

**CONTRACT FOR PURCHASE OF MATERIALS/SERVICES**

Contract No. 2024-26

This Contract is made and entered into this 25 day of June, 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").

WHEREAS, the City desires to receive, and Contractor is able to provide materials and/or services; and

NOW THEREFORE, in consideration for the mutual promises contained herein, the Parties agree:

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

**City-Wide Custodial Services**

- Cinder Lake Landfill Admin Building
- City Hall
- City Prosecutor's Office
- Downtown Library
- East Flagstaff Library
- Flagstaff Aquaplex
- Hazardous Products Center (located at Cinder Lake Landfill)
- Mogollon Building
- Municipal Court
- Rio De Flag Water Treatment Facility
- USGS (Four buildings)
- Wildcat Hill Water Treatment Facility

and as more specifically described in the Scope of Work, attached hereto as Exhibit A.1.

2. Compensation:

2.1 General: Contractor shall be paid for satisfactory performance of the services defined in the Scope of Work attached as Exhibit A.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. If there are conflicts between the Scope of Work and the Custodial Services – Proposal and Frequency Form, the requirements of the Scope of Work prevail.

2.2 Pricing: All pricing shall be firm for the Term and all extensions or renewals of the Term except where otherwise provided in the Contract and include all costs of Contractor providing the materials/service including transportation, insurance, and warranty costs. No fuel surcharges will be accepted unless allowed in the Contract. The City shall not be invoiced at prices higher than those stated in the Contract.

2.2.1 Contractor further agrees that any reductions in the price of the materials or services covered by the Contract will apply to the undelivered balance. Contractor shall promptly notify the City of such price reductions.

2.2.2 No price modifications will be accepted without proper written request by Contractor and response by the City's Purchasing Division.

## 2.3 Price Adjustment:

2.3.1 Any price adjustment must be approved by the City in writing as a formal Contract Amendment. The City Council must approve any price adjustment if the annual contract prices exceeds \$100,000; otherwise, the City Manager or his/her designee (the Purchasing Director) shall have authority to approve a price adjustment on behalf of the City.

2.3.2 Any requests for reasonable price adjustments must be submitted in accordance with this section. Requests for adjustment in the cost of labor and/or materials must be supported by appropriate documentation. There is no guarantee the City will accept a price adjustment therefore Contractor should be prepared for the Pricing to be firm over the Term of the Contract. The City is only willing to entertain price adjustments based on an increase in the Contractor's actual expenses or other reasonable adjustments in providing the services/materials under the Contract. If the City agrees to the adjusted price terms, the City shall issue written approval of the change.

2.3.3 Thirty (30) days prior to the scheduled mandated increase in the City of Flagstaff hourly minimum wage, the Contractor may submit a written request to the City to allow an increase to the prices in an amount not to exceed the twelve (12) month change in the Consumer Price Index for All Urban Consumers (CPI-U), US City Average, All Items, Not Seasonally Adjusted as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/cpi/home.htm>) or the City of Flagstaff's mandated increase to the minimum wage, whichever is higher. The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

2.4 **Renewal and Extension Pricing:** Any extension of the Contract will be at the same pricing as the initial Term. If the Contract is renewed, pricing may be adjusted for amounts other than inflation that represent actual costs to the Contractor based on the mutual written agreement of the Parties. Contractor may submit a request for a price adjustment along with appropriate supporting documentation demonstrating the cost to Contractor. Renewal prices shall be firm for the term of the renewal period and may be adjusted thereafter as outlined in the previous section. There is no guarantee the City will accept a price adjustment.

3. **Terms and Conditions (City-Wide Custodial Services):** The Terms and Conditions (City-Wide Custodial Services), attached hereto as Exhibit B, are incorporated by reference and shall apply to performance of this Contract, except to the extent modified by Exhibit A.1.

4. **Insurance:** Contractor shall meet insurance requirements of the City, attached hereto as Exhibit C. Prior to initiating Custodial Services, Contractor shall submit the certificate of insurance and corresponding endorsements naming the "City of Flagstaff, Arizona" as an additional insured.

5. Contacts:

5.1 The City Representative for enforcement of this Contract is Teddy Callan, Procurement Specialist, or their designee. Email: [teddy.callan@flagstaffaz.gov](mailto:teddy.callan@flagstaffaz.gov). All communications to the City regarding the enforcement of the Contract shall be through the City Representative.

5.2 The City's Site Representative for each facility will be identified in the initial walkthrough of the related facility. All communications to the City regarding daily performance of services of each facility shall be through the City's Site Representative, or their designee.

5.3 The Contractor shall identify a Custodial Representative performance of the Contract. The Contractor shall also identify a Site Representative for daily performance of services in the Scope of Work and Custodial Services – Proposal and Frequency Form is Exhibit A.3. All communications to the City regarding daily performance of services shall be through the Custodial Representative, or their designee.

6. Contract Term: The Contract term is for a period of five (5) years unless terminated pursuant to the Terms and Conditions (City-Wide Custodial Services), attached hereto as Exhibit B. The Contract will be effective as of the date signed by both Parties. Performance shall commence within thirty (30) days from the City's issuance of the Notice to Proceed.

7. Renewal: The Contract may be renewed or extended for up to two (2) additional one (1)-year terms by mutual written consent of the parties. The City Manager or his/her designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.

8. Extension to Perform Procurement: The City reserves the right to extend the period of the contract for up to two (2), ninety (90) day periods beyond the stated expiration date by mutual written consent of both Parties in order to complete a formal procurement process.

9. Notice: Any formal notice required under the Contract shall be in writing and sent by certified mail and email as follows:


To the City:  
Teddy Callan  
City of Flagstaff  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
[teddy.callan@flagstaffaz.gov](mailto:teddy.callan@flagstaffaz.gov)

To Contractor:  
Fady Ebeid, CEO  
Pinnacle Building Services  
2202 N. 1st Street  
Flagstaff, AZ 86004  
[fady@pinnacleflag.com](mailto:fady@pinnacleflag.com)  
(818) 356-5046

With a copy to:  
Purchasing Department  
City of Flagstaff  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
[purchasing@flagstaffaz.gov](mailto:purchasing@flagstaffaz.gov)


10. **Authority:** Each Party warrants that it has authority to enter into the Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into the Contract.

CONTRACTOR:

By: 

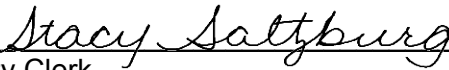
Title: Fady Ebeid, CEO

CITY OF FLAGSTAFF

By: 

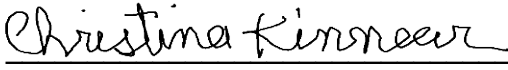
**Greg Clifton signed on 6/25/2024 12:45:06 PM**  
Title: City Manager

ATTEST:

  
City Clerk

**Stacy Saltzburg signed on 6/25/2024 4:52:51 PM**

APPROVED AS TO FORM:

  
City Attorney's Office

**Christina Kinnear signed on 6/25/2024 12:34:42 PM**

Notice to Proceed issued: \_\_\_\_\_, 20\_\_

June 5, 2024

## EXHIBIT A.1

### SCOPE OF WORK

#### I. SAFETY AND HEALTH

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

Contractor shall exercise and maintain all applicable federal, state, county, and municipal regulatory requirements as it pertains to Safety and Health. Where there is a conflict between applicable regulations, the most stringent will apply. This includes removal and disposal of any hazardous materials. In the event of a potential safety/security risk while services are being provided, custodial staff shall call the Non-Emergency Response line, or Flagstaff Police Department Emergency line, accordingly.

#### II. DEFINITIONS

The following are definitions used by the City for evaluating custodial service. These definitions shall be followed unless otherwise noted per facility.

- A. "Work Week" - Unless designated otherwise, means Sunday through Saturday.
- B. "Work Time Designations" - Unless designated otherwise, the following time schedules apply:
  - 1. Shift one: Work to be performed during the designated evening hours.
  - 2. Shift two: Work to be performed during 11:00 a.m. to 4:00 p.m.
- C. "Basic Services" - All daily, weekly, bi-weekly, and three times per week services as outlined in the task list for the facility.
  - 1. "Daily Duties" - daily work to be performed each day at Contractor's discretion.
  - 2. "Bi-weekly" - work to be performed twice per week, a minimum of three (3) days apart.
  - 3. "Weekly" - work to be performed once per week at Contractor's discretion, a minimum of four (4) days apart.
- D. "Monthly Services" - work to be performed once per month, a minimum of three (3) weeks apart.
- E. "Quarterly Services" - work to be performed at approximately 90-day intervals, the first work to be performed within the first 30 days of each contract year.
- F. "As Requested" or "Optional Services" - determined by either the City Representative and/or the City's Site Representative.

### III. STANDARDS OF PERFORMANCE

Contractor will perform the following custodial services:

#### A. Daily Duties

1. Waste and Recycling Receptacles - All waste receptacles and recycling containers within the building shall be emptied each night and returned to their initial locations. Waste and recyclables shall be separately transported and emptied into designated external containers (e.g., recycling bin goes into external recycling container, and waste goes into external waste container). Boxes, cans, papers, etc., placed near a receptacle and marked "recycling" shall also be removed. Any other items not marked shall not be removed. The interior, exterior and housing of waste, organics and recycling receptacles, and walls next to the receptacles, shall be damp wiped to remove soil. Wet spills on the interior of wastebaskets shall be cleaned and dried. Clear plastic liners shall be replaced as needed, when dirty, wet or torn. Transporting of sorted waste within and from the buildings to outside waste dumpsters shall be accomplished using leak-proof plastic transports with wheels. Carry or roll all waste/recycle containers to exterior dumpster and dispose waste/recycle into dumpster. DO NOT DRAG BAGS OF DEBRIS. Liquid leaking from plastic bags being moved from receptacles shall be immediately cleaned.
2. Waste and Recycling Storage Areas - All waste shall be placed inside waste dumpsters. All recycling shall be placed inside recycling totes or dumpsters. The area around all dumpsters shall be kept clean of all materials, paper, litter, etc. Dumpsters shall be closed after use. Recycle container areas shall be kept clean and free of waste. Recycling materials shall not be placed in waste dumpsters.
3. Outside Entrances and Steps - Porches, handicap ramps, steps, fire escape stairways, basement stairways, and any other areas within 20 feet of entryways outside the buildings shall be swept to remove all soil, litter, and waste. All visible surface litter, soil, dirt, cobwebs, etc., shall be removed from the area. Waste receptacles adjacent to the entrance shall be emptied and cleaned.
4. Entrance Mats - Entrance mats located in either the exterior or the interior of entrances shall be cleaned. If vacuuming does not remove the soil, the mats shall be taken outside and swept with a stiff broom until all visible soil has been removed. Entrance mats shall be lifted to remove soil and moisture underneath and shall then be returned to the normal location after cleaning. No entrance mat shall be placed upon a damp or wet floor surface. Outside entrance mats shall be picked up and shaken to remove sand, dirt, dust, and any other debris.
5. Entrance Doors - Completely clean both sides of glass entrance door and windows immediately adjacent to the entrance doors. Spot clean both sides of the entrance door frames. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
6. Entrance Floors Inside - The surfaces shall be swept or dust-mopped prior to wet mopping to remove all loose soil and dust. All accessible areas shall be mopped to remove all soil, scuff marks, and non-permanent stains. After mopping, the floor shall have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop

strings, or other evidence of soil. Baseboards shall be wiped to remove all splash marks.

7. Drinking Fountains - Remove all streaks, smudges, stains, scales, and other obvious soil from drinking fountains and entire cabinet. Disinfect all porcelain and metal surfaces including the orifice and drain. Stainless steel sections shall be polished with an appropriate cleaner. Products used to clean drinking fountain orifices must be safe for human consumption.
8. Internal Building Surfaces and Walls - Remove smudges, fingerprints, pen marks, streaks, etc., from washable surfaces including brass, stainless steel, around light switches, doors, doorways, door handles and casings, telephone stations, interior glass (such as reception counters and reception windows), bulletin boards and display cases, laminated plastic surfaces, clear sections of office cubicles, kick and push plates, and vertical/horizontal blinds with a treated cloth. After cleaning, the surface shall present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass within buildings that lead into offices shall also be completely cleaned and restored free of soil and streaks.
9. Carpeted Areas - All carpeted areas shall be vacuumed free of all visible debris at every service (goal for 100% of all areas to be vacuumed a minimum of once per week). Prior to vacuuming, all surface litter such as paper, gum, rubber bands, paper clips, staples, etc., shall be picked up. Furniture and waste receptacles shall be moved, as necessary, to vacuum underneath. After vacuuming the floor, including corners, next to baseboards, and behind doors, it shall be free of all visible litter, soil, dust, and embedded grit.
10. Carpet Spot Cleaning - Carpets shall be checked daily for stains and gum. All dirty spots/stains/gum shall be treated with a carpet spot cleaning solution, following the direction of the manufacturer for the specific carpet and stain involved. After cleaning, the carpet shall be free from visible spots, gum and stains, and the nap should be brushed all in one direction. A single spot or stain is defined as an area with a definite continuous outline of a substance within the texture of the carpet (or less than 4 inches in diameter) that is not a part of the manufacturing process.
11. Non-Carpeted Floors - Pick or sweep up all surface litter such as paper, gum, rubber bands, paper clips, staples, spills, etc. Sweep or vacuum the entire area, including under chairs, waste receptacles, desks and other furnishings, behind doors, and corners, which are accessible prior to mopping. The entire area (100%) will be thoroughly dry-mopped or cleaned with appropriate solution, to remove dust, dry soil, and other surface debris every service. New installed tile flooring shall be sealed and waxed 48 hours after installation is completed.
12. Tables, Counters, Desks, Chairs, Sofas, etc., - Remove any non-permanent stains, spots, spills, and pencil marks from tables, counters, and desks using a sponge or cloth dampened in mild detergent solution. The cleaning shall not be of such a degree as to remove the finish or leave abrasive marks. This includes all surface areas such as cabinets, bookcases, etc., that are empty. Chairs and sofas, where applicable, shall have cushions lifted for the purpose of the removal of any waste. Information written on whiteboards (dry/wet erase boards) shall not be cleaned off by Contractor unless requested by City.

13. Elevators - Remove all soil, dirt, graffiti, and fingerprint marks with an approved cleaner. Polish metal surfaces with an approved metal polish; the surface shall be free of smudges, soil, and excess polish and have a shiny appearance. If the inside is of a wood material, this shall be cleaned and polished with an approved wood cleaner/polish. Non-carpeted elevator floors shall be swept, vacuumed, and wet mopped. Carpeted elevator floors shall be vacuumed. Exhaust fan vents shall be cleaned. Threshold tracks shall be cleaned of dirt on a weekly basis.
14. Stairs and Stairwells - Stairwells, stairs, landings, and steps shall be vacuumed and/or mopped. Flights include the landings and steps on stairways between floors. All waste shall be picked up.
15. Break room/Concession/Kitchenette Area - Refill soap dispensers and paper dispensers as defined below. Clean and disinfect sinks, floor sinks, counters, exterior of appliances and cabinets, tables, and chairs.
16. Restroom Cleaning
  - 16.1 Clean and Disinfect Toilets and Urinals - Completely clean and disinfect all exposed surfaces of the toilets and urinals. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. All foreign material shall be removed from the urinal drain trap. A special set of sponges, cloths, scouring pads, and brushes shall be maintained and used only for cleaning the urinals and toilets. Remove scale, scum, mineral deposits, rust stains, etc., from the interior of toilet bowls and urinals. After cleaning, the toilet seat must be completely dried and placed in an upright position. All fixtures shall present a clean, bright shiny appearance and shall be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware. Stopped-up toilets shall be plunged free of obstructions. Only if obstructions cannot be dislodged completely shall it be reported along with other inoperable or broken fixtures. Contractor's supervisor shall report all plumbing discrepancies to the Site Representative immediately.
  - 16.2 Paper Products Dispensers - Contractor is to purchase and supply 100% recycled paper towels, with minimum 40% post-consumer content; toilet seat covers and toilet paper should have 20% recycled content. Waste basket liners should be clear (transparent) plastic and be no less than 10% postconsumer recycled content. At a minimum, re-supply all paper towel dispensers to their maximum level when stock is down to 40%, but do not overfill. Dispensers shall be refilled with the proper product for that dispenser (NOT just laid on top of dispenser or on top of the counter). Re-supply toilet paper by placing the product in the dispenser. Replace consumed rolls and partial rolls, which appear to be down to the last 20%. Toilet seat cover dispensers shall be filled with a new package when empty or when less than 20% of the sheets remain in the package. The dispenser interior, exterior, and adjacent surfaces shall be wiped with a sanitizer to remove fingerprints and smudges when filling. The dispensers shall be checked for proper operation after filling and inoperable devices shall be reported daily to supervisors who in turn shall notify the Site Representative. In addition, feminine product dispensers shall be kept stocked and the exterior cleaned as indicated above. Feminine products disposal containers shall have

a waxed paper liner or similar-type product at all times, to be replaced daily or when they have been used.

- 16.3 Bathroom Tissue - Coreless bathroom tissue and other similar products may be considered but cannot be utilized without prior approval from the Site Representative.
- 16.4 Soap Dispensers - At minimum, soap dispensers shall be filled to within 2" of the top with foam (preferred) or liquid soap when there is 15% of product left (most dispensers have been converted to foam). Soapbox cartridges shall be replaced prior to becoming empty. The dispensers and adjacent surfaces shall be wiped with a germicidal detergent to remove fingerprints and smudges. The device shall be checked after filling for proper operation, and inoperable devices shall be reported daily. The wall and floor area under soap dispensers shall be cleaned of all soap residues.
- 16.5 Waste Receptacles - All waste receptacles and feminine product receptacles shall be emptied. Emptying includes removing the liner and disposing of it. The inside, outside, and housing of the receptacles shall be cleaned with a germicidal cleaner.
- 16.6 Counter Tops and Sinks - Completely clean and disinfect all exposed surfaces of the sink. A non-abrasive cleaner shall be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. After cleaning, the fixture shall present a clean, bright and shiny appearance and shall be free of all visible soil, streaks, oily smudges, residue of cleaning agents, etc. All metal hardware, such as faucet valves, drain, and faucets, shall be free of streaks, spots, stains, etc. Inoperable or broken fixtures shall be reported daily to supervisors. Different cloths, sponges, brushes, and scouring pads shall be used to clean the sinks than the ones used for cleaning the toilets and urinals.
- 16.7 Diaper Changing Stations and Other Surfaces - Remove all surface litter such as paper towels, etc. Using a treated duster, remove all loose dust and soil from the tops of lockers, cabinets, etc. Dust other flat surfaces with a cloth or sponge dampened in a germicidal detergent solution. Dusting shall be accomplished by the complete removal of soil from the area - this includes the dispensers.
- 16.8 Walls, Partitions, and Doors - Clean the partition walls, partition doors, and walls surrounding the urinals and toilets. Remove any nonpermanent stains, spots, and streaks using a cloth/sponge dampened with a germicidal detergent solution. This also includes the light switches, and doors, and any of the walls within the restroom. After cleaning the walls, they shall be free of fingerprints, smudges, grease, soil, mildew, or stain.
- 16.9 Graffiti - Remove any graffiti located in the restroom to the extent feasible and report the graffiti to Contractor's supervisor who will, in turn, report the graffiti to the Site Representative.
- 16.10 Shower Walls and Shower Floors - Wash shower walls, curtains, shower floors, and bathtub areas using an approved germicidal cleaner. Clean the shower

drains. After washing, the walls, curtains, and floors shall be free from stains, soap scum, and mildew and shall have a clean and disinfected appearance.

- 16.11 Floors - Prior to mopping, any mats shall be lifted to remove soil underneath, and the floor surface shall be vacuumed for removal of loose dirt and soil. Mop the floor with a germicidal detergent solution, using a non-abrasive mop (no metal or plastic). After mopping, the floor shall have a uniform appearance free of hair, spots, spills, stains, dirt, oily film, mop strings, etc. Mats shall be disinfected with a germicidal detergent solution. Any mats removed shall be replaced, with the surface dry prior to replacement.
- 16.12 Floor Drains - Remove all built up deposits, embedded hairs, etc., from the grate and neck of the drain. Replace the grate properly. Clean the inside of the drain by pouring at least one gallon of 50/50 mixture of clean water/disinfectant through the drain.
- 16.13 Mirrors - Remove soil, streaks, smudges, film etc., from the surface of the mirrors. The frame of the mirror and shelves and other adjacent areas also shall be cleaned.
17. Vertical/Horizontal Blinds - Dust all vertical and horizontal blinds with a treated cloth or yarn duster. A properly dusted blind shall be free of all dust, dirt, lint, and cobwebs.
18. A/C Supply Vents, Returns, and Exhaust Fan Grills - Clean all particles from vents and wall or ceiling area adjacent to the vent. This is very important for indoor air quality.
19. Dusting - Dust all surfaces, including windowsills, banisters, handrails, ledges, pictures, plaques, cubicle wall tops, door tops, tops and sides of bookshelves and cabinets, etc., with a treated microfiber cloth or yarn duster up to 80 inches from the floor. Public computers in all library buildings are included for dusting. Dusting shall NOT be done on the following surfaces: employees' desks, employees' computers, and shelving within a bookcase.
20. Non-Carpeted Floors - Wet-mop 100% of floor areas on a weekly basis. Floor shall be swept or vacuumed first to remove all surface litter such as paper, gum, rubber bands, paper clips, staples, etc.
21. Storage Areas/Closets - Sweep non-carpeted floors and vacuum carpeted floors to remove all debris. Damp mop non-carpeted floors, removing all marks and dirt.
22. Mop Heads - Mop heads need to be non-abrasive (no metal or plastic). Replace mop heads at least weekly with new mop heads. Old dirty mop heads shall be removed from the building and discarded. Use of reusable, washable microfiber mops is encouraged.

## **B. Monthly Services**

1. Furniture - Vacuum all cloth furniture. Removable cushions shall be lifted and vacuumed underneath. Wipe down all vinyl and hard surfaces with a damp cloth.
2. Outside lights - Clean outside lights attached to building exteriors (up to a height of 15 feet) - remove cobwebs from lens covers and lamp housing.
3. Machine Scrubbing of Restroom and Locker Room Floors - All surface litter such as paper, tape, towels, etc., shall be removed before machine scrubbing. Apply the appropriate cleaning solution and allow it to stand for 5 minutes before scrubbing the surface with a floor buffer equipped with a grit brush. The deep cleaning shall remove heavy stains, mildew, and mineral deposits from the surface and grout. After scrubbing, the surface shall be rinsed thoroughly to remove all remaining detergent. Mop the floor with clean water and a clean mop. Mop excess water from the floor. Wipe all baseboards with a damp clean rag. Areas not accessible with the buffer shall be manually scrubbed with an abrasive hand pad.

## **C. Quarterly Services**

1. Specific Facilities - Individual facilities may require specialized Custodial Services. Please see descriptions below for each facility.
2. Cubicle Walls - Vacuum all cubicle walls.
3. High Dusting - Dust all surfaces between 80" and 18', including walls and ceiling tiles/vents. Remove all dust and cobwebs.
4. Woodwork - Clean and polish all woodwork. Woodwork shall be free of smudges and fingerprints and shall have a uniform appearance.

## **III. Facilities, Utilities, and Telephones Provided by the City**

- A. Facilities - The City shall provide, without cost to the Contractor, janitorial closets or a designated place in each facility. These areas shall be kept clean and neat by Contractor at all times and shall only be used for the intended use (i.e., eating may not occur nor storage of any food or personal items). Contractor will keep all of their supplies stored in their proper place when they arrive, and all products must be labeled with all proper documentation. Empty boxes, bottles, containers, etc., shall be properly discarded (including recycling, where appropriate). Mop buckets shall be emptied and cleaned, and mops shall be washed out, before storing in the designated janitorial space. Mop heads shall be replaced at a minimum of once a week to prevent odors.
- B. Utilities - The City shall furnish all utilities to Contractor at existing outlets. Any modifications to existing outlets for Contractor's convenience shall be at Contractor's expense. Prior written approval for any alteration shall be obtained from the Site Representative.
- C. Telephones - The City telephone policy limits use of its telephone extensions on the City system to calls relating to City business. Contractor shall ensure that employees observe

this policy. The costs of unauthorized telephone usage, which can be directly attributed to an employee of Contractor, shall be the responsibility of the Contractor.

#### **IV. Chemical Supplies, Sanitary Supplies, and Equipment Provided by Contractor**

- A. Chemical Supplies - Must meet and are guaranteed by the manufacturer to equal or surpass the test methods developed by the American Society of Testing Material (ASTM) for chemicals to be used in public buildings. This list is not inclusive, but the minimum standards required: carpet spot remover/cleaner, disinfectants, germicide, mild detergent, metal cleaner/polish, furniture polish, bathroom deodorizers, and graffiti cleaner. Contractor must provide and maintain an SDS binder at each location.
- B. Sanitary Supplies to be provided by Contractor for all facilities.
1. Toilet paper 4 ½" x 4 ½", 2-ply, 500 sheets per roll, white (at least 10% recycled content).
  2. Jumbo tissue 2-ply, white, properly sized for installed dispensers (at least 10% recycled content).
  3. Hand towels properly sized for installed dispensers with a minimum tensile strength of 15 in both directions.
  4. Multi-fold 9 ¼" x 9 ½", 250 per package.
  5. Single-fold 9 ½" x 10 5/8", 250 per package.
  6. Narrow-fold 9 ½" x 9 ½", 250 per package.
  7. C-Fold 10 ¼" x 13 ¼", 250 per package.
  8. Roll Towels - 8" x 800'.
  9. Perforated 9" x 11", 2-ply, 250 sheets per roll.
  10. Non-perforated sized for installed dispenser.
  11. Toilet Seat Covers sized for installed dispensers.
  12. Hand Soap - pH balanced; biodegradable; skin cleaner, effective against a wide range of microorganisms; containing no alcohol or triclosan; 800 ml or equivalent sized for installed dispenser.
  13. Waste can liners - high-density poly; clear plastic.
  14. Menstrual products - Aunt Flow Organic Products - pads and tampons - East Flagstaff Library only.
  15. Contractor shall maintain a minimum of one (1) week's supply of all paper supplies in all facilities at all times during the life of the Contract that can be utilized by City personnel for the purpose of restocking the facilities' dispensers.
  16. The City reserves the right to change these specifications, including installed dispensers, and supply list designated in the scope of work throughout the life of the contract. All cleaning and paper products shall be billed separately from custodial services for each location. Billing shall contain line item costs including unit of measure, unit price and taxes, no lump sum bills.
- C. Equipment
1. Contractor shall provide all necessary equipment to perform the tasks for each facility as identified in this Scope of Work. The City will provide a custodial closet with charging capabilities at each location. The City is not responsible for damaged equipment while service is being provided.

2. Custodial staff shall wear an appropriate company uniform while on-site. The uniform must include the company name and logo, and employees must wear a photo ID badge. Uniforms shall be in clean and in good conditions without holes or tears.
3. There are no restrictions on the equipment to be used for custodial services for the City. The City reserves the right to request that equipment not be used if found that it does not perform the task up to standard or causes damage to any part of the building. Energy efficient shall be used whenever possible.

## **V. Reporting Responsibilities**

### **A. Contractor Reporting Responsibilities**

1. Any issues noticed by the Contractor Representative within any of the serviced facilities regarding broken or damaged City property, unsatisfactory cleaning, or security issues will be reported immediately to the Site Representative and/or City Representative at the time of incident. Contractor will have designated individual/s on-call in order to address and resolve cleanliness-related issues quickly and efficiently.
2. Weekly written reports of broken or damaged City property will be submitted to the Site Representative via email by end of day each business week. These reports must also include any employee or facility-related incidents that occurred during that time frame, listing the employee/s involved, building, date/time, and nature of the incident.
3. Monthly written reports of any cleaning-related issues will be submitted to the Site Representative via email within five (5) business days of the last day of the previous month. These reports will include time and date of notification, building location, a description of the issue, and the steps taken to resolve the issue, including any recommendations for avoiding the issue in the future, such as increasing frequency of service, number of staff assigned, adjustments to equipment to be used, or any other resolution that the Contractor may identify.

### **B. City Reporting Responsibilities**

1. Any issues identified verbally, subsequently followed by an email, by the Site Representative and/or City Representative within any of the serviced facilities regarding broken or damaged City property, unsatisfactory cleaning, or security issues will be reported immediately to the Contractor Representative.
2. Within twenty-four (24) hours from receipt of the email from the City, Contractor will provide a written response identifying: (a) how; (b) who; and (c) when, the issue will be resolved.

## EXHIBIT A.2

### FACILITY-SPECIFIC SCOPE OF WORK

#### I. GENERAL INFORMATION REGARDING FACILITIES

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

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

#### II. SPECIFIC INFORMATION REGARDING FACILITIES

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

##### 1. CINDER LAKE LANDFILL ADMINISTRATIVE BUILDING

Address: 6770 E. Landfill Rd.

Specs: Approx. 2,550 square feet.

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

Duties: Perform Basic Services: 1 day/week.

##### 2. CITY HALL

Address: 211 W. Aspen Ave.

Specs: Approx. 50,100 square feet of which 4,000 square feet is the lobby floor.

Hours Available to Render Services: Between 5:00 p.m. and 6:00 a.m.

Duties:

- 2.1. Perform Basic Services: Monday through Friday (5 days/week).
- 2.2. If City Hall is open on Saturday and Sunday, Contractor will be required to clean lower restrooms and lobby areas on Sunday evenings, as directed by Facilities Management.
- 2.3. The lobby floor shall be dusted and wet mopped only. Buffing shall be done once a week.

- 2.4. The following rooms are excluded from this contract: Server Room, UPS Room, Telephone Room, Electrical Panel Rooms, Mechanical Rooms, Vaults (Safe) Rooms, Locked Storage Rooms, Human Resources Office, Community Investment Offices, Cashier's Office, Payroll Supervisor's Office, and Payroll Specialist's Office.
- 2.5. The Contractor will be required to modify or reschedule and/or restrict cleaning activities so as not to disrupt City Council meetings. The Contractor may not conduct cleaning activities in the City Council Chambers, Council Conference Room, and the Staff Conference Room on Tuesdays when Council is in session. The Contractor will be notified in advance by the Site Representative and/or Facilities Superintendent if there are changes to the schedule.
- 2.6. City Hall will not require paper products or cleaning chemicals provided by the Contractor.
- 2.7. Contractor shall notify the Site Representative via email when supply items are running low in order to keep continuity of cleaning schedule.

### **3. CITY PROSECUTOR'S OFFICE (2ND Floor)**

Address: 101 W. Cherry Ave.

Specs: Approx. 50,000 square feet (includes Prosecutor's office).

Hours Available to Render Services: 5:00 p.m. – 6:00 a.m.

Duties:

- 3.1. Staff working at this facility must obtain and pass a background check. Individuals with active cases at the Flagstaff Municipal court are not eligible to clean this facility.
- 3.2. Perform Basic Services: Monday – Friday (seven days/per week); all other services in accordance with the Custodial Services – Proposal and Frequency Form.

### **4. DOWNTOWN LIBRARY**

Address: 300 W. Aspen Ave.

Specs: Approx. 34,000 square feet.

Hours Available to Render Services:

Between 9:00 p.m. and 8:00 a.m. Monday – Thursday.

Between 6:00 p.m. and 8:00 a.m. Friday – Sunday.

Duties:

- 4.1. Perform Basic Services: Monday through Friday (7 days/week).
- 4.2. Restrooms shall be scheduled for a second cleaning, shift two, between the hours of 12:30 p.m. and 3:00 p.m. Requires on-call day porter services as needed.
- 4.3. Wipe down Privacy on Demand (POD) and vacuum floor as needed.

- 4.4. Clean staff stairway into underground garage as needed (~1x weekly).
- 4.5. Wipe down outside benches in the courtyard entrance area (weather-permitting).
- 4.6. \*\*For Security Purposes, Contractor will not have access to the IT department in the Downtown Library and are not responsible for cleaning this secured area.
- 4.7. \*\*RECEPTACLE LOCATION: Waste and recycling bins are often placed in locations to encourage the proper disposal of materials. Receptacles are to be returned to original location and/or location indicated on the facility map, if provided. This includes all interior bins and the TWO exterior bins in the front of the facility on the Library Plaza.

## **5. EAST FLAGSTAFF LIBRARY**

Address: 3000 N. Fourth Street, Suite 5.

Specs: Approx. 11,000 square feet.

Hours Available to Render Services:

Between 9:00 p.m. and 8:00 a.m. Monday – Thursday.

Between 6:00 p.m. and 8:00 a.m. Friday – Sunday.

Duties:

- 5.1. Perform Basic Services: Monday through Sunday (7 days/week).
- 5.2. Restrooms shall be scheduled for a second cleaning, shift two, between the hours of 12:30 p.m. and 3:00 p.m. Requires on-call day porter services as needed.
- 5.3. Dust and sanitize all bookshelves in main library area which are 5' tall or under, weekly.

## **6. FLAGSTAFF AQUAPLEX**

Address: 1702 N. 4th St.

Specs: Approx. 41,000 square feet.

Hours Available to Render Services:

Between 10:00 p.m. and 6:00 a.m. Monday – Friday.

Between 9:00 p.m. and 6:00 a.m. Saturday.

Duties:

- 6.1. Perform Basic Services: 6 days/week, 311 days a year, closed on Sundays, Thanksgiving day, and Christmas day. Requires on-call day porter services as needed.
- 6.2. Contractor must coordinate with facility staff, as private facility rentals may require later cleaning hours or changes in daily duties based on rental preparations and setup.
- 6.3. The following areas of the facility are to be cleaned:

**Grand Gallery**

Front Desk  
Game Room  
Climbing Wall area  
Lounge area

**Gallery Restrooms**

**Community Meeting Room**

Large Room  
Room divider  
Kitchen

**Babysitting**

Main room  
Restroom

**Administrative Area**

Community Events area  
Hallways & Common area  
Staff Break Room  
Offices

**Main Floor Hallways**

Gallery to Gym  
Aquatic area to west back door

**Locker Rooms**

Women's Locker Room  
Men's Locker Room  
Cabanas (6)  
Aquatic Hallways

**Gym**

**Fitness Floor**

Indoor Track  
Fitness Overlook  
Exercise area (excluding equipment)  
The Movement Studio (aerobic room)

- 6.4. Contractor is not responsible for cleaning the aquatic area of the facility, recreation supply storage closets, the Maintenance room, the Telecom room, or the interior Counting room.
- 6.5. Contractor is not responsible for cleaning soft-lined items in the Babysitting room.
- 6.6. The Administrative offices only shall be cleaned Monday through Friday. All remaining Administrative areas are to be cleaned as stated on the Custodial Services – Proposal and Frequency Form.
- 6.7. Custodial closets will be shared with facility staff, which will be performing minor cleaning and maintenance throughout the open hours of operation. All products must be labeled with proper documentation for all.
- 6.8. This facility will be used by infants, children, and youth, who may be present during scheduled cleaning hours. The Contractor is responsible for maintaining up to date background checks and fingerprint information on his/her employees. Background checks and fingerprints will reside with the Contractor; however, the City reserves the right to conduct further background checks should the need arise.

6.9. Flooring shall be cleaned per industry standards. The approximate square footage of the flooring type(s) is as follows:

<u>FLOOR TYPE</u>	<u>ROOMS</u>	<u>APPROX SQ. FOOTAGE</u>
Carpet	Offices, Gallery, Fitness Halls	11,300
Epoxy Flooring	Locker Rooms, Cabanas	3,000
Linoleum	Party Room, Babysitting	900
Rubber	Gym, Track, Free Weights, Climbing Wall	13,000
Tile	Restrooms, Gallery, Elevator	5,500
VCT	Storage Rooms	1,800
Wood	Aerobics and The Movement Studio	3,300
Not in Contract	Pool, Mechanical, Electrical, Phone Rms	12,600

## 7. HAZARDOUS PRODUCTS CENTER

Address: 6770 E. Landfill Rd.

Specs: Approx. 1,000 square feet (office and bathroom portion only).

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

Duties:

7.1. Perform Basic Services: One day/per week -- Monday, Wednesday, or Friday.

7.2. Facility warehouse area will not be cleaned by custodial services; bathroom, and office area only.

## 8. Mogollon Building (Sustainability)

Address: 419 N. Mogollon.

Specs: Approx. 2,838 square feet.

Hours Available to Render Services:

Between 8:00 p.m. and 8:00 a.m. Monday – Thursday.

Between 6:00 p.m. and 8:00 a.m. Friday – Sunday.

Duties:

8.1. Perform Basic Services: Monday through Sunday (2 days/week) a minimum of every other day.

8.2. Sanitize restrooms.

8.3. Dust and sanitize surfaces.

8.4. Clean glass of entry way.

## **9. MUNICIPAL COURT**

Address: 101 W. Cherry Ave.

Specs: Approx. 50,000 square feet (includes Prosecutor's office).

Hours Available to Render Services: 5:00 p.m. – 6:00 a.m.

Duties:

- 9.1. Staff working at this facility must obtain and pass a background check. Individuals with active cases at the Flagstaff Municipal court are not eligible to clean this facility.
- 9.2. Perform Basic Services: Monday – Friday (five days/per week); all other services in accordance with the Custodial Services – Proposal and Frequency Form.
- 9.3. The following areas of the facility are to be cleaned as according to the Custodial Services – Proposal and Frequency Form: Stairwells, Main Lobby, Courtrooms 1-5, employee lunchroom, holding cells & restrooms, visitation rooms, hallways, etc.

## **10. RIO DE FLAG – Operations Building**

Address: 600 Babbitt Way.

Specs: 1 office – 200 sq. ft. and the Atrium (conference room) at 680 sq. ft.

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

Duties:

- 10.1. Three days/per week -- Monday, Wednesday, and Friday.
- 10.2. SCADA and server rooms will not be accessed by custodial staff. These rooms will be labelled by water services staff.
- 10.3 Building accessed via key fob.
- 10.4 Custodial closet with charging capability available.

## **11. U. S. Geological Survey (USGS)**

Address: 2255 N. Gemini Dr.

Specs and Hours Available to Render Services:

- USGS BUILDING 3: Approximately 15,653 square feet. Between 5:00 p.m. and 6:00 a.m. Clean Monday through Friday.
- USGS BUILDING 4: Approximately 29,970 square feet. Between 5:00 p.m. and 6:00 a.m. Clean Monday through Friday.
- USGS BUILDING 5: Approximately 11,250 square feet. Between 5:00 p.m. and 6:00 a.m. Clean Monday through Friday.
- USGS BUILDING 6: Approximately 27,940 square feet. Between 5:00 p.m. and 6:00 a.m. Clean Monday through Friday.

Duties:

- 11.1. Perform Basic Services: These are secure facilities and will require security access to the facility. USGS will provide the contractor key FOB access to each building.
- 11.2. There is training which City Staff shall provide to the Contractor regarding the requirements on the access of their employees into and working around the USGS Campus.
- 11.3. All employees of Contractor working on USGS facilities may be required to undergo a background check per the Department of Homeland Security.
- 11.4. Contractor will be responsible for maintaining up to date background checks on his/her employees. Background checks will reside with the Contractor; the City reserves the right to conduct further background checks should the need arise.
- 11.5. Contractor is responsible for the purchase of cleaning products and paper products for this facility. All costs will be reimbursed monthly with receipt attached.

**12. Wildcat Hill Water Treatment Facility (Operations and Maintenance)**

Address: 2800 N. El. Paso Flag Rd.

Specs: Approx. 507 sq. ft – 3 offices, 2 upstairs, 1 downstairs, and a conference room at 250 sq. ft.

Hours Available to Render Services: Between 9am - 3pm. Office location may be locked and a key may need to be provided. However, an onsite operations team member can provide access upon arrival during the above listed days and hours.

Duties:

- 12.1 Perform Basic Services: Three times/ week – Monday, Wednesday, Friday
- 12.2 SCADA and server rooms will not be accessed by custodial staff. These rooms will be labelled by water services staff.
- 12.3 Building accessed via key fob.
- 12.4 Custodial closet with charging capability available

**EXHIBIT A.3**

**PROPOSAL AND FREQUENCY FORM  
(Attached)**

**Solicitation for: Custodial Services RFP#2024-26**  
**Closing Date and Time: January 19, 2023 at 3:00pm**

# PINNACLE

— BUILDING SERVICES —

## Request for Proposal

### CONTACT INFO

-  Fady Ebeid, CEO
-  (818) 356-5046
-  [fady@pinnacleflag.com](mailto:fady@pinnacleflag.com)
-  2202 N 1st,  
Flagstaff, AZ 86004
-  Available 24/7

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**CITY HALL**

Minimum # of staff  
required for each  
visit: **4**

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>Concrete Stair Wells</b>				
Concrete stair wells, sweep/mop			X	
Concrete stair wells, pick up large debris	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>Stairs, Stair Landing, Walks &amp; Hallways</b>				
Sweep or vacuum (if carpeted)	X			
Wet Mop			X	
<b>Vents</b> - Exhaust Dust			X	
<b>Handrails Stairs and Bridge to Restrooms</b> - Disinfect, spray and wipe all wood handrails	X			
<b>Tables/Surfaces</b> - (Ledges / Countertops) - Clean and disinfect	X			
<b>Payphone Area and Elevator</b>				
Disinfect and clean all buttons and handicap buttons (spray and wipe)	X			
Wet Mop	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)			X	
<b>Dusting</b> - Low dust (to 6 foot height)			X	

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**CITY HALL**

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	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			
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>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, 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>\$6,430.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**CITY HALL**

10		
<b>MONTHLY SERVICES</b>	<b>MONTHLY</b>	<b>LUMP SUM</b>
<b>Windows</b> - Entrance glass & slanted glass - Clean	X	\$70.00
<b>Doors</b> - Clean all non-glass doors & door jams	X	\$60.00
Clean all office glass panels next to doors	X	\$55.00
<b>Dusting (Spray and Wipe)</b>		
Windows - Blinds	X	\$60.00
Vents/Exhaust	X	\$40.00
High dust (above 6 feet to 20 feet)	X	\$60.00
Remove all cobwebs	X	\$40.00
<b>Floor Mats</b> - Wash	X	\$50.00
<b>Rest Rooms</b>		\$50.00
Disinfect and clean all walls	X	
<b>Floors - Lobby First Floor, Hallways and Breakrooms</b>		
Buff	X	\$40.00
<b>TOTAL MONTHLY SERVICES</b>		<b>\$525.00</b>

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$6,430.00	10	\$77,160.00
Monthly Services	12-MONTHS - Times 12	\$525.00	20	\$6,300.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$83,460.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**CITY HALL**

<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		\$26.50 per man hour
<b>Refrigerator</b> - Defrost and clean		\$26.50 per man hour
<b>Floors/Non-Carpeted</b> <b>Weekly Buffing</b>	X	.45 per a square ft
<b>Strip, Wax and Buff</b> - Note: This does not apply to the wood floor in the lobby of City Hall		.45 per a square ft
Cement floors, strip and seal		.45 per a square ft
<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.		.22 per square ft
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		\$1,115.00
Exterior		\$2,350.00
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> -		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**CITY HALL**

<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>\$26.50 per man hour</p>
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**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 AND FREQUENCY FORM**

**LIBRARY**

Minimum # of staff required

for each visit: **3**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)		X		
Remove debris and vacuum traffic areas	X			
<b>Floor/Non-Carpeted</b>				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop		X		
<b>Doors</b>				
Clean all glass doors to include emergency exits, (inside and outside)	X			
Clean all glass panels next to doors	X			
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landings, Exterior Walks (all pathways and loading docks)</b>				
Sweep or vacuum 10 ft. from entrance drs.	X			
Wet Mop Interior paths			X	
<b>Sofas, Chairs, office chairs &amp; Program areas</b> - Clean and Dust				
Vacuum upholstery - Public Area			X	
<b>Tables</b> - Clean	X			
<b>File Cabinets and Card Files</b> - Dust		X		
<b>Water Fountains</b> - Clean and Disinfect	X			
<b>Trash &amp; Recycle Containers</b>				
Empty (change liners as needed)	X			
Empty pencil sharpeners			X	
<b>Book and Magazine Shelves</b> - Dust			X	
<b>Display Case Glass</b> - Clean	X			
<b>Ledges, Counters and Circulation Desks</b>				
Clean and polish	X			
<b>Lockers</b> - Clean (damp cloth)			X	
<b>Dusting</b> - Low dust (to 6 foot height)			X	
<b>Rest Rooms</b>				
Remove waterless urinal cartridges and clean			X	
Clean floor drain cover			X	
Clean and sanitize stalls, commodes and urinals	1,2			
Clean mirrors	1,2			

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**LIBRARY**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>			<b>LUMP SUM</b>
	<b>DAILY</b>	<b>SEMI- WEEKLY</b>	<b>WEEKLY</b>	
Wash urinals, walls surrounding urinal & toilet partitions	1,2			
Clean sinks and fixtures, fill soap dispensers	1,2			
Clean and fill napkin disposal and change liner	1,2			
Wet mop and disinfect	1,2			
Fill toilet paper dispenser	1,2			
Spot clean walls, pipe fixtures	1,2			
Clean walls			X	
Empty trash containers and change liners	1,2			
Fill and damp clean seat cover dispenser	1,2			
Damp clean exterior of trash container	1,2			
Clean all kick plates & door fixtures	1,2			
Treat all floor drains - 1 gallon of water and disinfect (not bleach)	1,2			
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies and Hallways</b>				
Clean chairs with damp cloth			X	
Empty Wastebaskets and change liners	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			
<b>Microwave</b>				
Exterior	X			
Interior			X	
<b>Refrigerators</b> (wipe down outside)			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$4,980.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**LIBRARY**

MONTHLY SERVICES	FREQUENCY	
	MONTHLY	LUMP SUM
<b>Doors</b>		
Clean all non-glass doors & door jams	X	\$60.00
Clean all glass panels next to doors and metal framing	X	\$55.00
<b>Dusting</b>		
Blinds(dusting not cleaning)	X	\$55.00
Vents/Exhaust	X	\$32.00
High dust (above 6 feet)	X	\$55.00
Remove all cobwebs	X	\$35.00
<b>Floor Mats - Wash</b>	X	\$50.00
<b>Payphones - Clean and disinfect</b>	X	\$15.00
<b>Rest Rooms</b>		
Disinfect walls	X	\$40.00
<b>TOTAL MONTHLY SERVICES</b>		<b>\$397.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$4,980.00	5.5	\$59,760.00
Monthly Services	12-MONTHS - Times 12	\$397.00	14	\$4,764.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$64,524.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**LIBRARY**

<b>AS REQUESTED SERVICES</b>		
<b>Ledges and Counter tops - polish with</b>		\$26.5 per man hour
<b>Windows</b>		
Interior		\$2,700.00
Exterior (Screens removed for cleaning)		\$3,200.00
<b>Doors</b>		
Oil all non-glass doors		\$26.5 per man hour
<b>Dusting</b>		
Beams		\$26.5 per man hour
<b>Refrigerator - Clean</b>		\$26.5 per man hour
<b>Floors/Non-Carpeted</b>		
Wet clean all ceiling fan blades and fixtures		\$26.5 per man hour
<b>Lights - Dust all light fixtures</b>		\$26.5 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.5 per man hour
<b>Emergency Service Call - for example: Restroom Cleanup/ physical issues</b>		\$60 per man hour
<b>Desks - Cleaning/Waxing of desks</b>		\$26.5 per man hour
<b>Walls - Spot clean</b>		\$26.5 per man hour
<b>Dusting IT area - (we prep it)</b>		\$26.5 per man hour
<b>Wet Mop, Spray and buff</b>		\$26.5 per man hour
<b>Chairs and Sofas - Vacuum upholstery staff area</b>		\$26.5 per man hour
<b>Garage and Loading Dock - Approximately 14, 000 square feet. Hosing of underground parking area. City to provide clear drain.</b>		\$45 per man hour
<b>CARPET CLEANING/SHAMPOOING</b>		
<b>Shampoo - Note:</b> The shampooing of furniture/carpets 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.		20 cents a square ft

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**EAST BRANCH LIBRARY**

Minimum # of staff required for each visit: <b>2</b>	FREQUENCY			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
<b>BASIC SERVICES</b>				
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)		X		
Remove debris and vacuum traffic areas	X			
<b>Floor/Non-Carpeted (bathrooms and entry)</b>				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop		X		
<b>Doors</b>				
Clean all glass doors to include emergency exits, (inside and outside)	X			
Clean all glass panels next to doors	X			
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Exterior Walks (all pathways)</b>				
Sweep or vacuum 10 ft. from entrance drs.	X			
Wet Mop Interior paths			X	
<b>Sofas, Chairs, office chairs &amp; Program areas</b> - Clean and Dust				
Vacuum upholstery - Public Area			X	
<b>Tables</b> - Clean and polish glass	X			
<b>File Cabinets and Card Files</b> - Dust		X		
<b>Water Fountains</b> - Clean and Disinfect	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			
Empty pencil sharpeners			X	
<b>Book and Magazine Shelves</b> - Dust in			X	
<b>Display Case Glass</b> - Clean	X			
<b>Ledges, Counters and Circulation Desks</b>	X			
<b>Lockers in Teen Room</b> - Clean (damp cloth)			X	
<b>Dusting</b> - Low dust (to 6 foot height)			X	
<b>Rest Rooms</b>				
Remove waterless urinal cartridges and clean			X	
Clean floor drain cover			X	
Clean and sanitize stalls, commodes and urinals	X			
Clean mirrors	X			

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**EAST BRANCH LIBRARY**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>			<b>LUMP SUM</b>
	<b>DAILY</b>	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	
Wash urinals, walls surrounding urinal & Clean sinks and fixtures, fill soap	X			
Clean and fill napkin disposal and change	X			
Wet mop and disinfect	X			
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures	X			
Clean walls, removing graffiti or report to Library Manager	X			
Empty trash containers and change liners	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Clean all kick plates & door fixtures	X			
Treat all floor drains - 1 gallon of water and	X			
<b>Employee Lunchrooms, Kitchens,</b>				
Clean chairs with damp cloth			X	
Empty Wastebaskets and change liners	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			
Exterior (Trash container)	X			
Interior (Trash container)			X	
Refrigerators (wipe down outside)			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$2,450.00</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		\$10.00
metal framing	X		\$12.00
<b>Dusting</b>			
Blinds(dusting not cleaning)	X		\$25.00
Vents/Exhaust	X		\$20.00
High dust (above 6 feet)	X		\$50.00
Remove all cobwebs	X		\$40.00
<b>Floor Mats - Wash</b>	X		\$25.00
<b>Rest Rooms</b>			
Disinfect walls	X		\$25.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$207.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**EAST BRANCH LIBRARY**

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$2,450.00	3	\$29,400.00
Monthly Services	12-MONTHS - Times 12	\$207.00	4	\$2,484.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$31,884.00</b>

<b>AS REQUESTED SERVICES</b>		
Ledges and Counter tops - polish with good wood oil		\$26.50 per man hour
<b>Windows</b>		
Interior		\$120.00
Exterior		\$135.00
<b>Doors</b>		
Oil all non-glass doors		\$110.00
<b>Dusting</b>		
Florescent Light Fixtures		\$26.50 per man hour
Refrigerator - Clean		\$26.50 per man hour
<b>Floors/Non-Carpeted</b>		
Wet clean all ceiling fan blades and fixtures		\$26.50 per man hour
Lights - Dust all light fixtures		\$26.50 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<b>Emergency Service Call - for example: Restroom Cleanup/ physical issues</b>		\$60 per man hour
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Wet Mop, Spray and buff		\$26.50 per man hour
Chairs and Sofas - Vacuum upholstery staff area		\$26.50 per man hour
<b>CARPET CLEANING/SHAMPOOING</b>		
<b>Shampoo - Note:</b> The shampooing of furniture/carpets 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.		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**VISITORS CENTER**

<b>Minimum # of staff required for each visit: Determined by Contractor</b>			
	<b>FREQUENCY TASK LIST</b>		
	<b>SEMI-</b>		
<b>BASIC SERVICES</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>WEEKLY</b>
			<b>LUMP SUM</b>
<b>Floors/Carpets</b>			
<i>Racking pulled away from the walls to complete the following:</i>			
Sweep/Wet mop	X		
Remove gum, tar, etc.	X		
Remove debris	X		
Vacuum all carpet (under desk, tables, chairs, etc.)	X		
Spot clean carpets	X		
<b>Doors</b>			
Glass cleaned	X		
Chrome handbars and kick panels shined	X		
Spot clean non-glass portions of doors & jams inside and out	X		
<b>Windows, Interior</b>			
Wipe window sills			X
<b>Walls</b>			
Spot clean to remove handprints and smudges	X		
Spot clean baseboards	X		
<b>Water Fountains/Payphones</b>			
Clean and disinfect	X		
<b>Ledges, Lobby Tables, and Counter Tops</b>			
Damp clean and polish		X	
Dust brochure displays			X
Retail will be stocked and cleaned by VC staff, retail cabinetry will be cleaned and polished by Custodial staff.			X
<b>Chairs</b>			
Lobby plastic chairs and legs wiped down with wet rag		X	
Cloth chairs and benches vacuumed and legs wiped down			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		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**VISITORS CENTER**

Wipe and disinfect - trash containers (recycling containers as needed)	X	
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**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**VISITORS CENTER**

FREQUENCY TASK LIST			
BASIC SERVICES	SEMI-		LUMP SUM
	DAILY	WEEKLY	
<b>Break room</b>			
Microwave, exterior, interior cleaned		X	
Refrigerator cleaned on outside only with damp cloth		X	
Coffee maker cleaned		X	
Counter wiped	X		
Sink scrubbed			X
Cupboard doors and handles wiped down			X
Floor thoroughly vacuumed	X		
Wastebaskets and trash containers emptied, new liner as needed	2		
Exterior of wastebaskets and trash containers wiped down	X		
<b>Restrooms</b>			
Clean and sanitize toilets, and urinals	2		
Wash walls surrounding urinal and toilets	2		
Wash and sanitize stalls inside and out			X
Wet mop and disinfect	2		
Clean mirrors and shelves	2		
Scrub and sanitize sink and countertops	2		
Wipe down and shine hand dryer	2		
Shine chrome	2		
Fill and wipe down soap dispensers	2		
Fill and wipe down toilet paper dispenser	2		
Fill and wipe down sanitary seat cover dispensers	2		
Wastebaskets and trash containers emptied; liner changed as needed	2		
Exterior of wastebaskets and trash containers wiped down	2		
Wipe down window sills	X		
Spot clean walls and exposed pipes	X		
Clean exhaust vents			X

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**VISITORS CENTER**

<b>BASIC SERVICES</b>	<b>FREQUENCY TASK LIST</b>			<b>LUMP SUM</b>
	<b>DAILY</b>	<b>WEEKLY</b>	<b>WEEKLY</b>	
<b>Office Area</b>				
Wipe down filing cabinets			X	
Wipe clean all telephones/sanitize ear and mouthpieces	X			
Vacuum thoroughly	X			
Wastebaskets and trash containers emptied; liner changed as needed	X			
Exterior of wastebaskets and trash containers wiped down	X			
<b>Dusting</b>				
Remove all cobwebs			X	
<b>Outside Perimeter</b>				
Within 20-feet of building parameter ensure trash and cigarette butts are disposed of	X			
Sweep within 10-feet of building parameter	X			
Wipe down benches	X			
<b>Trash Containers, Exterior</b>				
Remove cigarette butts from urns	2			
Wastebaskets and trash containers emptied; liner changed as needed	X			
Exterior of wastebaskets and trash containers wiped down	X			
<b>Doors Exterior (including side glass panels)</b>				
Glass cleaned inside and out	X			
Door frames wiped down	X			
Metal plates and kick plates shined with no streaks	X			
Clean door sills	X			
Windows, Exterior			X	
Wash window sills			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$4,210.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**VISITORS CENTER**

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$4,210.00	4.25	\$50,520.00
<b>AMOUNT</b>				<b>\$50,520.00</b>
<b>AS REQUESTED SERVICES</b>				
				<b>LUMP SUM</b>
<b>Windows, Interior</b>				
Wash low windows				\$240.00
Dust blinds				\$30.00
<b>Walls - Scrub baseboards</b>				
				\$26.50 per man hour
<b>Dusting</b>				
Pictures				\$26.50 per man hour
<b>Windows, Exterior</b>				
Wash low windows				\$300.00
<b>Windows, Interior and Exterior</b>				
Wash high windows				\$900.00
<b>Lights and Ceiling Fans</b>				
Dust ceiling lighting and fans				\$26.50 per man hour
<b>Dusting</b>				
High dusting (over 6-feet)				\$26.50 per man hour
<b>Chairs</b>				
Cloth Chairs steam cleaned				\$26.50 per man hour
<b>Floors - High pressure steam</b>				\$1,500
<b>Outside Perimeter</b>				
Power spray walkway along the front side of building				\$600

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**ParkFlag Office**

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

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>				<b>LUMP SUM</b>
	<b>DAILY</b>	<b>2x WEEK</b>	<b>SEMI- WEEKLY</b>	<b>E E</b>	
<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**

**ParkFlag Office**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>				<b>LUMP SUM</b>
	<b>DAILY</b>	<b>2x WEEK</b>	<b>SEMI- WEEKLY</b>	<b>E E</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>\$680.00</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		\$14.00
Clean all glass panels next to doors	X		\$8.00
<b>Dusting</b>			
Windows - Blinds	X		\$25.00
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>\$112.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**ParkFlag Office**

<b>COST SUMMARY</b>					
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>	
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$680.00	2	#####	
Monthly Services	12-MONTHS - Times 12	\$112.00	5	#####	
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>#####</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		45 cents a square fett
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  
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**

<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>\$1,600.00</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  
NACET BUSINESS INCUBATOR**

<b>COST SUMMARY</b>					
				ESTIMATE D HOURS PER SERVICE	EXTEN DED PRICE
SERVICE	FREQUENCY	UNIT COST	UNIT COST	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 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 Concrete stair wells, sweep/mop (as requested)	X			
	X			
	X			
<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			
			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</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 \$132,480.00
	12-MONTHS - Times 12	\$940.00	36 \$11,280.00
<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.		22 cents a square foot
Concrete stair wells, sweep/mop		
<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 AND FREQUENCY FORM**

**CINDER LAKE LANDFILL ADMIN BUILDING**

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

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	
<b>Floors/Non-Carpeted</b>			
Dry and Wet Mop		X	
Floors/Carpeted			
Vacuum		X	
<b>Tables - Clean &amp; Disinfect</b>		X	
<b>File Cabinets and Card Files - Dust/Disinfect</b>		X	
<b>Wastebaskets - Empty (change liners as needed)</b>		X	
<b>Trash &amp; Recycle Containers Empty (change liners as needed)</b>		X	
<b>Ledges and Counter Tops - Damp clean and polish</b>		X	
<b>Rest Rooms</b>			
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	
Floors, mop and disinfect		X	
<b>TOTAL BASIC SERVICES</b>			<b>\$420.00</b>

<b>MONTHLY SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>MONTHLY</b>		
<b>Floors/Non-Carpeted</b>			
High speed polish all tile floors	X		\$35.00
<b>TOTAL MONTHLY SERVICES</b>			<b>\$35.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**CINDER LAKE LANDFILL ADMIN BUILDING**

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$420.00	2	\$5,040.00
Monthly Services	12-MONTHS - Times 12	\$45.00	2	\$540.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$5,580.00</b>
<b>AS REQUESTED SERVICES</b>				
<b>Floors/Carpeted</b>				
Shampoo				.22 per square ft
<b>Desks - Cleaning/Waxing of desks</b>				\$26.50 per man hour
<b>Windows - Interior</b>				\$26.50 per man hour
Exterior				\$26.50 per man hour
<b>Floors/Non-Carpeted</b>				
Strip, Wax and Buff (2-coats Sealer, 4-coats Wax)				.45 per square ft
<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**

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 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**

COST SUMMARY					
SERVICE	FREQUENCY	UNIT COST	TIM AT ED HO	EXTENDED PRICE	
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>	

AS REQUESTED SERVICES		
		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.		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  
PROPOSAL AND FREQUENCY FORM**

**THE FLAGSTAFF AQUAPLEX**

Minimum # of staff  
required for each  
visit: **4**

BASIC SERVICES	FREQUENCY		
	DAILY	SEMI-WEEKLY	WEEKLY
<b>ALL AREAS</b>			
<b>Floors/Carpeted</b>			
Vacuum all carpet (under desks, tables, chairs)			X
Remove debris and vacuum traffic areas	X		
Spot clean carpet	X		
<b>Floors/Non-Carpeted</b>			
Dry Mop	X		
Wet Mop (community room and movement studio once per week)	X		
<b>Doors</b>			
Clean all glass doors and entrance side glasses	X		
<b>Stainless Steel/metal Surfaces</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks). Roll up window to kitchen.			X
<b>Exterior Walks</b>			
Sweep or blow 50 feet from entrances.			X
<b>&amp; Conference Areas</b>			
Vacuum upholstery		X	
Non-upholstered areas (all hard surfaces including legs, arms of chairs and surface areas) - wet clean or polish			X
<b>Tables</b> - Clean	X		
<b>Water Fountains</b> - Clean and Disinfect	X		
<b>Trash &amp; Recycle Containers</b>			
Empty containers (change liners as needed)	X		
Damp clean exterior of containers			X
<b>Ledges, Counter Tops, Cubes</b> - Damp clean and polish, tops sides and bottoms	X		
<b>Dusting</b> - Low dust (to 6 foot height) including storage cubes			X
<b>Rest Rooms/Locker Rooms/ Showers</b>			
Doors - clean and disinfect	X		
Sweep or vacuum all dirt and debris	X		
Wet mop and disinfect	X		
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	
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	

BASIC SERVICES	FREQUENCY		
	DAILY	SEMI-WEEKLY	WEEKLY
<b>Conference Rooms, Lobbies and Hallways</b>			
Upholstery - spot clean and vacuum		X	
Non-upholstered areas (legs, arms of chairs and surface areas) - wet clean or polish		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>Plexi Inserts</b> - Clean per manufacturer's recommendation			X
<b>Floors/Wood</b>			
Dust Dry Mop	X		
Spot Wet Mop	X		
<b>Exercise Area</b>			
<b>Running Track -</b>			
Vacuum or dry mop	X		
Spot mop	X		
Auto Scrub			X
<b>Floors/Gym Sports Floor</b>			
Dry Mop	X		
Auto Scrub	X		
<b>Grand Gallery</b>			
TV's - Clean			X
Vending Machines and Game Room - Clean and disinfect exterior areas			X
Climbing Rock Wall - Clean, disingect and remove gum			X
BASIC SERVICES	DAILY	SEMI-WEEKLY	WEEKLY
<b>Elevator</b>			
Clean and disinfect	X		
<b>Main Stairwell</b>			
Sweep or vacuum daily and wet mop	X		
Dust hand rails and floor guards in stairwell	X		
<b>TOTAL BASIC SERVICES (PER MONTH)</b>			<b>\$10,950.00</b>

**COST SUMMARY**

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SERVICE	FREQUENCY	UNIT COST		EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$10,950.00	12	\$131,400.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				\$131,400.00

## AS REQUESTED SERVICES

### LUMP SUM

<b>Windows Exterior</b> - ALL WINDOWS - Clean (exclude gym)		\$1,800
<b>Windows Exterior 10ft and below</b> - Clean (exclude gym)		\$500
<b>Vents/Exhaust</b> - Clean (exclude gym)		\$26.50 per man hour
<b>Partitions</b> - dry clean		\$26.50 per man hour
<b>Walls</b> - Spot clean		\$26.50 per man hour
<b>Light fixtures General</b> - Clean (exclude gym)		\$26.50 per man hour
<b>Fireplace</b> - Clean		\$26.50 per man hour
<b>Appliances</b> - Clean		\$26.50 per man hour
<b>Beams</b> - Dust (exclude gym)		\$26.50 per man hour
<b>Ceiling Fans</b> - Clean		\$26.50 per man hour
<b>Rock Wall</b> - Brush Vacuum		\$26.50 per man hour
<b>Walls</b> - Aquatic area - clean walls		\$26.50 per man hour
<b>Grand Gallery Light Fixtures</b> - Clean (wash fixtures & bulbs)		\$26.50 per man hour

### FLOORING REQUIREMENTS

Note: Facilities Superintendent will schedule all cleaning of flooring (carpeted or non-carpeted) and furniture. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained to confirm bid prices as submitted herein. All work must be approved prior to commencement.

		20 cents a square foot
<b>Carpet Areas</b> - clean per recommended manufacture's standards - Proposer to specify method of cleaning		20 cents a square foot
Offices (per square foot)		20 cents a square foot
Gallery (per square foot)		20 cents a square foot
Fitness Halls (per square foot)		20 cents a square foot

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### OPTIONAL SERVICES - BID PER

### FREQUENCY

<b>Epoxy Flooring</b> - clean per recommended manufacture's standards - Proposer to specify method of cleaning.		Mechanically scrub then Pressure wash
Locker Rooms		40 cents a square foot
Cabanas		40 cents a square foot
<b>Linoleum</b> - clean per recommended manufacture's standards - Proposer to specify method of cleaning.		Mechanically scrub with a red floor pad
Party Room		24 cents a square foot
Babysitting Room		24 cents a square foot
standards - Proposer to specify method of cleaning.		
Gym		\$26.50 per man hour
Track		\$26.50 per man hour
Free Weights		\$26.50 per man hour

Climbing Wall		\$26.50 per man hour
<b>Tile</b> - clean per recommended manufacture's standards - Proposer to specify method of cleaning.		Mechanically scrub and steam clean
Rest Rooms		18 cents a square foot
Gallery		18 cents a square foot
Elevator		18 cents a square foot
<b>VCT</b> - clean per recommended manufacture's standards - Proposer to specify method of cleaning.		Mechanically strip, neutralize, then apply finish
Per square foot		45 cents a square foot
<b>Wood</b> - clean per recommended manufacture's standards - Proposer to specify method of cleaning.		Screen and Refinish
The Movement Room		2.50 a square foot
Community Meeting Room		2.50 a square foot
<b>Emergency Service</b> - Clean		60 per man hour
<b>Exterior Walks</b> - Wet mop or power spray		\$26.50 per man hour
<b>Emergency Stairwell</b> - Southside of bldg - sweep and wet mop		\$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 -

AS REQUESTED SERVICES		LUMP SUM
<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>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>TED HOURS 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</b> - Clean exterior (damp cloth)				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**

<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</b> - empty				X	
<b>Refrigerator</b> - Clean exterior (damp cloth)				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>

<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**

**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 AND FREQUENCY FORM**

**MUNICIPAL COURT**

Minimum # of staff required for each visit: **4**

FREQUENCY TASK LIST					
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEK LY	MONT HLY	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 and polish (leaving no streaks).			X		
			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 and disinfect</b>			X		
<b>File Cabinets and Card Files - Dust</b>			X		
<b>Water Fountains - Clean and Disinfect</b>			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>Ledges and Counter Tops - Damp clean and polish</b>			X		
<b>Dusting - Low dust (to 6 foot height)</b>			X		
<b>Rest Rooms</b>					
Clean floor drain cover	X				
water			X		
Replenish all soap and paper products	X				
clean and sanitize stalls, commodes, and urinals	X				
Clean mirrors and shelves	X				
Clean and sanitize stalls, commodes and urinals	X				
sweep and mop floors	X				
Clean all door jambs			X		
Clean mirrors and shelves	X				
Disinfect all ceramic walls up to 6ft				X	
dust vents				X	
polish stainless steel	X				
Wash urinals, walls surrounding urinal & toilet partitions	X				
Clean sinks, mirrors, walls, and chrome	X				
Clean and fill napkin disposal and change liner	X				

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MUNICIPAL COURT**

<b><u>Visitation rooms</u></b>			
clean and disinfect benches	X		
clean and disinfect doors	X		
sweep /mop or vaccum floors	X		
clean glass/plastic partitions	X		
dust vents			X
Clean all door jams			X
wipe and disinfect table tops	X		
<b><u>Court rooms (Divisions 1,3, and 5)</u></b>			
Trash-empty and replace liner, regardless of how much trash	X		
Vaccum all carpet -(under desks, tables, chairs)	X		
Dusting (high dust 6-20 ft)		X	
Dusting (low dust up to 6 feet )	X		
dust/wipe benches	X		
wipe and disinfect table tops /desks	X		
wipe doors for fingerprints	X		
push bars clean and sanitize	X		
glass windows in door frames	X		
clean plastic partion shields		X	
dust vents			X
Clean all door jams			X
<b><u>Court rooms (Divisions 2 and 4)</u></b>			
Trash-empty and replace liner as needed		X	
Vaccum all carpet -(under desks, tables, chairs)		X	
Dusting (high dust 6-20 ft)			X
Dusting (low dust up to 6 feet )		X	
dust/wipe benches		X	
wipe and disinfect table tops /desks		X	
wipe doors for fingerprints		X	
push bars clean and sanitize		X	
glass windows in door frames		X	X
clean plastic partion shields			X
dust vents			X
Clean all door jams			X
<b><u>holding cells</u></b>			
clean and disinfect benches	X		
clean and disinfect toilet and sink	X		
clean and disinfect doors	X		
sweep /mop floors	X		
<b><u>Visitation rooms</u></b>			
clean and disinfect benches		X	
clean and disinfect doors		X	
sweep /mopor vaccum floors		X	
clean glass/plastic partitions		X	
dust vents			X
Clean all door jams			X

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MUNICIPAL COURT**

wipe and disinfect table tops		X	
<b>Common Areas and Hallways</b>			
wipe and disinfect benches	X		
wipe and disinfect all flat surfaces	X		
wipe and disinfect all table tops and ledges	X		
disinfect water fountains	X		
empty trash cans and clean lids	X		
clean, polish and disinfect elevator	X		
mop inside elevator	X		
clean elevator tracks		X	
dusting (high dust 6-20ft)			X
dusting (low dust up to 6 feet)		X	
dustmop	X		
run floor scrubber in main halls		X	
clean hall glass up to 6ft - as needed	X		
Wet mop and disinfect	X		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MUNICIPAL COURT**

FREQUENCY TASK LIST				
BASIC SERVICES	DAY	WEEKLY	LY	LUMP SUM
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			
Wipe and disinfect benches	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect			X	
<b>Rooms, Lobbies and Hallways</b>				
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			
Damp clean exterior of trash container	X			
Floors, mop and disinfect			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$6,400.00</b>

FREQUENCY TASK LIST				
MONTHLY SERVICES	MONTHLY			LUMP SUM
<b>Doors</b>				
Clean all non-glass doors & door jams	X			\$50.00
Clean all glass panels next to doors	X			\$60.00
<b>Dusting</b>				
Windows - Blinds	X			\$60.00
Vents/Exhaust	X			\$60.00
Book and Magazine Shelves	X			\$40.00
High dust (above 6 feet)	X			\$40.00
Remove all cobwebs	X			\$30.00
Floor Mats - Wash	X			\$30.00
Rest Rooms - Disinfect walls	X			\$50.00
<b>TOTAL MONTHLY SERVICES</b>				<b>\$420.00</b>

COST SUMMARY					
SERVICE	FREQUENCY	UNIT COST		TI MA TE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$6,400.00		11	\$76,800.00
Monthly Services	MONTHS - Times 12	\$420.00		17	\$5,040.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>					<b>\$81,840.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MUNICIPAL COURT**

<b>AS REQUESTED SERVICES</b>		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$650.00
Exterior		\$1,240.00
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
<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>		22 cents a square foot
<b>Doors</b>		
Oil all non-glass doors		\$26.5 per man hour
<b>Dusting</b>		
Beams		\$40.00
<b>Refrigerator - Defrost and clean</b>		\$16.00
<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>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$26.5 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.50 per man hour
<p><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.</p>		22 cents a square foot
Concrete stair wells, sweep/mop, vacuum		\$26.50 per man hour
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		\$26.50 per man hour
<b>Desks - Cleaning/Waxing of desks</b>		\$26.50 per man hour
<b>Walls - Spot clean</b>		
Clean and dust		\$26.50 per man hour

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**City Prosecutors Office**

Minimum # of staff required for each visit: <b>1</b>				
	FREQUENCY			
<b>BASIC SERVICES</b>	DAILY	SEMI-WEEKLY	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	X			
<b>Floors/Non-Carpeted</b>				
Dry mop	X			
Wet mop	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>Wastebaskets</b> - Empty (change liners as needed)	X			
<b>Trash Containers, Entry and Common Areas</b>				
Empty (change liners as needed)	X			
Clean and disinfect door handles	X			
<b>Restrooms</b>				
Clean & sanitize stalls, commodes and urinals	X			
Clean mirrors and shelves	X			
Clean sinks and chrome	X			
Fill dispensers - soap, toilet paper, hand towels, seat covers	X			
Wet mop and disinfect	X			
Empty trash	X			
Treat all floor drains - 1 gallon of water and disinfect			X	
<b>Dusting</b> - Low dust (to 6 foot height)	X			
<b>TOTAL BASIC SERVICES</b>				<b>\$680.00</b>
<b>COST SUMMARY</b>				

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**City Prosecutors Office**

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$680.00	1.5	\$8,160.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$8,160.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**City Prosecutors Office**

<b>AS REQUESTED SERVICES</b>		
<b>Windows</b>		
Interior		\$30
Exterior		\$90.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.5 per man hour
<b>Shampoo Carpets</b> - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of carpets and furniture. 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. STEAM CLEAN CARPETS - WALL-TO-WALL		22 cents per man hour
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
Clean and dust		\$26.5 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

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM  
HAZARDOUS PRODUCTS CENTER (HPC)**

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

BASIC SERVICES	FREQUENCY WEEKLY	LUMP SUM
<b>Floors/Non-Carpeted</b>		
Dry and Wet Mop	X	
<b>Floors/Carpeted</b>		
Vacuum	X	
Tables - Clean & Disinfect	X	
File Cabinets and Card Files - Dust/Disinfect	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>Rest Rooms</b>		
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	
Floors, mop and disinfect	X	
<b>TOTAL BASIC SERVICES</b>		<b>\$280.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER	EXTENDED PRICE

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM  
HAZARDOUS PRODUCTS CENTER (HPC)**

Basic Services (Weekly)	MONTHS - Times 12	\$280.00	1	\$3,360.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$3,360.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Wildcat Hill facility**

Minimum # of staff  
required for each  
visit: **1 - 2**

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>Concrete Stair Wells</b>				
Concrete stair wells, sweep/mop			N/A	
Concrete stair wells, pick up large debris			N/A	
<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>Stairs, Stair Landing, Walks &amp; Hallways</b>				
Sweep or vacuum (if carpeted)			x	
Wet Mop			x	
<b>Vents</b> - Exhaust Dust			No	
<b>Handrails Stairs and Bridge to Restrooms</b> - Disinfect, spray and wipe all wood handrails			N/A	
<b>Tables/Surfaces</b> - (Ledges / Countertops) - Clean and disinfect			x	
<b>Payphone Area and Elevator</b>				
Disinfect and clean all buttons and handicap buttons (spray and wipe)			N/A	
Wet Mop				
<b>File Cabinets and Card Files</b> - Dust			No	
<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)			No	
<b>Dusting</b> - Low dust (to 6 foot height)			No	

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Wildcat Hill facility**

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY	LUMP SUM
<b>Rest Rooms x 2</b>				
Clean floor drain cover add deodorizer			x	
Clean and sanitize stalls, commodes and urinals				
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			No	
Empty trash containers			x	
Fill and damp clean seat cover dispenser			N/A	
Damp clean exterior of trash container			x	
Treat all floor drains - 1 gallon of water and disinfect			x	
<b>Employee Lunchroom / Kitchen, lab, conference room and Hallways</b>				
<b>Sand Urns - Empty</b>			N/A	
<b>Refrigerator - Clean exterior (damp cloth)</b>			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			No	
Damp clean exterior of trash container			x	
Floors, mop and disinfect			x	
<b>Microwave &amp; Toasters</b>				
Clean Interior and Exterior			No	
<b>TOTAL BASIC SERVICES</b>				<b>\$780.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Wildcat Hill facility**

FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	x	\$7.00
Doors - Clean all non-glass doors & door jams	No	\$5.00
Clean all office glass panels next to doors	x	\$5.00
<b>Dusting (Spray and Wipe)</b>		
Windows - Blinds	No	\$5.00
Vents/Exhaust	No	\$5.00
High dust (above 6 feet to 20 feet)	No	\$10.00
Remove all cobwebs	No	\$8.00
Floor Mats - Wash	No	\$10.00
<b>Rest Rooms</b>		
Disinfect and clean all walls	No	\$15.00
<b>Floors - Lobby First Floor, Hallways and Breakrooms</b>		
Buff	x	\$30.00
<b>TOTAL MONTHLY SERVICES</b>		<b>\$100.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$780.00	1.5	\$9,360.00
Monthly Services	12-MONTHS - Times 12	\$100.00	4	\$1,200.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$10,560.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Wildcat Hill facility**

<b>AS REQUESTED SERVICES</b>		<b>LUMP SUM</b>
<b>Windows</b> - Interior and Exterior		\$45.00
<b>Doors</b>		
Oil all non-glass doors		\$10.00
<b>Dusting</b>		
All exposed beams		\$16.00
<b>Refrigerator</b> - Defrost and clean		\$16.00
<b>Floors/Non-Carpeted</b>		
<b>Weekly Buffing</b>		
<b>Strip, Wax and Buff</b> - Note: This does not apply to the wood floor in the lobby of City Hall		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
<b>Lights</b> - Clean (wash fixtures & bulbs)		\$26.5 per man hour
<b>Floors/Carpeted</b>		
Spot clean carpet		\$26.5 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		\$26.5 per man hour
<b>Desks</b> - Cleaning/Waxing of desks		\$26.5 per man hour
<b>Walls</b> - Spot clean		\$26.5 per man hour
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b>		
Clean and dust		\$26.5 per man hour
<b>Windows</b>		
Interior		\$15.00
Exterior		\$30.00
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> -		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Wildcat Hill facility**

<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**

**Rio de Flag facility**

Minimum # of staff  
required for each  
visit: **1 - 2**

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>Concrete Stair Wells</b>				
Concrete stair wells, sweep/mop			N/A	
Concrete stair wells, pick up large debris			N/A	
<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>Stairs, Stair Landing, Walks &amp; Hallways</b>				
Sweep or vacuum (if carpeted)			x	
Wet Mop			x	
<b>Vents</b> - Exhaust Dust			No	
<b>Handrails Stairs and Bridge to Restrooms</b> - Disinfect, spray and wipe all wood handrails			N/A	
<b>Tables/Surfaces</b> - (Ledges / Countertops) - Clean and disinfect			x	
<b>Payphone Area and Elevator</b>				
Disinfect and clean all buttons and handicap buttons (spray and wipe)			N/A	
Wet Mop				
<b>File Cabinets and Card Files</b> - Dust			No	
<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)			No	
<b>Dusting</b> - Low dust (to 6 foot height)			No	

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Rio de Flag facility**

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				
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			No	
Empty trash containers			x	
Fill and damp clean seat cover dispenser			N/A	
Damp clean exterior of trash container			x	
Treat all floor drains - 1 gallon of water and disinfect			x	
<b>Employee Lunchroom / Kitchen, conference room, and Hallways</b>				
<b>Sand Urns - Empty</b>			N/A	
<b>Refrigerator - Clean exterior (damp cloth)</b>			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			No	
Damp clean exterior of trash container			x	
Floors, mop and disinfect			x	
<b>Microwave &amp; Toasters</b>				
Clean Interior and Exterior			No	
<b>TOTAL BASIC SERVICES</b>				<b>\$700.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Rio de Flag facility**

FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	x	\$7.00
Doors - Clean all non-glass doors & door jams	No	\$5.00
Clean all office glass panels next to doors	x	\$5.00
<b>Dusting (Spray and Wipe)</b>		
Windows - Blinds	No	\$5.00
Vents/Exhaust	No	\$5.00
High dust (above 6 feet to 20 feet)	No	\$10.00
Remove all cobwebs	No	\$8.00
Floor Mats - Wash	No	\$10.00
<b>Rest Rooms</b>		
Disinfect and clean all walls	No	\$15.00
<b>Floors - Lobby First Floor, Hallways and Breakrooms</b>		
Buff	x	\$30.00
<b>TOTAL MONTHLY SERVICES</b>		<b>\$100.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	TED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$700.00	1.5	\$8,400.00
Monthly Services	12-MONTHS - Times 12	\$100.00	4	\$1,200.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$9,600.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Rio de Flag facility**

<b>AS REQUESTED SERVICES</b>		<b>LUMP SUM</b>
<b>Windows</b> - Interior and Exterior		\$45.00
<b>Doors</b> Oil all non-glass doors		\$10.00
<b>Dusting</b> All exposed beams		\$16.00
<b>Refrigerator</b> - Defrost and clean		\$16.00
<b>Floors/Non-Carpeted</b> <b>Weekly Buffing</b> <b>Strip, Wax and Buff</b> - Note: This does not apply to the wood floor in the lobby of City Hall		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
<b>Lights</b> - Clean (wash fixtures & bulbs)		\$26.5 per man hour
<b>Floors/Carpeted</b> Spot clean carpet		\$26.5 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		\$26.5 per man hour
<b>Desks</b> - Cleaning/Waxing of desks		\$26.5 per man hour
<b>Walls</b> - Spot clean		\$26.5 per man hour
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> Clean and dust		\$26.5 per man hour
<b>Windows</b> Interior		\$15.00
Exterior		\$30.00
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> -		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Rio de Flag facility**

<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 style="text-align: right;">22 cents a square foot</p>
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**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**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)				
<b>Floors/Non-Carpeted</b>				
Dry Mop				
Wet Mop		x		
<b>Concrete Stair Wells</b>				
Concrete stair wells, sweep/mop		n/a		
Concrete stair wells, pick up large debris		n/a		
<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).				
<b>Stairs, Stair Landing, Walks &amp; Hallways</b>				
Sweep or vacuum (if carpeted)		x		
Wet Mop				
<b>Vents</b> - Exhaust Dust			x	
<b>Handrails Stairs and Bridge to Restrooms</b> - Disinfect, spray and wipe all wood handrails				
<b>Tables/Surfaces</b> - (Ledges / Countertops) - Clean and disinfect		x		
<b>Payphone Area and Elevator</b>				
Disinfect and clean all buttons and handicap buttons (spray and wipe)		n/a		
Wet Mop				
<b>File Cabinets and Card Files</b> - Dust				
<b>Water Fountains</b> - Clean and Disinfect		n/a		
<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)				

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

<b>Dusting - Low dust (to 6 foot height)</b>	x	
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**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

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				
Damp clean exterior of trash container				
Treat all floor drains - 1 gallon of water and disinfect				
<b>Employee Lunchrooms, Kitchens, Lounges, Council Conference Rooms, Lobbies and Hallways</b>		x		
<b>Sand Urns - Empty</b>				
<b>Refrigerator - Clean exterior (damp cloth)</b>				
Clean chairs with damp cloth				
Empty Wastebaskets (and change liners as needed)		x		
Clean ledges, counter tops, appliance and furniture (damp cloth)		x		
Clean tables		x		
Vacuum carpet thoroughly				
Clean sinks		x		
Damp clean exterior of trash container				
Floors, mop and disinfect		x		
<b>Microwave &amp; Toasters</b>				
Clean Interior and Exterior			x	
<b>TOTAL BASIC SERVICES</b>				<b>\$1,280.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

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

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ATED HOUR S PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,280.00	2.5	\$15,360.00
Monthly Services	12-MONTHS - Times 12	\$139.00	4	\$1,668.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$17,028.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b> - Interior and Exterior	X	\$45.00
<b>Doors</b> Oil all non-glass doors		\$10.00
<b>Dusting</b> All exposed beams		\$16.00
<b>Refrigerator</b> - Defrost and clean		\$16.00
<b>Floors/Non-Carpeted</b> <b>Weekly Buffing</b> <b>Strip, Wax and Buff</b> - Note: This does not apply to the wood floor in the lobby of City Hall	X	45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
<b>Lights</b> - Clean (wash fixtures & bulbs)	X	\$26.5 per man hour
<b>Floors/Carpeted</b> Spot clean carpet	X	\$26.5 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.	X	22 cents a square foot
Concrete stair wells, sweep/mop		\$26.5 per man hour
<b>Desks</b> - Cleaning/Waxing of desks		\$26.5 per man hour
<b>Walls</b> - Spot clean		\$26.5 per man hour
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> Clean and dust		\$26.5 per man hour
<b>Windows</b> Interior	X	\$15.00
Exterior	X	\$30.00
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b> -		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

<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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## EXHIBIT B

### TERMS AND CONDITIONS (CITY-WIDE CUSTODIAL CONTRACT)

#### IN GENERAL

**1. PARTIES:**

1.1 The City of Flagstaff ("City") and the contractor identified in the underlying Contract ("Contractor") may be referred to individually as "Party" or collectively as "Parties."

1.2 Where the term "Employee(s)" is used in the Contract, it refers to the employees or subcontractors of Contractor.

**2. NOTICE TO PROCEED:** Contractor shall not commence performance until after the City has issued a Notice to Proceed.

**3. LICENSES AND PERMITS:** Contractor at its own expense shall maintain current federal, state, and local licenses, permits, and approvals required for performance of the Contract and provide copies to City upon request.

**4. COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state, and local laws, regulations, standards, codes, and ordinances in performance of the Contract.

**5. NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, the Contract is non-exclusive, and the City reserves the right to contract with others for materials or services.

**6. SAMPLES:** Any sample submitted to the City by the Contractor and relied upon by City as representative of quality and conformity shall constitute an express warranty that all materials and/or services to be provided to City shall be of the same quality and conformity.

#### MATERIALS

**7. PURCHASE ORDERS:** The City will issue a purchase order for the materials covered by the Contract and such order will reference the Contract number.

**8. QUALITY:** Contractor warrants that all materials supplied under the Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials and will be safe and appropriate for use as normally used. The City's inspection, testing, acceptance, or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.

**9. MATERIALS:** Contractor shall furnish cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, and any other product necessary to provide the custodial services. Contractor's products, services, and facilities will be in full compliance with all applicable federal, state, and local health, environmental, and safety laws, regulations, standards, codes, and ordinances, regardless of whether or not they are referred to by the City. Contractor shall use "green seal" compliant cleaning products in those City facilities that may choose to do so. The City reserves the right to require that Contractor change

cleaning materials if Contractor's cleaning products are not, in the City's opinion, providing effective sanitation, desired finish or durability, and/or a clean appearance.

10. **EMERGENCY PURCHASES:** The City reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by Contractor.
11. **ACCEPTANCE:** All materials and services provided by the Contract are subject to final inspection and acceptance by the City. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.
12. **MANUFACTURER'S WARRANTIES:** Contractor shall deliver all manufacturer's warranties to the City upon the City's acceptance of the materials.
13. **TITLE AND RISK OF LOSS:** The title and risk of loss of material shall not pass to the City until the City actually receives the material at the point of delivery, and the City has completed inspection and has accepted the material, unless the City has expressly provided otherwise in the Contract.
14. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City.
15. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor may not substitute nonconforming materials and/or services. Delivery of nonconforming materials and/or services, or a default of any nature, shall constitute a breach of the Contract as a whole.
16. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.
17. **LIENS:** All materials and other deliverables supplied to the City shall be free of all liens, other than the security interest held by Contractor, until payment in full is made by the City. Upon request of the City, Contractor shall provide a formal release of all liens.
18. **CHANGES IN ORDERS:** The City reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule or both. Any claim for adjustment shall be evidenced in writing and approved by the Purchasing Director prior to the institution of the change.

## **PAYMENT**

19. **INVOICES:** A separate invoice shall be issued for each shipment and each job completed at each individual facility. Invoices shall include the Contract and/or Purchase Order number and dates when goods had been shipped or work performed. Invoices shall be sent within thirty (30) days following performance. Payment will only be made for satisfactory materials

and/or services received and accepted by City.

20. **LATE INVOICES:** The City may deduct up to 10% of the payment price for late invoices. The City operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, the City will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.
21. **TAXES:** Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of the Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.  
  
Exception: The City will pay any taxes which are specifically identified as a line-item dollar amount in Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.
22. **FEDERAL EXCISE TAXES:** The City is exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.
23. **FUEL CHARGES:** Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by the City.
24. **AMOUNTS DUE TO THE CITY:** Contractor must be current and remain current in all obligations due to the City during performance. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and charges owed to the City under the Contract.
25. **OFAC:** No payments may be made to any person in violation of Office of Foreign Assets Control regulations. 31 C.F.R. Part 501.

## **SERVICES**

26. **INDEPENDENT CONTRACTOR:** Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.
27. **CONTROL:** Contractor shall be responsible for the control of the work.
28. **WORK SITE:** Contractor shall inspect the work site and notify the City in writing of any deficiencies or needs prior to commencing work.
29. **SAFEGUARDING PROPERTY:** Contractor shall be responsible for any damage to real property of the City or adjacent property in performance of the work and safeguard the worksite.
30. **QUALITY:** All work shall be of good quality and free of defects, and performed in a diligent

and professional manner.

31. **ACCEPTANCE:** If the City rejects Contractor's work due to noncompliance with the Contract, the City, after notifying Contractor in writing, may require Contractor to correct the deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.
32. **WARRANTY:** Contractor warrants all work for a period of one (1) year following final acceptance by the City. Upon receipt of written notice from the City, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed, or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from the City, the City may perform the work and Contractor shall be liable for the costs. This one (1) year warranty is in addition to and does not limit Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

### **INSPECTION, RECORDS, ADMINISTRATION**

33. **RECORDS:** The City shall have the right to inspect and audit all of Contractor's books and records related to the Contract for up to five years after completion of the Contract.
34. **RIGHT TO INSPECT BUSINESS:** The City shall have the right to inspect the place of business of Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.
35. **PUBLIC RECORDS:** The Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law. A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential," the City will endeavor to notify Contractor prior to release of such information.
36. **CONTRACT ADMINISTRATION:** Contractor will be required to participate in the City's contract administration process. Contractor will be closely monitored for Contract compliance and will be required to promptly correct any deficiencies.

### **INDEMNIFICATION**

37. **GENERAL INDEMNIFICATION:** Contractor shall indemnify and hold the City and its officers, agents, employees, and subcontractors harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense, arising out of the acts, errors, or omissions of Contractor, its officers, agents, employees, and subcontractors, in performing or failing to perform the responsibilities identified in the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects, and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

## **CONTRACT CHANGES**

38. **COMPLETE AGREEMENT:** The Contract is intended to be the complete and final agreement of the Parties.
39. **AMENDMENTS:** The Contract may be amended by written agreement of the Parties.
40. **SEVERABILITY:** If any term or provision of the Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted, and the remainder of the Contract shall remain in full force and effect.
41. **NO WAIVER:** Both Parties have the right to insist upon strict performance of the Contract, and the prior failure of a Party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.
42. **ASSIGNMENT:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. Any assignment without such consent shall be null and void. No assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to the City. The Purchasing Director shall have authority to consent to an assignment on behalf of the City.
43. **BINDING EFFECT:** The Contract shall be binding upon and inure to the benefit of the Parties and their successors and assigns.

## **EMPLOYEES AND SUBCONTRACTORS**

44. **SUBCONTRACTING:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. The City reserves the right to withhold consent if the subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.
45. **SECURITY INQUIRIES:** Contractor must ensure that their Employees undergo a background check and drug test before starting work under the Contract. Contractor must provide the results to the City and its supervisors upon request. The City reserves the right to accept or reject any or all of the Employees proposed by the Contractor for work under the Contract. If an Employee is rejected by the City for work under the Contract, the Contractor may still employ them for other non-City related work. However, the Contractor must obtain prior written approval from the City before proposing the rejected Employee for work under any other City contracts or engagements.
46. **MATERIALITY OF BACKGROUND SCREENING REQUIREMENTS AND INDEMNITY:** Any breach of the background and security requirements of the Contracts shall be deemed a material breach of the Contract. In addition to any other indemnification provision in the Contract, Contractor shall defend, indemnify, and hold harmless the City from and against any and all claims, actions, liabilities, damages, losses, and expenses (Claims) arising out

of this duty, including Contractor's disqualification of any Employee or the City's failure to enforce this section.

47. **NONDISCRIMINATION:** Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, or familial status and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. In addition, any Contractor whose business is located within City of Flagstaff limits shall comply with the Flagstaff City Code, Chapter 14-02, *Civil Rights*, which also prohibits discrimination based on sexual orientation or gender identity or expression.
48. **DRUG FREE WORKPLACE:** The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor's personnel shall abstain from use or possession of illegal drugs while engaged in performance of the Contract.
49. **IMMIGRATION LAWS:** Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors shall comply with all state and federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of state and federal immigration laws and regulations shall constitute a material breach of the Contract and shall subject Contractor to penalties up to and including termination of the Contract. The City may, at its sole discretion, conduct random verification of the employment records of the employees of the Contractor and any subcontractors to ensure compliance with all state and federal immigration laws and regulations. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contract if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

#### **BADGE, KEY, AND/OR PROXIMITY ACCESS CARD HANDLING PROCEDURES**

50. **STOLEN OR LOST:** If an Employee is provided a badge, key, and/or proximity access card, Contractor shall immediately report any lost or stolen badge, key, and/or proximity access card to the Site Representative and/or City Representative. Contractor shall be responsible for payment of the applicable fee prior to issuance of a new badge, key, and/or proximity access card.
51. **RETURN:** All badges, keys, and/or proximity access cards are the property of the City of Flagstaff and must be returned to the Site Representative and/or City Representative immediately after the Employee's access to a City facility is no longer required under the Contract. Contractor shall collect the badges, keys, and/or proximity access cards when there is an Employee resignation, transfer, lay-off, medical leave, termination, leave of absence, or when the Contract terminates, is cancelled, or expires, whichever occurs first.
52. **EMPLOYEE IDENTIFICATION AND ACCESS:** Employees must have some form of verifiable company identification in their possession at all times while working under the Contract. An Employee's access authority is only valid during their scheduled hours. Contractor shall provide the City with updates and changes in personnel as they occur.

## **PERFORMANCE**

### **53. CONTRACT PERFORMANCE**

- 54.1 Contractor will furnish all necessary labor, tools, equipment, and supplies to perform the required services at the City facilities. The City Representative and/or Site Representative will decide all questions which may arise as to the quality and acceptability of any work performed under the Contract. If, in the opinion of the City's authorized representative, performance becomes unsatisfactory, the City will notify Contractor in writing.
- 54.2 If the Site Representative and/or City Representative provides written notice of unsatisfactory performance to Contractor, the Site Representative and/or City Representative will define the period of time to correct the unsatisfactory performance (dependent upon the circumstances). In the event the unsatisfactory performance is not corrected within the time specified, the City will have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the Contract for default.

### **54. CITY-PROVIDED RESOURCES**

- 55.1 Storage Space:
- 55.1.1 The City will provide Contractor storage space and utilities at the relevant City facilities as reasonably necessary for the performance of the Scope of Work at no cost to Contractor. Internet, phone connections, and services are not included in the utilities provided by the City.
- 55.1.2 The use of City-provided storage space will be on a space available basis and subject to the approval of the City. Where applicable, the City will provide storage rooms and janitor closets for supplies and charging equipment.
- 55.1.3 City-provided space will be maintained in a clean, safe manner in accordance with all applicable codes and regulations and is subject to inspection at all times. Janitorial storage closets must remain closed and locked at all times.
- 55.1.4 No materials or equipment will be stored or temporarily set in restrooms or other spaces accessible to the public.
- 55.1.5 If storage is in an electrical closet, a minimum of thirty-six inches will be provided in front of all electrical panels. The width of working space in front of the electrical equipment will be the width of the equipment or thirty inches, whichever is greater. In all cases, the workspace must permit at least a ninety-degree opening of equipment doors or hinged panels.
- 55.1.6 Contractor will not use the space provided by the City to support any other functions of the company. The City reserves the right to evict Contractor from the office or storage space if Contractor violates this requirement.

55.1.7 Any changes to the space must be approved by the City and are at Contractor's expense.

55.2 Badges, keys, and/or proximity access cards: The City will provide Contractor badges, keys, and/or proximity access cards necessary for the performance of the Contract. Contractor will exercise all reasonable efforts to ensure the safe keeping of City-provided badges, keys and/or proximity access cards. Contractor is required to perform an annual audit of the badges, keys and/or proximity access cards and submit to the City. Any lost badges, keys and/or proximity access cards shall be reported immediately to Site Representative.

## **55. CONTRACTOR-PROVIDED RESOURCES**

56.1 Uniforms: Uniforms shall consist of a shirt with company logo and approved pants, skirts, or dresses. If jackets or sweaters are worn, they shall coordinate with the uniform and clearly bear the company logo. Employees shall be in an approved uniform that is clean, neat, and free from tears, holes, frayed edges, and body odor. Open-toed shoes, shorts, and non-company logo hats/caps/beanies are not acceptable. Contractor must submit a description and photo of proposed uniform for the City's approval to ensure the uniform is professional/appropriate.

56.2 Office Equipment: If applicable, Contractor shall provide office equipment, such as desks, computers, phones, and copiers. All internet, phone connections, and services will be provided by Contractor.

56.3 Vehicles: Contractor shall be responsible for providing all support vehicles required to effectively and efficiently operate, manage, and support the services necessary to fulfill the requirements of the Contract. Vehicles driven on the airfield shall be marked with the company name and/or logo approved by the City.

56.4 Communication Devices/Cell Phones: Contractor must provide cellular communication devices to shift supervisors and necessary Employees.

## **56. CONTRACTOR TRANSITION**

57.1 Onboarding of Contractor: Contractor must attend start-up meetings with the City no less than 30-45 days prior to the Contract start date. Such meetings may include a walk-through of the pertinent City facility. The intent of the meeting is to review the proposed transition plan and expectations.

57.2 Offboarding of Contractor: Thirty (30) days prior to the end of the Contract, Contractor Representative, the City Representative, and the Site Representative shall schedule a walk-through inspection of the pertinent City facility to review cleanliness. If the cleanliness level is below cleaning standards established by the terms, conditions, and provisions of the Contract, Contractor shall correct issues identified to meet cleaning standards prior to the Contract termination date. If cleaning standards have not been corrected by Contractor by that date, the City shall be credited 50% of Contractor invoiced cost from the last monthly invoice for the location not meeting standards.

- 57.3 At the termination of the Contract, or at the request of the City Representative and/or Site Representative, Contractor must return all security badges, keys, proximity access cards, and all other City property issued to Contractor. Contractor may be held liable for replacement costs and any locksmith costs to rekey and reprogram these items if not returned. Funds may be withheld from any amounts otherwise due and payable to Contractor.
57. **COMMUNICATION IN ENGLISH:** It is mandatory that Contractor's lead person assigned to any City facility can speak, read, and write in English to effectively communicate with City staff.
58. **EMPLOYEE PARKING AND TRANSPORTATION:** Contractor is fully responsible for any logistics regarding the parking of Employee vehicles and transportation of Employees to/from the site assignment to arrive and/or leave at the start or end times of the Employee's work schedule.
59. **ADDITIONAL SERVICES:** The City may request custodial services for areas not specified in the Contract if other custodial services are deemed necessary. These additional services will be covered within Contractor's proposed hourly rate as specified in the Fee Schedule and/or Scope of Work.
60. **ALTERATION OF WORK:** The City reserves the right to make alterations in specific work hours as necessary or desirable. Such changes will not invalidate the Contract or release the surety. Contractor agrees to perform the work as altered, the same as if it had been a part of the original Contract.

#### **DEFAULT AND TERMINATION**

61. **TERMINATION FOR NONAPPROPRIATION OF FUNDS:** The City may terminate all or a portion of the Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.
62. **TERMINATION FOR CONVENIENCE:** Unless expressly provided for otherwise in the Contract, the Contract may be terminated in whole or part by the City for convenience upon thirty (30) days' written notice, without further penalty or liability to Contractor. If the Contract is terminated, City shall be liable only for payment for satisfactory materials and/or services received and accepted by the City before the effective date of termination.
63. **TERMINATION FOR DEFAULT:** Prior to terminating the Contract for a material breach, the non-defaulting Party shall give the defaulting Party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting Party in writing. In the event the breach is not timely cured, or in the event of a series of repeated breaches, the non-defaulting Party may elect to terminate Contract by providing written notice to the defaulting Party, which shall be effective upon receipt. In the event of default, the Parties may execute all remedies available at law in addition to the Contract remedies provided for herein (including Liquidated Damages).

**64. CONDITIONS AND CAUSES FOR TERMINATION FOR DEFAULT**

64.1 The City reserves the right to cancel the whole or any part of the Contract due to failure of Contractor to carry out any term, promise, or condition of the Contract. The City will issue a written notice of default to Contractor for acting or failing to act as in any of the following:

64.1.1 In the opinion of the City, Contractor provides personnel who do not meet the requirements of the Contract;

64.1.2 In the opinion of the City, Contractor fails to perform adequately the stipulations, conditions, or services/specifications required in the Contract;

64.1.3 In the opinion of the City, Contractor attempts to impose on the City personnel or materials, products, or workmanship which are of an unacceptable quality;

64.1.4 Contractor fails to furnish the required service and/or product within the time stipulated in the Contract; and/or

64.1.5 In the opinion of the City, Contractor fails to make progress in the performance of the requirements of the Contract and/or give the City a positive indication that Contractor will not or cannot perform to the requirements of the Contract.

**65. TERMINATION DUE TO INSOLVENCY:** If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City with a written notice thereof. The City may terminate the Contract, and Contractor is deemed in default, at any time if Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.

**66. PAYMENT UPON TERMINATION:** Upon termination of the Contract, the City will pay Contractor for satisfactory performance up until the effective date of termination. The City shall make final payment within thirty (30) days from receipt of Contractor's final invoice.

**67. CANCELLATION FOR GRATUITIES:** The City may cancel the Contract at any time, without penalty or further liability to Contractor, if City determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with award or performance of the Contract.

**68. CANCELLATION FOR CONFLICT OF INTEREST:** Pursuant to A.R.S. § 38-511, if the City identifies a conflict of interest in the award or performance of the Contract, the City may cancel the Contract within three (3) years after its execution, without penalty or further liability to Contractor.

**69. SUSPENSIONS OF WORK:** The City reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the City. This suspension will be without

compensation to Contractor, other than to adjust the Contract completion/delivery requirements.

- 70. CONTINUATION DURING DISPUTES:** Contractor agrees that notwithstanding the existence of any dispute between the Parties, insofar as is possible, under the terms of the Contract, Contractor will continue to perform the obligations required of Contractor during the continuation of any such dispute unless enjoined or prohibited by an Arizona Court of competent jurisdiction.
- 71. ASSIGNMENT OF DUTIES:** During the Contract term, if the City determines that Contractor’s performance is deficient and the deficiencies are not resolved in a manner satisfactory to the City and in compliance with Contract requirements, the City reserves the right to assign some or all these services to another custodial contractor until the City, in its sole discretion, determines that Contractor’s performance deficiencies are resolved. The City may recover the excess costs for such services by: (1) deduction from Contractor’s unpaid balance due; (2) collection against the performance bond; or (3) a combination of the aforementioned remedies or other remedies as provided by law.
- 72. OBLIGATIONS:** Contractor will not assert the failure or performance deficiencies of any other custodial contractor as justification for Contractor’s own failure to perform any performance obligation under the Contract.

**LIQUIDATED DAMAGES**

- 73. GENERAL:** In addition to any other remedy available to the City at law or in equity, Contractor will be liable for and must pay to the City the amounts listed below for each violation by Contractor. The Parties further agree that the violations below will result in the City incurring damages that are impractical or impossible to determine, and Contractor agrees that the amounts listed below are reasonable approximation of such damages. The City may impose liquidated damages as follows:

Item No.	Description	Fee
1.	Insufficient Employees to provide satisfactory performance.	\$50 per violation
2.	Recurring issues of insufficient performance that have been previously reported by not rectified.	\$50 per violation
3.	Re-inspection of work not performed correctly as determined by the City Representative and/or Site Representative requiring corrective action and reinspection.	\$50 per re-inspection
4.	Failure to meet response times stated in the Contract for emergency calls, bio-fluid and spill clean-up, and unsatisfactory cleaning performance.	\$200 per violation

5.	Contractor Employees not in uniforms.	\$50 per violation
6.	Wastewater from cleaning equipment not filtered/strained prior to dumping into City sanitary systems.	\$1,000 per violation
7.	An Employee possessing a deadly weapon as defined by Arizona Law (A.R.S. § 13-3101(A)(1)).	\$2,000 per violation
8.	Contractor and/or its Employees failure to comply with drug and alcohol policies of the City.	\$1,000 per violation

74. **NOTICE:** Prior to the imposition of a liquidated damages assessment, Contractor will be notified in writing by the City. The City’s notice will include a brief narrative apprising Contractor of the time, place, and nature of the violation(s). The notice will set forth those facts substantiating the violation. Contractor will be afforded an opportunity to respond, in writing, within twenty-four (24) hours from date and time of the notice. Contractor’s failure to respond within this specified time will be deemed that the violation occurred.
75. **CURE:** Contractor must agree to properly cure any default within 24 hours to three (3) calendar days (depending on the circumstance) from the date the written notice of default is sent by the City to correct any unsatisfactory performance. If, in the opinion of the City, the unsatisfactory condition is not corrected within the time specified, then liquidated damages may be applied at the discretion of the City Representative and/or their designee.
76. **PAYMENT OF LIQUIDATED DAMAGES:** All amounts owed by Contractor are due and payable to the City within thirty (30) calendar days from the date of the notice of violation. The amount payable will be deducted from Contractor’s invoice on the next month’s invoice statement. Any amount unpaid after 30 days is delinquent and is subject to a delinquent account fee.

**MISCELLANEOUS**

77. **COOPERATIVE PURCHASE CONTRACTS:** Contractor may enter into cooperative purchase arrangements, as sanctioned by state and federal law, to allow Contractor to sell materials and services to any member of a cooperative group under the same pricing, terms, and conditions of the Contract awarded to the Contractor based upon the competitive procurement process used by the City of Flagstaff for the Contract.
78. **ADVERTISING:** Contractor shall not advertise or publish information concerning the Contract with the City without the prior written consent of the City.
79. **NOTICES:** All notices given pursuant to the Contract shall be delivered at the addresses as specified in the Contract or updated by Notice to the other Party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four days after being sent; or (c) sent by overnight courier, with receipt deemed effective two days after being sent. Notice may be sent by email as a secondary form of notice.
80. **THIRD PARTY BENEFICIARIES:** The Contract is intended for the exclusive benefit of the Parties. Nothing herein is intended to create any rights or responsibilities to third parties.

- 81. GOVERNING LAW:** The Contract shall be construed in accordance with the laws of Arizona.
- 82. FORUM:** In the event of litigation relating to the Contract, any action at law or in equity shall be filed in Coconino County, Arizona.
- 83. ATTORNEYS' FEES:** If any action at law or in equity is necessary to enforce the terms of the Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs, professional fees, and expenses.
- 84. FORCE MAJEURE:**
- 84.1 There may be events that occur during the term of the Contract that are beyond the control of both the City and Contractor, including events of war, floods, labor, disputes, earthquakes, epidemics, pandemics, adverse weather conditions not reasonably anticipated, forest fires, and other acts of God ("Events"). These Events may result in a temporary delay of contractual deliverables or the permanent inability to provide the contractual deliverables that are the subject of the Contract.
- 84.2 There shall be no claims arising from a temporary delay of contractual deliverables or the permanent inability to provide the contractual deliverables caused by the Events, and the City shall not pay additional costs incurred by Contractor as a result of such Events.
- 84.3 The Parties shall act in good faith to extend the Contract completion date without any penalty to Contractor and the extension will be in an amount of time equal to any temporary delay. This provision of the Contract supersedes all other terms regarding temporary delay, permanent shut down, or increased costs.
- 85. NO BOYCOTT OF ISRAEL:** Pursuant to A.R.S. §§ 35-393 and 35-393.01, if a Party has over ten (10) employees, and the Contract is worth at least one-hundred thousand dollars and no cents (\$100,000), the Party shall certify that it is not currently engaged in, and agrees, for the duration of the Contract, will not engage in a boycott of Israel.
- 86. FORCED LABOR OF ETHNIC UYGHURS:** If Contractor engages in for-profit activity and has ten (10) or more employees, pursuant to A.R.S. §35-394, the Contractor certifies that it does not currently, and agrees for the duration of the Contract that it will not, use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and 3) any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the company is not in compliance with the written certification, Contractor shall notify the City within five (5) business days after becoming aware of the noncompliance. If the Contractor does not provide the City with a written certification that the Contractor has remedied the noncompliance within 180 days after notifying the City of the noncompliance, the Contract terminates, except that if the Contract termination date occurs before the end of the remedy period the Contract terminates on the Contract termination date.

**EXHIBIT C**

**INSURANCE REQUIREMENTS (CITY-WIDE CUSTODIAL CONTRACT)**

\*The term “Contractor” may substitute for the term “vendors,” “consultants,” or “firms,” depending on the purpose of the underlying Contract.

1. **IN GENERAL:** Contractor shall maintain insurance against claims for injury to persons or damage to property arising from performance of or in connection with the Contract by Contractor, its agents, representatives, employees, and/or subcontractors.
2. **REQUIREMENT TO PROCURE AND MAINTAIN:** Each insurance policy required by the Contract shall be in effect at, or before, commencement of work under the Contract and shall remain in effect until all of Contractor’s obligations under the Contract have been met, including any warranty periods. Contractor’s failure to maintain the insurance policies as required by the Contract, or to provide timely evidence of renewal, will be considered a material breach of the Contract.
3. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** The following insurance requirements are minimum requirements for the Contract and in no way limit the indemnity covenants contained in the Contract. The City does not represent or warrant that the minimum limits set forth in the Contract are sufficient to protect Contractor from liabilities that might arise out of the Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

Where applicable, as related to the Scope of Work, Contractor shall provide coverage at least as broad and with limits not less than those stated below.

a. Commercial General Liability - Occurrence Form

General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Each Occurrence	\$1,000,000

b. Umbrella Coverage \$2,000,000

c. Automobile Liability

Any Automobile or Owned, Hired, and Non-owned Vehicles	\$1,000,000
Combined Single Limit Per Accident for Bodily Injury & Property Damage	

d. Workers’ Compensation and Employer’s Liability

Workers’ Compensation	Statutory
Employer’s Liability: Each Accident	\$1,000,000
Disease - Each Employee	\$1,000,000
Disease - Policy Limit	\$1,000,000

4. **SELF-INSURED RETENTION:** Any self-insured retentions must be declared to and approved by the City. If not approved, the City may require that Contractor reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and/or subcontractors. Contractor shall be solely responsible for any self-insured retention amounts. The City at its option may require Contractor to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.
5. **OTHER INSURANCE REQUIREMENTS:** The insurance policies shall contain, or be endorsed to contain, the following provisions:
  - a. Additional Insured: In Commercial General Liability and Automobile Liability Coverages, the City of Flagstaff, its officers, officials, agents, employees, and/or subcontractors shall be named and endorsed as additional insureds with respect to liability arising out of the Contract and activities performed by or on behalf of Contractor, including products and completed operations of Contractor, and automobiles owned, leased, hired, or borrowed by Contractor.
  - b. Broad Form: Contractor's insurance policy shall contain broad form contractual liability coverage.
  - c. Primary Insurance: Contractor's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees, and/or subcontractors. Any insurance or self-insurance maintained by the City, its officers, officials, agents, employees, and/or subcontractors shall be in excess of the coverage of Contractor's insurance and shall not contribute to it.
  - d. Each Insured: Contractor's insurance policies shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  - e. Not Limited: Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of the Contract.
  - f. Waiver of Subrogation: The insurance policies shall contain a waiver of subrogation against the City, its officers, officials, agents, employees, and/or subcontractors for losses arising from work performed by Contractor for the City.
6. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of the Contract shall provide the required coverage and shall not be suspended, voided, cancelled, and/or reduced in coverage or in limits unless prior written notice has been given to the City. Notices required by this section shall be sent directly to the Procurement Agent and shall reference the Contract Number.
7. **ACCEPTABILITY OF INSURERS:** Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. The City does not represent or warrant that the above required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

8. **CERTIFICATES OF INSURANCE:** Contractor shall furnish the City with certificates of insurance (ACORD form) as required by the Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The City Contract number shall be noted on the certificates of insurance. If requested by the City, all certificates of insurance and endorsements must be received and approved by the City before the Contractor commences work.
9. **POLICIES:** The City reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by the Contract. The City shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. The City's receipt of Contractor's policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, the City's right to insist on strict fulfillment of Contractor's obligations under the Contract.
10. **MODIFICATIONS:** Any modification or variation from the insurance requirements in the Contract must have the prior approval of the City's Attorney's Office in consultation with the City's Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.