

FOURTH AMENDMENT

CITY-WIDE CUSTODIAL SERVICES CONTRACT FOR PURCHASE OF MATERIALS/SERVICES Contract No. 2024-26

This Fourth Amendment ("Fourth Amendment") is entered into this _____ day of _____, 2026, by and between the City of Flagstaff, a political subdivision of the State of Arizona, and Pinnacle Janitorial, Inc. dba Pinnacle Building Services, an Arizona corporation ("Contractor"). The City and Contractor may be referred to as "Party" or jointly as "Parties."

RECITALS

WHEREAS, on June 25, 2024, the City and Contractor entered a contract for the performance of City-Wide Custodial Services ("Initial Contract");

WHEREAS, the Initial Contract has been amended three times to add locations, frequencies and reflect past increases in the cost of labor documented by the Contractor; and

WHEREAS, the Parties desire to further amend the Initial Contract with a Fourth Amendment to reflect the increase in costs of labor for Contractor anticipated by the adjustment to the City of Flagstaff minimum wage on January 1, 2026.

AGREEMENT

NOW, THEREFORE, effective on the last date of execution, and in consideration for the mutual promises contained herein, the Parties agree as follows.

A. Pursuant to Section 2, "Compensation," the compensation paid by the City to Contractor is amended to reflect increases in the minimum wage as identified in the 2026 Minimum Wage Increase Request from Pinnacle dated December 1, 2025, 1 page (attached hereto as Exhibit 1).

B. Exhibit A.3 – Frequency Form

The Exhibit A.3 – Custodial Services Proposal and Frequency Form (Last Updated December 18, 2025), attached hereto as Exhibit 2, repeals and replaces all other Exhibit A.3 and/or Exhibit Frequency Forms(s) which have been included in past versions of this contract.

C. The Recitals included in this Fourth Amendment are incorporated herein.

D. All other terms and conditions of the Initial Contract and other amendments, except to the extent amended herein, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Fourth Amendment as of the date hereinbefore indicated.

City of Flagstaff

Contractor

By: _____
City Manager

By: _____

Title: _____

Dated: _____

Dated: _____

Attest:

Approved as to form:

City Clerk

City Attorney

Exhibit 1
2026 Minimum Wage Increase Request

EXHIBIT 1 - 2026 MINIMUM WAGE INCREASE REQUEST



December 1st, 2025


Hi Teddy,

I hope all is well. Flagstaff has decided to increase its minimum wage starting January 1, 2026, from \$17.85 an hour to \$18.35 an hour, a 2.8% base rate increase. In order to provide the best service, Pinnacle Janitorial will need to increase our bill rate. With our new burden of additional taxes and insurance, we will need to increase our bill rate by 3.25% to accommodate the city-required rate increase starting on January 1, 2026.

Thank you,

Fady Ebeid

Owner / Operator | Pinnacle Building Services

 (818) 356-5046

 fady@pinnacleflag.com

 pinnaclecleaningaz.com

Exhibit 2

Exhibit A.3 – Custodial Services Proposal and Frequency Form
(Last Updated December 18, 2025)

**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
Floors/Carpeted (all areas)				
Vacuum all carpet (under desks, tables, chairs)			X	
Vacuum traffic areas	X			
Spot clean carpet (as needed or as found)	X			
Floors/Non-Carpeted				
Dry Mop	X			
Wet Mop	X			
Concrete Stair Wells				
Concrete stair wells, sweep/mop			X	
Concrete stair wells, pick up large debris	X			
Doors				
Clean all glass doors and side glasses	X			
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
Stairs, Stair Landing, Walks & Hallways				
Sweep or vacuum (if carpeted)	X			
Wet Mop			X	
Vents - Exhaust Dust			X	
Handrails Stairs and Bridge to Restrooms - Disinfect, spray and wipe all wood handrails	X			
Tables/Surfaces - (Ledges / Countertops) - Clean and disinfect	X			
Payphone Area and Elevator				
Disinfect and clean all buttons and handicap buttons (spray and wipe)	X			
Wet Mop	X			
File Cabinets and Card Files - Dust			X	
Water Fountains - Clean and Disinfect	X			
Wastebaskets - Empty (change liners as needed)	X			

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

CITY HALL

Trash & Recycle Containers			
Trash - Empty and replace liner as needed	X		
Recycling - Empty. Do not use plastic liners in employee offices	X		
Dusting - High dusting (6ft to 20 ft)		X	
Dusting - Low dust (to 6 foot height)		X	
FREQUENCY TASK LIST			
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY
			LUMP SUM
Rest Rooms			
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		
Employee Lunchrooms, Kitchens, Lounges, Council Conference Rooms, Lobbies and Hallways			
Sand Urns - Empty	X		
Refrigerator - Clean exterior (damp cloth)			X
Clean chairs with damp cloth			X
Empty Wastebaskets (and change liners as needed)	X		

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

CITY HALL

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	
Microwave & Toasters		
Clean Interior and Exterior	X	
TOTAL BASIC SERVICES		\$6,834.82
10		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	X	\$74.41
Doors - Clean all non-glass doors & door jams	X	\$63.78
Clean all office glass panels next to doors	X	\$58.46
Dusting (Spray and Wipe)		
Windows - Blinds	X	\$63.78
Vents/Exhaust	X	\$42.52
High dust (above 6 feet to 20 feet)	X	\$63.78
Remove all cobwebs	X	\$42.52
Floor Mats - Wash	X	\$53.15
Rest Rooms		\$53.15
Disinfect and clean all walls	X	
Floors - Lobby First Floor, Hallways and Breakrooms		
Buff	X	\$42.52
TOTAL MONTHLY SERVICES		\$558.07

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

CITY HALL

Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$6,834.82	10	\$82,017.90
Monthly Services	12-MONTHS - Times 12	\$558.07	20	\$6,696.84
TOTAL ANNUAL CONTRACT AMOUNT				\$88,714.74

AS REQUESTED SERVICES			LUMP SUM
Windows - Interior and Exterior			\$26.50 per man hour
Doors Oil all non-glass doors			\$26.50 per man hour
Dusting All exposed beams			\$26.50 per man hour
Refrigerator - Defrost and clean			\$26.50 per man hour
Floors/Non-Carpeted Weekly Buffing Strip, Wax and Buff - Note: This does not apply to the wood floor in the lobby of City Hall	X		.45 per a square ft
Cement floors, strip and seal			.45 per a square ft
Lights - Clean (wash fixtures & bulbs)			\$26.50 per man hour
Floors/Carpeted Spot clean carpet			\$26.50 per man hour
Shampoo Carpets - 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

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

CITY HALL

Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, Council Chambers & Conference areas		
Clean and dust		\$26.50 per man hour
Windows		
Interior		\$1,115.00
Exterior		\$2,350.00
Sofas, Chairs, office chairs, Council Chambers & Conference areas -		
Shampoo - Note: 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.		\$26.50 per man hour

**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
Floors/Carpeted			
Vacuum all carpet (under desks, tables, chairs)	X		
Remove debris and vacuum traffic areas	X		
Spot clean carpet (as requested)	X		
Floors/Non-Carpeted			
Dry Mop	X		
Wet Mop	X		
Concrete stair wells, sweep/mop (as requested)	X		
Doors			
Clean all glass doors and entrance side glasses	X		
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).		X	
Stairs & Exterior Walks			
Vacuum	X		
Wet Mop		X	
Vents - Exhaust		X	
Sofas, Chairs, office chairs & Conference areas			
Vacuum upholstery		X	
Tables - Clean	X		
File Cabinets and Card Files - Dust	X		
Wastebaskets - Empty (change liners as needed)	X		
Trash & Recycle Containers Empty (change liner as needed)	X		
Ledges and Counter Tops - Damp clean and polish	X		
Dusting - Low dust (to 6 foot height)		X	
Rest Rooms			
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		

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

MILLIGAN HOUSE

Damp clean exterior of trash container	X	
Treat all floor drains - 1 gallon of water and disinfect	X	
FREQUENCY		
BASIC SERVICES	PER DAY	WEEKLY LUMP SUM
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies and Hallways		
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	
Microwave		
Exterior	X	
Interior		X
Outside Foyer - Dry Mop		X
TOTAL BASIC SERVICES		\$616.52

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$20.20
Clean all glass panels next to doors	X	\$8.51
Dusting		
Windows - Blinds	X	\$34.01
Vents/Exhaust	X	\$8.51
Book and Magazine Shelves	X	\$8.51
High dust (above 6 feet)	X	\$18.07
Remove all cobwebs	X	\$8.51
Rest Rooms		
Disinfect walls	X	\$24.78
TOTAL MONTHLY SERVICES		\$131.10

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$616.52	2	\$7,398.24

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

MILLIGAN HOUSE

Monthly Services	12-MONTHS - Times 12	\$131.10	7	\$1,573.20
TOTAL ANNUAL CONTRACT AMOUNT				\$8,971.44
AS REQUESTED SERVICES				
Windows				
Interior				\$140.00
Exterior				\$170.00
Sofas, Chairs, office chairs & Conference areas				
Shampoo - Note: 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
Doors				
Oil all non-glass doors				\$16.00
Dusting				
Beams				\$8.00
Refrigerator - Defrost and clean				\$70.00
Floors/Non-Carpeted				
Strip, Wax and Buff				45 cents a square fett
Cement floors, strip and seal				45 cents a square fett
Lights - Clean (wash fixtures & bulbs)				\$26.5 per man hour
Floors/Carpeted				
Spot clean carpet				\$26.50 per man hour
Shampoo Carpets - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.				
Concrete stair wells, sweep/mop				\$26.50 per man hour
Desks - Cleaning/Waxing of desks				\$26.50 per man hour
Walls - Spot clean				\$26.50 per man hour
Sofas, Chairs, office chairs & Conference areas				
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	
Floors/Carpeted				
Vacuum all carpet (under desks, tables, chairs)		X		
Remove debris and vacuum traffic areas	X			
Floor/Non-Carpeted				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop		X		
Doors				
Clean all glass doors to include emergency exits, (inside and outside)	X			
Clean all glass panels next to doors	X			
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
Stairs, Stair Landings, Exterior Walks (all pathways and loading docks)				
Sweep or vacuum 10 ft. from entrance drs.	X			
Wet Mop Interior paths			X	
Sofas, Chairs, office chairs & Program areas - Clean and Dust				
Vacuum upholstery - Public Area			X	
Tables - Clean	X			
File Cabinets and Card Files - Dust		X		
Water Fountains - Clean and Disinfect	X			
Trash & Recycle Containers				
Empty (change liners as needed)	X			
Empty pencil sharpeners			X	
Book and Magazine Shelves - Dust			X	
Display Case Glass - Clean	X			
Ledges, Counters and Circulation Desks				
Clean and polish	X			
Lockers - Clean (damp cloth)			X	
Dusting - Low dust (to 6 foot height)			X	
Rest Rooms				
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			
BASIC SERVICES	DAILY	SEMI-WEEKLY	WEEKLY	LUMP SUM

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

LIBRARY

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	
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies and Hallways		
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	
Microwave		
Exterior	X	
Interior	X	
Refrigerators (wipe down outside)	X	
TOTAL BASIC SERVICES		\$5,293.53

MONTHLY SERVICES	FREQUENCY	
	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$63.78
Clean all glass panels next to doors and metal framing	X	\$58.46
Dusting	X	
Blinds(dusting not cleaning)	X	\$58.46
Vents/Exhaust	X	\$34.01
High dust (above 6 feet)	X	\$58.46
Remove all cobwebs	X	\$37.20
Floor Mats - Wash	X	\$53.15
Payphones - Clean and disinfect	X	\$15.94

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

LIBRARY

Rest Rooms Disinfect walls	X	\$42.52
TOTAL MONTHLY SERVICES		\$421.99

COST SUMMARY

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$5,293.53	5.5	\$63,522.41
Monthly Services	12-MONTHS - Times 12	\$421.99	14	\$5,063.94
TOTAL ANNUAL CONTRACT AMOUNT				\$68,586.35

AS REQUESTED SERVICES

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

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

LIBRARY

Shampoo - Note: 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: 2		FREQUENCY			LUMP SUM
		DAILY	SEMI- WEEKLY	WEEKLY	
BASIC SERVICES		DAILY	SEMI- WEEKLY	WEEKLY	LUMP SUM
Floors/Carpeted					
Vacuum all carpet (under desks, tables, chairs) Remove debris and vacuum traffic areas		X		X	
Floor/Non-Carpeted (bathrooms and entry)					
Dry Mop		X			
Wet Mop		X			
Concrete stair wells, sweep/mop			X		
Doors					
Clean all glass doors to include emergency exits, (inside and outside)		X			
Clean all glass panels next to doors		X			
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				X	
Exterior Walks (all pathways)					
Sweep or vacuum 10 ft. from entrance drs.		X			
Wet Mop Interior paths				X	
Sofas, Chairs, office chairs & Program areas - Clean and Dust					
Vacuum upholstery - Public Area				X	
Tables - Clean and polish glass		X			
File Cabinets and Card Files - Dust			X		
Water Fountains - Clean and Disinfect		X			
Trash & Recycle Containers					
Trash - Empty and replace liner as needed		X			
Recycling - Empty. Do not use plastic liners in employee offices		X			
Empty pencil sharpeners				X	
Book and Magazine Shelves - Dust in				X	
Display Case Glass - Clean		X			
Ledges, Counters and Circulation Desks		X			
Lockers in Teen Room - Clean (damp cloth)				X	
Dusting - Low dust (to 6 foot height)				X	
Rest Rooms					
Remove waterless urinal cartridges and clean				X	
Clean floor drain cover				X	
Clean and sanitize stalls, commodes and urinals		X			
Clean mirrors		X			
		FREQUENCY			LUMP SUM
		DAILY	SEMI- WEEKLY	WEEKLY	
BASIC SERVICES		DAILY	SEMI- WEEKLY	WEEKLY	LUMP SUM
Wash urinals, walls surrounding urinal &		X			

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

EAST BRANCH LIBRARY

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 contrainers 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	
Employee Lunchrooms, Kitchens,		
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
TOTAL BASIC SERVICES		\$2,529.63

MONTHLY SERVICES	FREQUENCY	
	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$10.33
metal framing	X	\$12.39
Dusting		
Blinds(dusting not cleaning)	X	\$25.81
Vents/Exhaust	X	\$20.65
High dust (above 6 feet)	X	\$51.63
Remove all cobwebs	X	\$41.30
Floor Mats - Wash	X	\$25.81
Rest Rooms		
Disinfect walls	X	\$25.81
TOTAL MONTHLY SERVICES		\$213.73

COST SUMMARY

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

EAST BRANCH LIBRARY

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$2,529.63	3	\$30,355.50
Monthly Services	12-MONTHS - Times 12	\$213.73	4	\$2,564.73
TOTAL ANNUAL CONTRACT AMOUNT				\$32,920.23

AS REQUESTED SERVICES		
Ledges and Counter tops - polish with good wood oil		\$26.50 per man hour
Windows		
Interior		\$120.00
Exterior		\$135.00
Doors		
Oil all non-glass doors		\$110.00
Dusting		
Florescent Light Fixtures		\$26.50 per man hour
Refrigerator - Clean		\$26.50 per man hour
Floors/Non-Carpeted		
Wet clean all ceiling fan blades and fixtures		\$26.50 per man hour
Lights - Dust all light fixtures		\$26.50 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Emergency Service Call - for example: Restroom Cleanup/ physical issues		\$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
CARPET CLEANING/SHAMPOOING		
Shampoo - Note: 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

Minimum # of staff
required for each

visit: Determined by
Contractor

BASIC SERVICES	FREQUENCY TASK LIST			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
Floors/Carpets				
<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			
Doors				
Glass cleaned	X			
Chrome handbars and kick panels shined	X			
Spot clean non-glass portions of doors & jams inside and out	X			
Windows, Interior				
Wipe window sills			X	
Walls				
Spot clean to remove handprints and smudges	X			
Spot clean baseboards	X			
Water Fountains/Payphones				
Clean and disinfect	X			
Ledges, Lobby Tables, and Counter Tops				
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	
Chairs				
Lobby plastic chairs and legs wiped down with wet rag		X		
Cloth chairs and benches vacuumed and legs wiped down			X	
Trash & Recycle Containers				
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	
FREQUENCY TASK LIST		
SEMI-		
BASIC SERVICES	DAILY	WEEKLY
	WEEKLY	LUMP SUM
Break room		
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	
Restrooms		
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

BASIC SERVICES	FREQUENCY TASK LIST			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
Office Area				
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			
Dusting				
Remove all cobwebs			X	
Outside Perimeter				
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			
Trash Containers, Exterior				
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			
Doors Exterior (including side glass panels)				
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	
TOTAL BASIC SERVICES				\$ 4,334.20
COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

VISITORS CENTER

Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$4,334.20	4.25	\$52,010.34
TOTAL ANNUAL CONTRACT				\$52,010.34
AS REQUESTED SERVICES				
LUMP SUM				
Windows, Interior				
Wash low windows				\$240.00
Dust blinds				\$30.00
Walls - Scrub baseboards				\$26.50 per man hour
Dusting				
Pictures				\$26.50 per man hour
Windows, Exterior				
Wash low windows				\$300.00
Windows, Interior and Exterior				
Wash high windows				\$900.00
Lights and Ceiling Fans				
Dust ceiling lighting and fans				\$26.50 per man hour
Dusting				
High dusting (over 6-feet)				\$26.50 per man hour
Chairs				
Cloth Chairs steam cleaned				\$26.50 per man hour
Floors - High pressure steam				\$1,500
Outside Perimeter				
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**

BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI- WEEKLY	WEEKLY	
Floors/Carpeted					
Vacuum all carpet (under desks, tables, chairs)	X				
Remove debris and vacuum traffic areas	X				
Spot clean carpet (as requested)	X				
Floors/Non-Carpeted					
Dry Mop	X				
Wet Mop	X				
Concrete stair wells, sweep/mop (as requested)	X				
Doors					
Clean all glass doors and entrance side glasses				X	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				X	
Stairs, Stair Landing, Elevator & Exterior Walks					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
Vents - Exhaust				X	
Sofas, Chairs, office chairs & Conference areas					
Vacuum upholstery	X				
Tables - Clean	X				
File Cabinets and Card Files - Dust	X				
Water Fountains - Clean and Disinfect	X				
Wastebaskets - Empty (change liners as needed)	X				
Trash & Recycle Containers Empty (change liners as needed)	X				
Ledges and Counter Tops - Damp clean and polish	X				
Dusting - Low dust (to 6 foot height)	X				
Patio - Sweep	X				
Rest Rooms					
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				
BASIC SERVICES	FREQUENCY				LUMP SUM
	DAILY	2x WEEK	SEMI- WEEKLY	WEEKLY	
Spray wax and disinfect	X				
Fill toilet paper dispenser	X				

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

ParkFlag Office

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
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices		
Sand Urns- empty	X	
Refrigerator - 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	
Microwave		
Exterior		X
Interior		X
TOTAL BASIC SERVICES		\$700.06

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$14.88
Clean all glass panels next to doors	X	\$8.50
Dusting		
Windows - Blinds	X	\$26.57
Vents/Exhaust	X	\$8.50
Book and Magazine Shelves	X	\$8.50
High dust (above 6 feet)	X	\$18.07
Remove all cobwebs	X	\$8.50
Rest Rooms		
Disinfect walls	X	\$24.71
TOTAL MONTHLY SERVICES		\$118.25

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$700.06	2	\$8,400.72

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

ParkFlag Office

Monthly Services	12-MONTHS - Times 12	\$118.25	5	\$1,418.98
TOTAL ANNUAL CONTRACT AMOUNT				\$9,819.70

AS REQUESTED SERVICES		
		LUMP SUM
Windows		
Interior		\$140.00
Exterior		\$170.00
Sofas, Chairs, office chairs & Conference areas		
Shampoo - Note: 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
Floors/Non-Carpeted		
Strip, Wax and Buff include IT Room		45 cents a square fett
Cement floors, strip and seal		
Doors		\$8.00
Oil all non-glass doors		\$70.00
Dusting		
Beams and HVAC		\$16.00
Refrigerator - Defrost and clean		\$16.00
Lights - Clean (wash fixtures & bulbs)		\$26.5 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		
Concrete stair wells, sweep/mop		\$26.50 per man hour
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, & Conference areas		
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	
Floors/Carpeted					
Vacuum all carpet (under desks, tables, chairs)	X				
Remove debris and vacuum traffic areas	X				
Spot clean carpet (as requested)	X				
Floors/Non-Carpeted					
Dry Mop	X				
Wet Mop	X				
Concrete stair wells, sweep/mop (as requested)	X				
Doors					
Clean all glass doors and entrance side glasses				X	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				X	
Stairs, Stair Landing, Elevator & Exterior Walks					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
Vents - Exhaust				X	
Sofas, Chairs, office chairs & Conference areas					
Vacuum upholstery	X				
Tables - Clean	X				
File Cabinets and Card Files - Dust	X				
Water Fountains - Clean and Disinfect	X				
Wastebaskets - Empty (change liners as needed)	X				
Trash & Recycle Containers Empty (change liners as needed)	X				
Ledges and Counter Tops - Damp clean and polish	X				
Dusting - Low dust (to 6 foot height)	X				
Patio - Sweep	X				
Rest Rooms					
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				
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				

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

NACET BUSINESS INCUBATOR

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
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices		
Sand Urns- empty	X	
Refrigerator - 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	
Microwave		
Exterior		X
Interior		X
TOTAL BASIC SERVICES		\$1,700.73

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$20.20
Clean all glass panels next to doors	X	\$8.50
Dusting		
Windows - Blinds	X	\$34.01
Vents/Exhaust	X	\$8.50
Book and Magazine Shelves	X	\$8.50
High dust (above 6 feet)	X	\$18.07
Remove all cobwebs	X	\$8.50
Rest Rooms		
Disinfect walls	X	\$25.51
TOTAL MONTHLY SERVICES		\$127.66

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,700.73	2	\$20,408.81
Monthly Services	12-MONTHS - Times 12	\$127.66	6	\$1,531.90

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

NACET BUSINESS INCUBATOR

TOTAL ANNUAL CONTRACT AMOUNT	\$21,940.70
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AS REQUESTED SERVICES		LUMP SUM
Windows		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
Sofas, Chairs, office chairs & Conference areas		
Shampoo - Note: 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 per square foot
Floors/Non-Carpeted		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
Doors		
Oil all non-glass doors		\$26.50 per man hour
Dusting		
Beams and HVAC		\$16.00
Refrigerator - Defrost and clean		\$16.00
Lights - Clean (wash fixtures & bulbs)		\$16.00
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - 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
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, & Conference areas		
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	
Floors/Carpeted					
Vacuum all carpet (under desks, tables, chairs)	X				
Remove debris and vacuum traffic areas	X				
Spot clean carpet (as requested)	X				
Floors/Non-Carpeted					
Dry Mop	X				
Wet Mop	X				
Concrete stair wells, sweep/mop (as requested)	X				
Doors					
Clean all glass doors and entrance side glasses				X	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				X	
Stairs, Stair Landing, Elevator & Exterior Walks					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
Vents - Exhaust				X	
Sofas, Chairs, office chairs & Conference areas					
Vacuum upholstery	X				
Tables - Clean	X				
File Cabinets and Card Files - Dust	X				
Water Fountains - Clean and Disinfect	X				
Wastebaskets - Empty (change liners as needed)	X				
Trash & Recycle Containers Empty (change liners as needed)	X				
Ledges and Counter Tops - Damp clean and polish	X				
Dusting - Low dust (to 6 foot height)	X				
Patio - Sweep	X				
Rest Rooms					
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				
BASIC SERVICES	DAILY	2x WEEK	SEMI- WEEKLY	WEEKLY	LUMP SUM
Spray wax and disinfect	X				
Fill toilet paper dispenser	X				
Spot clean walls, pipe fixtures	X				

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

NACET BUSINESS ACCELERATOR

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
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices		
Sand Urns- empty	X	
Refrigerator - 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	
Microwave		
Exterior		X
Interior		X
TOTAL BASIC SERVICES		\$2,232.21

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$25.74
Clean all glass panels next to doors	X	\$12.76
Dusting		
Windows - Blinds	X	\$42.52
Vents/Exhaust	X	\$12.76
Book and Magazine Shelves	X	\$12.76
High dust (above 6 feet)	X	\$25.51
Remove all cobwebs	X	\$12.76
Rest Rooms		
Disinfect walls	X	\$31.89
TOTAL MONTHLY SERVICES		\$176.68

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$2,232.21	3	\$26,786.56
Monthly Services	12-MONTHS - Times 12	\$176.68	10	\$2,120.13

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

TOTAL ANNUAL CONTRACT AMOUNT	\$28,906.69
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AS REQUESTED SERVICES		LUMP SUM
Windows		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
Sofas, Chairs, office chairs & Conference areas		
Shampoo - Note: 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 per square foot
Floors/Non-Carpeted		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
Doors		
Oil all non-glass doors		\$26.50 per man hour
Dusting		
Beams and HVAC		\$16.00
Refrigerator - Defrost and clean		\$16.00
Lights - Clean (wash fixtures & bulbs)		\$16.00
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - 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
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, & Conference areas		
Clean and dust		\$26.50 per man hour

Minimum # of staff: 5

BASIC SERVICES	FREQUENCY	SEMI-	WEEKLY	LUMP SUM
	DAILY	WEEKLY	WEEKLY	LUMP SUM
Floors/Carpeted				
Vacuum all carpet (under desks, tables, chairs) Remove debris and vacuum traffic areas Spot clean carpet (as requested)	X	X		
	X			
	X			
Floors/Non-Carpeted				
Dry Mop Wet Mop	X			
Concrete stair wells, sweep/mop (as requested)	X			
	X			
Doors				
Clean all glass doors and entrance side glasses	X			
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
Stairs, Stair Landing, Elevator & Exterior Walks				
Sweep or vacuum (if carpeted) Wet Mop	X			
Vents - Exhaust			X	
			X	
Sofas, Chairs, office chairs & Conference areas				
Vacuum upholstery			X	
Tables - Clean and disinfect	X			
File Cabinets and Card Files - Dust		X		
Water Fountains - Clean and Disinfect	X			
Wastebaskets - Empty (change liners as needed)	X			
Trash & Recycle Containers Empty (change liners as needed)		X		
Ledges and Counter Tops - Damp clean and polish				
Dusting - Low dust (to 6 foot height)	X			
Rest Rooms - Clean floor drain cover				
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			
	X			
	X			
FREQUENCY SEMI-				
BASIC SERVICES	DAILY	SEMI- WEEKLY	WEEKLY	LUMP SUM
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			
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices				
Sand Urns - empty		X		
Refrigerator - Clean exterior (damp cloth) Clean chairs with damp cloth			X	
	X			

Empty Wastebaskets (and change liners as needed)	X	
Clean ledges and counter tops (damp cloth) Clean tables		
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	
	X	
	X	
	X	
	X	
		X

TOTAL BASIC SERVICES		\$11,735.06
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FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams Clean all glass panels next to doors	X	\$132.87
	X	\$132.87
Dusting		
Windows - Blinds Vents/Exhaust	X	\$170.07
Book and Magazine Shelves High dust (above 6 feet)	X	\$148.81
Remove all cobwebs	X	\$63.78
	X	\$159.44
	X	\$42.52
Rest Rooms		
Disinfect walls	X	\$148.81

TOTAL MONTHLY SERVICES		\$999.18
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COST SUMMARY

ESTIMATED HOURS PER				
SERVICE	FREQUENCY	UNIT COST	SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$11,735.06	19	\$140,820.78
Monthly Services	12-MONTHS - Times 12	\$999.18	36	\$11,990.17

TOTAL ANNUAL CONTRACT AMOUNT		\$152,810.95
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AS REQUESTED SERVICES

		LUMP SUM
Windows		
Interior Exterior		\$210
		\$240
Sofas, Chairs, office chairs & Conference areas		
Shampoo - Note: 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
Floors/Non-Carpeted		
Strip, Wax and Buff		45 cents a square foot
Cement floors, strip and seal		45 cents a square foot
Doors		
Oil all non-glass doors		\$26.50 per man hour
Dusting		

Beams		\$26.50 per man hour
Refrigerator - Defrost and clean		16 per refrigerator
Lights - Clean (wash fixtures & bulbs)		\$26.50 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work. Concrete stair wells, sweep/mop		22 cents a square foot
Desks - Cleaning/Waxing of desks		
Walls - Spot clean		\$26.50 per man hour
		\$26.50 per man hour
Sofas, Chairs, office chairs, & Conference areas		
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

BASIC SERVICES	FREQUENCY		LUMP SUM
	SEMI-WEEKLY	WEEKLY	
Floors/Non-Carpeted			
Dry and Wet Mop		X	
Floors/Carpeted			
Vacuum		X	
Tables - Clean & Disinfect		X	
File Cabinets and Card Files - Dust/Disinfect		X	
Wastebaskets - Empty (change liners as needed)		X	
Trash & Recycle Containers Empty (change liners as needed)		X	
Ledges and Counter Tops - Damp clean and polish		X	
Rest Rooms			
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	
TOTAL BASIC SERVICES			\$446.44

MONTHLY SERVICES	FREQUENCY		LUMP SUM
	MONTHLY		
Floors/Non-Carpeted			
High speed polish all tile floors	X		\$37.20

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

CINDER LAKE LANDFILL ADMIN BUILDING

TOTAL MONTHLY SERVICES			\$37.20
COST SUMMARY			
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE
EXTENDED PRICE			
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$446.44	2
Monthly Services	12-MONTHS - Times 12	\$37.20	2
TOTAL ANNUAL CONTRACT AMOUNT			\$5,803.75
AS REQUESTED SERVICES			
Floors/Carpeted			
Shampoo			.22 per square ft
Desks - Cleaning/Waxing of desks			\$26.50 per man hour
Windows - Interior			\$26.50 per man hour
Exterior			\$26.50 per man hour
Floors/Non-Carpeted			
Strip, Wax and Buff (2-coats Sealer, 4-coats Wax)			.45 per square ft
Walls - Spot clean			\$26.50 per man hour
Sofas, Chairs, office chairs & Conference areas			
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	
Floors/Carpeted					
Vacuum all carpet (under desks, tables, chairs)				X	
Remove debris and vacuum traffic areas			X		
Spot clean carpet (as requested)			X		
Floors/Non-Carpeted					
Dry Mop				X	
Wet Mop				X	
Concrete stair wells, sweep/mop (as requested)					
Doors					
Clean all glass doors and entrance side glasses				X	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X		
Stairs, Stair Landing, Elevator & Exterior Walks					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
Vents - Exhaust				X	
Sofas, Chairs, office chairs & Conference areas					
Vacuum upholstery			X		
Tables - Clean			X		
File Cabinets and Card Files - Dust			X		
Water Fountains - Clean and Disinfect			X		
Wastebaskets - Empty (change liners as needed)			X		
Trash & Recycle Containers			X		
Empty (change liners as needed)			X		
Ledges and Counter Tops - Damp clean and polish			X		
Dusting - Low dust (to 6 foot height)			X		
Patio - Sweep			X		
Rest Rooms					
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		

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

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

Water Services Shop East Side

Clean sinks and chrome, fill soap dispensers		X			
Clean and fill napkin disposal and change liner			X		
Wet mop and disinfect			X		
FREQUENCY					
BASIC SERVICES	DAILY	2x	SEMI-	WEEKLY	LUMP SUM
		WEEK	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	
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices					
Sand Urns- empty		X			
Refrigerator - 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			
Microwave					
Exterior			X		
Interior			X		
TOTAL BASIC SERVICES					\$892.89

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

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

Water Services Shop East Side

Clean all non-glass doors & door jams	X	\$26.57
Clean all glass panels next to doors	X	\$12.76
Dusting		
Windows - Blinds	X	\$31.89
Vents/Exhaust	X	\$10.63
Book and Magazine Shelves	X	\$10.63
High dust (above 6 feet)	X	\$21.26
Remove all cobwebs	X	\$10.63
Rest Rooms		
Disinfect walls	X	\$17.01
TOTAL MONTHLY SERVICES		\$141.37

COST SUMMARY

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$892.89	3	\$10,714.62
Monthly Services	12-MONTHS - Times 12	\$141.37	5	\$1,696.48
TOTAL ANNUAL CONTRACT AMOUNT				\$12,411.11

AS REQUESTED SERVICES

		LUMP SUM
Windows		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
Sofas, Chairs, office chairs & Conference areas		

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

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

Water Services Shop East Side

<p>Shampoo - Note: 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 per square foot</p>
<p>Floors/Non-Carpeted</p>		
<p>Strip, Wax and Buff include IT Room</p>		<p style="text-align: right;">45 cents a square foot</p>
<p>Cement floors, strip and seal</p>		<p style="text-align: right;">45 cents a square foot</p>
<p>Doors</p>		
<p>Oil all non-glass doors</p>		<p style="text-align: right;">\$26.50 per man hour</p>
<p>Dusting</p>		
<p>Beams and HVAC</p>		<p style="text-align: right;">\$16.00</p>
<p>Refrigerator - Defrost and clean</p>		<p style="text-align: right;">\$16.00</p>
<p>Lights - Clean (wash fixtures & bulbs)</p>		<p style="text-align: right;">\$16.00</p>
<p>Floors/Carpeted</p>		
<p>Spot clean carpet</p>		<p style="text-align: right;">\$26.50 per man hour</p>
<p>Shampoo Carpets - 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.</p>		<p style="text-align: right;">22 cents per square foot</p>
<p>Concrete stair wells, sweep/mop</p>		<p style="text-align: right;">\$26.50 per man hour</p>
<p>Desks - Cleaning/Waxing of desks</p>		<p style="text-align: right;">\$26.50 per man hour</p>
<p>Walls - Spot clean</p>		<p style="text-align: right;">\$26.50 per man hour</p>
<p>Sofas, Chairs, office chairs, & Conference areas</p>		
<p>Clean and dust</p>		<p style="text-align: right;">\$26.50 per man hour</p>

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

THE FLAGSTAFF AQUAPLEX

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

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

Conference Rooms, Lobbies and Hallways			
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		

Plexi Inserts - Clean per manufacturer's recommendation			X
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Floors/Wood			
Dust Dry Mop	X		
Spot Wet Mop	X		

Exercise Area			
Running Track -			
Vacuum or dry mop	X		
Spot mop	X		
Auto Scrub			X

Floors/Gym Sports Floor			
Dry Mop	X		
Auto Scrub	X		

Grand Gallery			
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	FREQUENCY		
	DAILY	SEMI-WEEKLY	WEEKLY

Elevator			
Clean and disinfect	X		
Main Stairwell			
Sweep or vacuum daily and wet mop	X		
Dust hand rails and floor guards in stairwell	X		

TOTAL BASIC SERVICES (PER MONTH)				\$13,579.30
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COST SUMMARY

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$13,579.30	12	\$162,951.55
TOTAL ANNUAL CONTRACT AMOUNT				\$162,951.55

AS REQUESTED SERVICES

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

OPTIONAL SERVICES - BID PER	FREQUENCY
Epoxy Flooring - 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
Linoleum - 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
Tile - 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
VCT - clean per recommended manufacture's standards - Proposer to specify method of cleaning.		Mechancially strip, neutralize, then apply finish
Per square foot		45 cents a square foot
Wood - 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
Emergency Service - Clean		60 per man hour
Exterior Walks - Wet mp or power spray		\$26.50 per man hour
Emergency Stairwell - 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 - 4AM)

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

CUSTODIAL SERVICES

**Minimum # of staff
required for each**

**visit: Determined by
Contractor**

PROPOSAL AND FREQUENCY FORM

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

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
Employee Lunchrooms, Kitchens, Lounges, Council Conference Rooms, Lobbies and Hallways		
Refrigerator - 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	
Microwave & Toasters		
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 - 4AM)

TOTAL BASIC SERVICES		\$2,444.81
FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	Yes	\$31.89
Doors - Clean all non-glass doors & door jams	Yes	\$21.26
Clean all office glass panels next to doors	Yes	\$21.26
Dusting (Spray and Wipe)		
Windows - Blinds	Yes	\$17.01
Vents/Exhaust	Yes	\$17.01
High dust (above 6 feet to 20 feet)	Yes	\$26.57
Remove all cobwebs	Yes	\$21.26
Floor Mats - Wash	Yes	\$21.26
Rest Rooms		
Disinfect and clean all walls	Yes	\$26.57
Floors - Lobby First Floor, Hallways and Breakrooms		
Buff	Yes	\$31.89
TOTAL MONTHLY SERVICES		\$235.98

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$2,444.81	3	\$29,337.66
Monthly Services	12-MONTHS - Times 12	\$235.98	9	\$2,831.72

CUSTODIAL SERVICES

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

PROPOSAL AND FREQUENCY FORM

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

TOTAL ANNUAL CONTRACT AMOUNT	\$32,169.38
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AS REQUESTED SERVICES		LUMP SUM
Windows - Interior and Exterior		\$26.50 per man hour
Doors Oil all non-glass doors		\$26.50 per man hour
Dusting All exposed beams		\$25.00
Refrigerator - Defrost and clean		\$16.00
Floors/Non-Carpeted Strip, Wax and Buff - 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
Lights - Clean (wash fixtures & bulbs)		\$35.00
Floors/Carpeted Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - 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

CUSTODIAL SERVICES

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

PROPOSAL AND FREQUENCY FORM

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

Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, Council Chambers & Conference areas		
Clean and dust		\$26.50 per man hour
Windows		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
Sofas, Chairs, office chairs, Council Chambers & Conference areas - Shampoo - Note: 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

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

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

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

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	
Employee Lunchrooms, Kitchens, Lounges, Council Conference Rooms, Lobbies and Hallways		
Refrigerator - 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	
Microwave & Toasters		
Clean Interior and Exterior	X	
TOTAL BASIC SERVICES		\$1,530.66
FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

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

Windows - Entrance glass & slanted glass - Clean	Yes	\$10.63
Doors - Clean all non-glass doors & door jams	Yes	\$10.98
Clean all office glass panels next to doors	Yes	\$10.98
Dusting (Spray and Wipe)		
Windows - Blinds	Yes	\$8.50
Vents/Exhaust	Yes	\$8.50
High dust (above 6 feet to 20 feet)	Yes	\$15.94
Remove all cobwebs	Yes	\$8.50
Floor Mats - Wash	Yes	\$10.63
Rest Rooms		
Disinfect and clean all walls	Yes	\$21.26
Floors - Lobby First Floor, Hallways and Breakrooms		
Buff	Yes	\$42.52
TOTAL MONTHLY SERVICES		\$148.44

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,530.66	1.5	\$18,367.93
Monthly Services	12-MONTHS - Times 12	\$148.44	3	\$1,781.31
TOTAL ANNUAL CONTRACT AMOUNT				\$20,149.23

AS REQUESTED SERVICES		
		LUMP SUM
Windows - Interior and Exterior		\$26.50 per man hour

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

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

Doors		
Oil all non-glass doors		\$26.50 per man hour
Dusting		
All exposed beams		\$25.00
Refrigerator - Defrost and clean		\$16.00
Floors/Non-Carpeted		
Strip, Wax and Buff - 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
Lights - Clean (wash fixtures & bulbs)		\$35.00
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - 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
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, Council Chambers & Conference areas		
Clean and dust		\$26.50 per man hour
Windows		
Interior		\$26.50 per man hour
Exterior		\$26.50 per man hour
Sofas, Chairs, office chairs, Council Chambers & Conference areas -		

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

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

<p>Shampoo - Note: 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

Minimum # of Staff required for each visit: Determined by Contractor		
	FREQUENCY	
BASIC SERVICES	SEMI-WEEKLY	LUMP SUM
Floors/Non-Carpeted		
Dry Mop	X	
Wet Mop	X	
Tables - Clean	X	
Wastebaskets - Empty (change liners as needed)		
Trash & Recycle Containers	X	
Empty (change liners as needed)	X	
Recycle Containers	X	
Counter Tops - Damp clean and polish		
Rest Rooms		
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	
TOTAL BASIC SERVICES		\$861.00

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$861.00	1.25	\$10,331.96
TOTAL ANNUAL CONTRACT AMOUNT				\$9,720.00

AS REQUESTED SERVICES	
Windows - Interior/Exterior - Clean	\$27
Floors/Non-Carpeted	
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	SEMI-		LUMP SUM
	PER DAY	WEEKLY	
Rest Rooms			
Clean floor drain cover add deodorizer		X	
urinals		X	
Clean mirrors and shelves			
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		
disinfect			X

MONTHLY SERVICES	MONTHLY	LUMP SUM
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
Dusting (Spray and Wipe)		
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
Rest Rooms		
Disinfect and clean all walls	Yes	\$20.00
Breakrooms	Yes	
Buff		\$40.00
TOTAL MONTHLY SERVICES		\$139.00

COST SUMMARY

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Weekly, Weekly)	MONTHS - Times 12	\$1,840.00	2	\$22,080.00
Monthly Services	12	\$139.00	3	\$1,668.00
TOTAL ANNUAL CONTRACT AMOUNT				\$23,748.00

**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	
Floors/Carpeted					
Vacuum all carpet (under desks, tables, chairs)				X	
Remove debris and vacuum traffic areas			X		
Spot clean carpet (as requested)			X		
Floors/Non-Carpeted					
Dry Mop				X	
Wet Mop				X	
Concrete stair wells, sweep/mop (as requested)					
Doors					
Clean all glass doors and entrance side glasses				X	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X		
Stairs, Stair Landing, Elevator & Exterior Walks					
Sweep or vacuum (if carpeted)				X	
Wet Mop				X	
Vents - Exhaust				X	
Sofas, Chairs, office chairs & Conference areas					
Vacuum upholstery			X		
Tables - Clean			X		
File Cabinets and Card Files - Dust			X		
Water Fountains - Clean and Disinfect			X		
Wastebaskets - Empty (change liners as needed)			X		
Trash & Recycle Containers			X		
Empty (change liners as needed)			X		
Ledges and Counter Tops - Damp clean and polish			X		
Dusting - Low dust (to 6 foot height)			X		
Patio - Sweep			X		
Rest Rooms					
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		
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	

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

Water Services Admin

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	
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices		
Sand Urns- empty	X	
Refrigerator - 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	
Microwave		
Exterior	X	
Interior	X	
TOTAL BASIC SERVICES		\$1,573.18

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$20.20
Clean all glass panels next to doors	X	\$8.50
Dusting		
Windows - Blinds	X	\$34.01
Vents/Exhaust	X	\$8.50
Book and Magazine Shelves	X	\$8.50
High dust (above 6 feet)	X	\$18.07
Remove all cobwebs	X	\$8.50
Rest Rooms		
Disinfect walls	X	\$25.51
TOTAL MONTHLY SERVICES		\$127.66

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,573.18	4.5	\$18,878.15
Monthly Services	12-MONTHS - Times 12	\$127.66	7	\$1,531.90

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

Water Services Admin

TOTAL ANNUAL CONTRACT AMOUNT	\$20,410.04
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AS REQUESTED SERVICES		
		LUMP SUM
Windows		
Interior		\$140.00
Exterior		\$170.00
Sofas, Chairs, office chairs & Conference areas		
Shampoo - Note: 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
Floors/Non-Carpeted		
Strip, Wax and Buff include IT Room		\$16.00
Cement floors, strip and seal		
Doors		
Oil all non-glass doors		\$70.00
Dusting		
Beams and HVAC		\$16.00
Refrigerator - Defrost and clean		\$16.00
Lights - Clean (wash fixtures & bulbs)		\$26.5 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		
Concrete stair wells, sweep/mop		\$26.50 per man hour
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, & Conference areas		
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	
Floors/Carpeted				
Vacuum all carpet (under desks, tables, chairs)			X	
Remove debris and vacuum traffic areas			X	
Spot clean carpet (as requested)			X	
Floors/Non-Carpeted				
Dry Mop			X	
Wet Mop			X	
Concrete stair wells, sweep/mop (as requested)			X	
Doors				
Clean all glass doors and entrance side glasses			X	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
Stairs, Stair Landing, Elevator & Exterior Walks				
Sweep or vacuum (if carpeted)			X	
Wet Mop			X	
Vents - Exhaust			X	
Sofas, Chairs, office chairs & Conference areas				
Vacuum upholstery			X	
Tables - Clean			X	
File Cabinets and Card Files - Dust			X	
Water Fountains - Clean and Disinfect			X	
Wastebaskets - Empty (change liners as needed)			X	
Trash & Recycle Containers Empty (change liners as needed)			X	
Ledges and Counter Tops - Damp clean and polish			X	
Dusting - Low dust (to 6 foot height)			X	
Patio - Sweep			X	
Rest Rooms				
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	
BASIC SERVICES	DAILY	2x WEEK	SEMI- WEEKLY	LUMP SUM
Spray wax and disinfect			X	
Fill toilet paper dispenser			X	

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

Material Recovery Facility

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	
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices			
Sand Urns- empty		X	
Refrigerator - 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	
Microwave			
Exterior		X	
Interior		X	
TOTAL BASIC SERVICES			\$340.15

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$20.20
Clean all glass panels next to doors	X	\$8.50
Dusting		
Windows - Blinds	X	\$34.01
Vents/Exhaust	X	\$8.50
Book and Magazine Shelves	X	\$8.50
High dust (above 6 feet)	X	\$18.07
Remove all cobwebs	X	\$8.50
Rest Rooms		
Disinfect walls	X	\$25.51
TOTAL MONTHLY SERVICES		\$131.81

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$340.15	2	\$4,081.76

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

Material Recovery Facility

Monthly Services	12-MONTHS - Times 12		\$131.81	7	\$1,581.68
TOTAL ANNUAL CONTRACT AMOUNT					\$5,663.44

AS REQUESTED SERVICES		
		LUMP SUM
Windows		
Interior		\$140.00
Exterior		\$170.00
Sofas, Chairs, office chairs & Conference areas		
Shampoo - Note: 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
Floors/Non-Carpeted		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		
Doors		
Oil all non-glass doors		\$15.00
Dusting		
Beams and HVAC		\$20.00
Refrigerator - Defrost and clean		\$16.00
Lights - Clean (wash fixtures & bulbs)		\$26.5 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - 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
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, & Conference areas		
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	WEEKLY	MONTHLY	LUMP SUM
Floors/Carpeted					
Vacuum all carpet (under desks, tables, chairs)			X		
Remove debris and vacuum traffic areas	X				
Spot clean carpet (as requested)	X				
Floors/Non-Carpeted					
Dry Mop			X		
Wet Mop			X		
Concrete stair wells, sweep/mop (as requested)			X		
Doors					
Clean all glass doors and entrance side glasses and polish (leaving no streaks).			X		
			X		
Stairs, Stair Landing, Elevator & Exterior Walks					
Sweep or vacuum (if carpeted)			X		
Wet Mop			X		
Vents - Exhaust					
			X		
Sofas, Chairs, office chairs & Conference areas					
Vacuum upholstery			X		
Tables - Clean and disinfect					
			X		
File Cabinets and Card Files - Dust					
			X		
Water Fountains - Clean and Disinfect					
			X		
Trash & Recycle Containers					
Trash - Empty and replace liner as needed	X				
Recycling - Empty. Do not use plastic liners in employee offices	X				
Ledges and Counter Tops - Damp clean and polish					
			X		
Dusting - Low dust (to 6 foot height)					
			X		
Rest Rooms					
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				
Visitation rooms					
clean and disinfect benches	X				
clean and disinfect doors	X				

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

MUNICIPAL COURT

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		
<u>Court rooms (Divisions 1,3, and 5)</u>			
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
<u>Court rooms (Divisions 2 and 4)</u>			
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
<u>holding cells</u>			
clean and disenfect benches		X	
clean and disenfect toilet and sink		X	
clean and disenfect doors		X	
sweep /mop floors		X	
<u>Visation rooms</u>			
clean and disenfect benches		X	
clean and disenfect doors		X	
sweep /mopor vaccum floors		X	
clean glass/plastic partitions		X	
dust vents			X
Clean all door jams			X
wipe and disinfect table tops			X
<u>Common Areas and Hallways</u>			
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		

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

MUNICIPAL COURT

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		

FREQUENCY TASK LIST

BASIC SERVICES	DAY	WEEKLY	WEEKLY	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	
Rooms, Lobbies and Hallways				
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	
TOTAL BASIC SERVICES				\$6,802.94

FREQUENCY TASK LIST

MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$53.15
Clean all glass panels next to doors	X	\$63.78
Dusting		
Windows - Blinds	X	\$63.78
Vents/Exhaust	X	\$63.78
Book and Magazine Shelves	X	\$42.52
High dust (above 6 feet)	X	\$42.52
Remove all cobwebs	X	\$31.89
Floor Mats - Wash	X	\$31.89
Rest Rooms - Disinfect walls	X	\$53.15
TOTAL MONTHLY SERVICES		\$446.45

COST SUMMARY

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

MUNICIPAL COURT

Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$6,802.94		11	\$81,635.23
Monthly Services	12-MONTHS - Times 12	\$446.45		17	\$5,357.35
TOTAL ANNUAL CONTRACT AMOUNT					\$86,992.58
AS REQUESTED SERVICES					
					LUMP SUM
Windows					
Interior					\$650.00
Exterior					\$1,240.00
Sofas, Chairs, office chairs, & Conference areas					
<p>Shampoo - Note: 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
Doors					
Oil all non-glass doors					\$26.5 per man hour
Dusting					
Beams					\$40.00
Refrigerator - Defrost and clean					\$16.00
Floors/Non-Carpeted					
Strip, Wax and Buff					45 cents a square foot
Cement floors, strip and seal					45 cents a square foot
Lights - Clean (wash fixtures & bulbs)					\$26.5 per man hour
Floors/Carpeted					
Spot clean carpet					\$26.50 per man hour
<p>Shampoo Carpets - 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.</p>					22 cents a square foot
Concrete stair wells, sweep/mop, vacuum					\$26.50 per man hour
Sofas, Chairs, office chairs & Conference areas					\$26.50 per man hour
Desks - Cleaning/Waxing of desks					\$26.50 per man hour
Walls - Spot clean					
Clean and dust					\$26.50 per man hour

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

City Prosecutors Office

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

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
Floors/Carpeted				
Vacuum all carpet (under desks, tables, chairs)	X			
Remove debris and vacuum traffic areas	X			
Spot clean carpet	X			
Floors/Non-Carpeted				
Dry mop	X			
Wet mop	X			
Doors				
Clean all glass doors and entrance side glasses	X			
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).	X			
Wastebaskets - Empty (change liners as needed)	X			
Trash Containers, Entry and Common Areas				
Empty (change liners as needed)	X			
Clean and disinfect door handles	X			
Restrooms				
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	
Dusting - Low dust (to 6 foot height)	X			
TOTAL BASIC SERVICES				\$722.81
COST SUMMARY				

**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	\$722.81	1.5	\$8,673.74
TOTAL ANNUAL CONTRACT AMOUNT				\$8,673.74

AS REQUESTED SERVICES		
Windows		
Interior		\$30
Exterior		\$90.00
Floors/Carpeted		
Spot clean carpet		\$26.5 per man hour
Shampoo Carpets - 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
Sofas, Chairs, office chairs & Conference areas		
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 Square

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

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

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

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

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	
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices		
Sand Urns- empty		
Refrigerator - Clean exterior (damp cloth)		
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		
Microwave		
Exterior		
Interior		
TOTAL BASIC SERVICES		\$6,080.12

FREQUENCY		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Doors		
Clean all non-glass doors & door jams	X	\$42.52
Clean all glass panels next to doors	X	\$63.78
Dusting		
Windows - Blinds	X	\$25.51
Vents/Exhaust	X	\$25.51
Book and Magazine Shelves	X	\$12.76
High dust (above 6 feet)	X	\$31.89
Remove all cobwebs	X	\$21.26
Rest Rooms		
Disinfect walls	X	\$42.52
TOTAL MONTHLY SERVICES		\$265.74

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE

**CUSTODIAL SERVICES
PROPOSAL FREQUENCY FORM**

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

Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12		\$6,080.12	5	\$72,961.49
Monthly Services	12-MONTHS - Times 12		\$265.74	12	\$3,188.88
TOTAL ANNUAL CONTRACT AMOUNT					\$76,150.36

AS REQUESTED SERVICES		
		LUMP SUM
Windows		
Interior		\$160.00
Exterior		\$200.00
Sofas, Chairs, office chairs & Conference areas		
Shampoo - Note: 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
Floors/Non-Carpeted		
Strip, Wax and Buff include IT Room		45 cents a square foot
Cement floors, strip and seal		
Doors		
Oil all non-glass doors		\$15.00
Dusting		
Beams and HVAC		\$20.00
Refrigerator - Defrost and clean		\$16.00
Lights - Clean (wash fixtures & bulbs)		\$26.5 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.50 per man hour
Shampoo Carpets - 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
Desks - Cleaning/Waxing of desks		\$26.50 per man hour
Walls - Spot clean		\$26.50 per man hour
Sofas, Chairs, office chairs, & Conference areas		
Clean and dust		\$26.50 per man hour

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

HAZARDOUS PRODUCTS CENTER (HPC)

Minimum # of staff
required for each

visit: Determined
by Contractor

FREQUENCY		
BASIC SERVICES	WEEKLY	LUMP SUM
Floors/Non-Carpeted		
Dry and Wet Mop	X	
Floors/Carpeted		
Vacuum	X	
Tables - Clean & Disinfect	X	
File Cabinets and Card Files - Dust/Disinfect	X	
Trash & Recycle Containers		
Empty (change liners as needed)	X	
Ledges and Counter Tops - Damp clean and polish	X	
Rest Rooms		
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	
TOTAL BASIC SERVICES		\$297.63

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE

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

Basic Services (Weekly)	MONTHS - Times 12	\$297.63	1	\$3,571.54
TOTAL ANNUAL CONTRACT AMOUNT				\$3,571.54

**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
Floors/Carpeted (all areas)				
Vacuum all carpet (under desks, tables, chairs)		x		
Vacuum traffic areas			x	
Spot clean carpet (as needed or as found)		x		
Floors/Non-Carpeted				
Dry Mop			x	
Wet Mop			x	
Concrete Stair Wells				
Concrete stair wells, sweep/mop			N/A	
Concrete stair wells, pick up large debris			N/A	
Doors				
Clean all glass doors and side glasses			x	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			x	
Stairs, Stair Landing, Walks & Hallways				
Sweep or vacuum (if carpeted)			x	
Wet Mop			x	
Vents - Exhaust Dust			No	
Handrails Stairs and Bridge to Restrooms - Disinfect, spray and wipe all wood handrails			N/A	
Tables/Surfaces - (Ledges / Countertops) - Clean and disinfect			x	
Payphone Area and Elevator				
Disinfect and clean all buttons and handicap buttons (spray and wipe)			N/A	
Wet Mop				
File Cabinets and Card Files - Dust			No	
Water Fountains - Clean and Disinfect			x	
Wastebaskets - Empty (change liners as needed)			x	

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Wildcat Hill facility

Trash & Recycle Containers			
Trash - Empty and replace liner as needed		x	
Recycling - Empty. Do not use plastic liners in employee offices		x	
Dusting - High dusting (6ft to 20 ft)		No	
Dusting - Low dust (to 6 foot height)		No	
FREQUENCY TASK LIST			
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY
			LUMP SUM
Rest Rooms x 2			
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
Employee Lunchroom / Kitchen, lab, conference room and Hallways			
Sand Urns - Empty			N/A
Refrigerator - Clean exterior (damp cloth)			x
Clean chairs with damp cloth			x
Empty Wastebaskets (and change liners as needed)			x

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Wildcat Hill facility

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	
Microwave & Toasters		
Clean Interior and Exterior	No	
TOTAL BASIC SERVICES		\$829.11
FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	x	\$7.44
Doors - Clean all non-glass doors & door jams	No	\$5.31
Clean all office glass panels next to doors	x	\$5.31
Dusting (Spray and Wipe)		
Windows - Blinds	No	\$5.31
Vents/Exhaust	No	\$5.31
High dust (above 6 feet to 20 feet)	No	\$10.63
Remove all cobwebs	No	\$8.50
Floor Mats - Wash	No	\$10.63
Rest Rooms		
Disinfect and clean all walls	No	\$15.94
Floors - Lobby First Floor, Hallways and Breakrooms		
Buff	x	\$31.89
TOTAL MONTHLY SERVICES		\$106.30

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Wildcat Hill facility

Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$829.11	1.5	\$9,949.29
Monthly Services	12-MONTHS - Times 12	\$106.30	4	\$1,275.55
TOTAL ANNUAL CONTRACT AMOUNT				\$11,224.84

AS REQUESTED SERVICES		LUMP SUM
Windows - Interior and Exterior		\$45.00
Doors Oil all non-glass doors		\$10.00
Dusting All exposed beams		\$16.00
Refrigerator - Defrost and clean		\$16.00
Floors/Non-Carpeted		
Weekly Buffing Strip, Wax and Buff - 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
Lights - Clean (wash fixtures & bulbs)		\$26.5 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.5 per man hour
Shampoo Carpets - 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

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Wildcat Hill facility

Desks - Cleaning/Waxing of desks		\$26.5 per man hour
Walls - Spot clean		\$26.5 per man hour
Sofas, Chairs, office chairs, Council Chambers & Conference areas		
Clean and dust		\$26.5 per man hour
Windows		
Interior		\$15.00
Exterior		\$30.00
Sofas, Chairs, office chairs, Council Chambers & Conference areas - Shampoo - Note: 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

**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
Floors/Carpeted (all areas)				
Vacuum all carpet (under desks, tables, chairs)		x		
Vacuum traffic areas			x	
Spot clean carpet (as needed or as found)		x		
Floors/Non-Carpeted				
Dry Mop			x	
Wet Mop			x	
Concrete Stair Wells				
Concrete stair wells, sweep/mop			N/A	
Concrete stair wells, pick up large debris			N/A	
Doors				
Clean all glass doors and side glasses			x	
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			x	
Stairs, Stair Landing, Walks & Hallways				
Sweep or vacuum (if carpeted)			x	
Wet Mop			x	
Vents - Exhaust Dust			No	
Handrails Stairs and Bridge to Restrooms - Disinfect, spray and wipe all wood handrails			N/A	
Tables/Surfaces - (Ledges / Countertops) - Clean and disinfect			x	
Payphone Area and Elevator				
Disinfect and clean all buttons and handicap buttons (spray and wipe)			N/A	
Wet Mop				
File Cabinets and Card Files - Dust			No	
Water Fountains - Clean and Disinfect			x	
Wastebaskets - Empty (change liners as needed)			x	

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Rio de Flag facility

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY	LUMP SUM
Trash & Recycle Containers				
Trash - Empty and replace liner as needed			x	
Recycling - Empty. Do not use plastic liners in employee offices			x	
Dusting - High dusting (6ft to 20 ft)			No	
Dusting - Low dust (to 6 foot height)			No	
Rest Rooms				
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	
Employee Lunchroom / Kitchen, conference room, and Hallways				
Sand Urns - Empty			N/A	
Refrigerator - Clean exterior (damp cloth)			x	
Clean chairs with damp cloth			x	
Empty Wastebaskets (and change liners as needed)			x	

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Rio de Flag facility

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	
Microwave & Toasters		
Clean Interior and Exterior	No	
TOTAL BASIC SERVICES		\$744.07
FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	x	\$7.44
Doors - Clean all non-glass doors & door jams	No	\$5.31
Clean all office glass panels next to doors	x	\$5.31
Dusting (Spray and Wipe)		
Windows - Blinds	No	\$5.31
Vents/Exhaust	No	\$5.31
High dust (above 6 feet to 20 feet)	No	\$10.63
Remove all cobwebs	No	\$8.50
Floor Mats - Wash	No	\$10.63
Rest Rooms		
Disinfect and clean all walls	No	\$15.94
Floors - Lobby First Floor, Hallways and Breakrooms		
Buff	x	\$31.89
TOTAL MONTHLY SERVICES		\$106.30

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Rio de Flag facility

Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$744.07	1.5	\$8,928.85
Monthly Services	12-MONTHS - Times 12	\$106.30	4	\$1,275.55
TOTAL ANNUAL CONTRACT AMOUNT				\$10,204.40

AS REQUESTED SERVICES		LUMP SUM
Windows - Interior and Exterior		\$45.00
Doors Oil all non-glass doors		\$10.00
Dusting All exposed beams		\$16.00
Refrigerator - Defrost and clean		\$16.00
Floors/Non-Carpeted		
Weekly Buffing Strip, Wax and Buff - 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
Lights - Clean (wash fixtures & bulbs)		\$26.5 per man hour
Floors/Carpeted		
Spot clean carpet		\$26.5 per man hour
Shampoo Carpets - 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

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Rio de Flag facility

<p>Desks - Cleaning/Waxing of desks</p>		<p align="right">\$26.5 per man hour</p>
<p>Walls - Spot clean</p>		<p align="right">\$26.5 per man hour</p>
<p>Sofas, Chairs, office chairs, Council Chambers & Conference areas</p>		
<p>Clean and dust</p>		<p align="right">\$26.5 per man hour</p>
<p>Windows</p>		
<p>Interior</p>		<p align="right">\$15.00</p>
<p>Exterior</p>		<p align="right">\$30.00</p>
<p>Sofas, Chairs, office chairs, Council Chambers & Conference areas - Shampoo - Note: 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 align="right">22 cents a square foot</p>

CUSTODIAL SERVICES PROPOSAL AND FREQUENCY FORM

Mogollon Building

**Minimum # of Staff
required for each**

**visit: Determined by
Contractor**

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI- WEEKLY	WEEKLY	LUMP SUM
Floors/Carpeted (all areas)				
Vacuum all carpet (under desks, tables, chairs)		x		
Vacuum traffic areas		x		
Spot clean carpet (as needed or as found)				
Floors/Non-Carpeted				
Dry Mop				
Wet Mop		x		
Concrete Stair Wells				
Concrete stair wells, sweep/mop		n/a		
Concrete stair wells, pick up large debris		n/a		
Doors				
Clean all glass doors and side glasses		x		
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).				
Stairs, Stair Landing, Walks & Hallways				
Sweep or vacuum (if carpeted)		x		
Wet Mop				
Vents - Exhaust Dust			x	
Handrails Stairs and Bridge to Restrooms - Disinfect, spray and wipe all wood handrails				
Tables/Surfaces - (Ledges / Countertops) - Clean and disinfect		x		
Payphone Area and Elevator				
Disinfect and clean all buttons and handicap buttons (spray and wipe)		n/a		
Wet Mop				
File Cabinets and Card Files - Dust				
Water Fountains - Clean and Disinfect		n/a		

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

Wastebaskets - Empty (change liners as needed)	x	
Trash & Recycle Containers		
Trash - Empty and replace liner as needed	x	
Recycling - Empty. Do not use plastic liners in employee offices	x	
Dusting - High dusting (6ft to 20 ft)		
Dusting - Low dust (to 6 foot height)	x	
FREQUENCY TASK LIST		
BASIC SERVICES	PER DAY	SEMI-WEEKLY WEEKLY LUMP SUM
Rest Rooms		
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		
Employee Lunchrooms, Kitchens, Lounges, Council Conference Rooms, Lobbies and Hallways	x	
Sand Urns - Empty		
Refrigerator - Clean exterior (damp cloth)		
Clean chairs with damp cloth		

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

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	
Microwave & Toasters		
Clean Interior and Exterior	x	
TOTAL BASIC SERVICES		\$1,317.76
FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
Windows - Entrance glass & slanted glass - Clean	x	\$10.63
Doors - Clean all non-glass doors & door jams		\$10.63
Clean all office glass panels next to doors	x	\$10.63
Dusting (Spray and Wipe)		
Windows - Blinds		\$8.50
Vents/Exhaust	x	\$8.50
High dust (above 6 feet to 20 feet)	x	\$15.94
Remove all cobwebs	x	\$8.50
Floor Mats - Wash		\$10.63
Rest Rooms		
Disinfect and clean all walls	x	\$21.26
Floors - Lobby First Floor, Hallways and Breakrooms		
Buff		\$42.52
TOTAL MONTHLY SERVICES		\$147.75

COST SUMMARY

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,317.76	2.5	\$15,813.12
Monthly Services	12-MONTHS - Times 12	\$147.75	4	\$1,773.02
TOTAL ANNUAL CONTRACT AMOUNT				\$17,586.14

AS REQUESTED SERVICES		
		LUMP SUM
Windows - Interior and Exterior	X	\$45.00
Doors		
Oil all non-glass doors		\$10.00
Dusting		
All exposed beams		\$16.00
Refrigerator - Defrost and clean		\$16.00
Floors/Non-Carpeted		
Weekly Buffing	X	
Strip, Wax and Buff - 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
Lights - Clean (wash fixtures & bulbs)	X	\$26.5 per man hour
Floors/Carpeted		
Spot clean carpet	X	\$26.5 per man hour

**CUSTODIAL SERVICES
PROPOSAL AND FREQUENCY FORM**

<p>Shampoo Carpets - 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.</p>	X	22 cents a square foot
Concrete stair wells, sweep/mop		\$26.5 per man hour
Desks - Cleaning/Waxing of desks		\$26.5 per man hour
Walls - Spot clean		\$26.5 per man hour
Sofas, Chairs, office chairs, Council Chambers & Conference areas Clean and dust		\$26.5 per man hour
Windows		
Interior	X	\$15.00
Exterior	X	\$30.00
<p>Sofas, Chairs, office chairs, Council Chambers & Conference areas - Shampoo - Note: 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