
Oil all non-glass doors		\$15.00
<b>Dusting</b>		
Beams and HVAC		\$20.00
<b>Refrigerator - Defrost and clean</b>		\$16.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$26.5 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		22 cents a square foot
Concrete stair wells, sweep/mop		\$26.50 per man hour
<b>Desks - Cleaning/Waxing of desks</b>		\$26.50 per man hour
<b>Walls - Spot clean</b>		\$26.50 per man hour
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$26.50 per man hour