



Community & Economic Development Department
333 W. McLeroy Blvd., Saginaw, Texas 76179

Council Agenda Background

To: Gabe Reaume, City Manager

From: Keith C. Rinehart, Director of Community & Economic Development

Date: City Council Meeting – January 5, 2021

ITEM:

Consideration and action to renew and award the annual Janitorial Services Contract to Oriental Building Services

PRESENTER:

Keith C. Rinehart, Director of Community & Economic Development

DISCUSSION:

In 2016, staff advertised for janitorial services. Oriental Building Services (OBS) was the low-bid and has had our janitorial services contract since late 2016. Since the awarding of the contract, the janitorial services provided has been steady at all city facilities. Occasionally, we would encounter issues with the services but OBS would correct the problem immediately. They have always been responsive to any issues and corrected problems immediately even if it required changing their staff.

In late-2016, Oriental Building Services provided services at a monthly cost of \$5,989 and yearly cost of \$71,868. Over these past few years, we did add three facilities to the list to be cleaned. Our current contracted amount is \$76,574.40 annually (\$6,381.10 monthly). During our recent discussions, OBS requested only a 3.5% increase in charges from their original bid in 2016 thus

increasing the monthly cost to \$6,763.71 and yearly cost to \$81,164.52 (with the additional facilities included).

RECOMMENDATION:

Staff recommends awarding a new two (2) year janitorial services contract with three (3) additional one (1) year option years to Oriental Building Services to clean all municipal facilities.

FINANCIAL IMPACT:

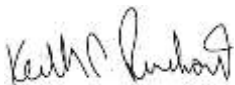
- The cost will be \$81,164.52 annually (\$6,763.71 monthly). Additional costs (per square foot) can be incurred with the stripping and waxing of floors and/or hot water extraction carpet cleaning (those separate fees are included in the contract).
 - Our original contract pays \$71,868 annually (\$5,989 monthly) which began January 2017.
 - Our current contracted amount is \$76,574.40 annually (\$6,381.10 monthly).

ATTACHMENTS:

- Contract for Janitorial Services
- Attachment “A” (List of facilities and duties performed)

If you have any questions, please contact me at 817-230-0331.

Thank you,



Keith C. Rinehart, Director of Community & Economic Development



City of Saginaw, Texas

Annual Contract for Janitorial Services

The City of Saginaw is awarding the **Annual Contract of Janitorial Services** for the City of Saginaw to Oriental Building Services. The City of Saginaw will not enter into any contract where the cost is provisional upon such clauses as “escalator” or “cost-plus” clauses.

All **insurance requirements**, including Worker’s Compensation as outlined in the Texas State Statutes, shall be met prior to any delivery and shall remain in effect during the life of this contract.

Invoices shall be sent directly to the City of Saginaw, Attention: Accounts Payable, 333 West McLeroy Blvd., Saginaw, Texas 76179. It is the intention of the City of Saginaw to make payment within thirty (30) days after receipt of invoice unless unusual circumstances arise.

The City of Saginaw shall not pay for work, equipment, or supplies which are unsatisfactory. The successful bidder will be given a reasonable opportunity before termination to correct the deficiencies, **continuing non-performance** of the successful bidder in terms of Specifications shall be a basis for the termination of the contract by the City in which case default will be declared and all the successful bidder's rights shall terminate. This, however, shall in no way be construed as negating the basis for termination for non-performance. The successful bidder, in submitting this Bid, agrees that The City of Saginaw shall not be liable to prosecution for damages in the event that the City declares the Bidder in default.

The **contract may be terminated** by either party upon written thirty (30) days written notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, the City of Saginaw reserves the right to waive any irregularities and to make award in the best interest of the City of Saginaw.

The City of Saginaw reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the City of Saginaw. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion among the Bidders;
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated;
3. The Bidder being interested in any litigation against the City of Saginaw;
4. The Bidder being in arrears on any existing contract of having defaulted on a previous contract;
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.;
6. Uncompleted work, which in the judgment of the City of Saginaw, will prevent or hinder the prompt completion of additional work, if awarded.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the bidder. The City of Saginaw and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the bidder to determine the full extent of the exposures. The successful bidder may not assign their rights and duties under an award without the written consent of the City of Saginaw. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

No public official shall have interest in this contract, in accordance with Texas Local Government Code Title 5, Subtitle C, Chapter 171. The attached conflict of interest form must be completed and returned with the bid package. A list of City officials and employees relevant to the conflict of interest questionnaire required for this contract is available from the City Secretary’s office.

An agreement or contract between the successful bidder and the City of Saginaw shall be governed and construed according to the laws of the State of Texas. Performance of the agreement is in Tarrant County, Texas.

Special Terms and Conditions

Contract Terms: Successful bidder(s) will be awarded a two (2) year contract, **effective January 6, 2021** or from notice to proceed as determined by the City of Saginaw. At the City of Saginaw's option and approval by the Saginaw City Council, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options. **Prices must remain firm in accordance with the terms and conditions outlined in the contract. Prices must remain firm for the initial two (2) year contract period. For each subsequent year, the City of Saginaw may consider a proposed increase in the janitorial services rate from the successful bidder (if any) that follows the Consumer Price Index (CPI) rate.**

Renewal Options: The City of Saginaw reserves the right to exercise an option to renew the contract of the successful bidder for three (3) additional one (1) year periods, provided such option is agreed upon by both parties. Prior to the completion of each additional year period, the contract will be reviewed and it will be determined whether to continue the contract for an additional year. If the City of Saginaw exercises the right in writing, the successful bidder shall update and submit any legal documents required during the initial solicitation by no later than sixty (60) calendar days prior to the commencement of the option period. These documents, include, but are not limited to, Insurance Certificates and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the City of Saginaw will rescind its option and seek a new bid solicitation.

SPECIAL CONDITIONS

Insurance Requirements:

1. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under contract, the following forms of insurance, in carriers acceptable to and approved by the City of Saginaw.
 - a. Workers' Compensation – statutory
 - b. Employer's Liability - \$500,000
 - c. Comprehensive Commercial General Liability:
 - i. Bodily Injury / Personal Injury - \$1,000,000 per occurrence
 - ii. Property Damage - \$1,000,000 aggregate
 - d. Automobile Liability
 - i. Bodily Injury - \$100,000 per accident or \$500,000 aggregate
 - ii. Property Damage - \$100,000 each occurrence
 - e. Contractual Liability – same limits as above
2. The City of Saginaw reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the City of Saginaw based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
3. Required Provisions:
 - a. Proof of Carriage of Insurance – Prior to any work commencing, the successful bidder shall be required to file all certificates of insurance in duplicate with the City of Saginaw at 400 South Saginaw Blvd.
 - b. All certificates shall provide that the City of Saginaw will receive an unconditional thirty (30) days written notice in case of cancellation or any major change.
 - c. As to all applicable coverage, certificates shall name the City of Saginaw and its officers, employees, and elected representatives as an additional insured.

- d. All copies of the certificates of insurance shall reference the project name for which the insurance is being supplied.
- e. The Contractor agrees to waive subrogation against the City of Saginaw, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance.
- f. The Contractor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies the City of Saginaw with the proper documents verifying this coverage.

BID EVALUATION CRITERIA

Evaluation Criteria: The contract will be awarded to the bidder who provides the goods or services at the best value for the City. In determining best value for the City, the City may consider:

- 1. The purchase price;
- 2. The reputation of the Bidder and of the Bidder's goods or services;
- 3. The quality of the Bidder's goods or services;
- 4. The extent to which the goods or services meet the City's needs;
- 5. The Bidder's past relationship with the City;
- 6. The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- 7. The long-term cost to the City to acquire the Bidder's goods or services;

Quantities indicated on the Bid Proposal Forms are estimates based upon the best available information. The City of Saginaw reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

ANNUAL CONTRACT FOR JANITORIAL SERVICES

TECHNICAL SPECIFICATIONS

1. Background

- a. The City of Saginaw is requesting bids to provide Janitorial Services at City of Saginaw facilities based on a "Monthly / Square Footage Rate". Services provided will be those normally associated with janitorial work and are described in this Bid Package.
- b. The buildings of the City of Saginaw include:
 - i. Recreation Center
 - ii. Public Works Service Center
 - iii. Public Works Fleet Maintenance Center
 - iv. Public Library
 - v. Police Station
 - vi. Senior Center
 - vii. Community Center
 - viii. Fire Department Administration
 - ix. City Hall
 - x. Animal Services
 - xi. Building Inspections
- c. Building addresses, square footage, and day and time schedules are provided in Attachment "A".
- d. The City of Saginaw is requesting a "Separate/ Add Alternate Bid Price" to provide stripping & waxing of hard and resilient flooring, and hot water extraction method of cleaning carpet. Specifications for these services are covered in "Section IV., Additional Services."

2. General Information

- a. Buildings to be serviced and work schedules (See Attachment "A")
 - i. The City of Saginaw reserves the right to decrease or increase the square footage at any facility. The City of Saginaw also retains the option to add additional facilities or discontinue services at any facility should the need arise.
- b. Service Times (See Attachment "A")
 - i. The City of Saginaw reserves the right to decrease or increase the number of days at any facility. Service times for most facilities will be during the evening and night hours, in most cases after 8:00 p.m. However, some facilities may require cleaning during business hours or weekends.

3. Length of Agreement

- a. The successful bidder will be awarded a two (2) year contract, effective **January 6, 2021** or from notice to proceed as determined by the City of Saginaw. At the City of Saginaw's option and approval by the City Council, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options (see Special Terms and Conditions). Prices must remain firm for the initial two (2) year contract period. For each subsequent year, the City of Saginaw may consider an increase that follows the Consumer Price Index (CPI) rate.
- b. The successful bidder will contact the City of Saginaw one hundred twenty (120) days prior to the expiration of each contract period to notify the City of the proposed Monthly / Square Footage Rate for the coming year. The City of Saginaw will then have thirty (30) days to respond in writing. If the new Monthly / Square Footage Rates are deemed acceptable, the Contractor and the City of Saginaw will proceed with the renewal option.

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4. Supplies, Materials and Equipment

- a. **General:** It is the intent of these specifications to describe the janitorial services required by the City of Saginaw. All normal and usual services and materials not specifically mentioned which are necessary to provide a complete and acceptable service shall be included in the bid and shall conform in quality of materials, workmanship and performance to that which is usually provided for this service.
- b. **Materials and Supplies provided by the City of Saginaw:** The City will provide all paper towels, toilet paper, hand soap, paper seat covers, air fresheners, hand sanitizer and urinal aides.
- c. **Contractor supplied Materials and Supplies:** The contractor shall furnish all supplies, materials and equipment necessary for the provision of complete janitorial services. The Contractor will supply all necessary cleaning supplies and trash bags, including but not limited to the following: all chemicals for cleaning, floor finishing for hard surface and carpeted floors, and trash bags necessary for lining all trash receptacles. All chemicals must meet OSHA, EPA and Air Quality standards. These supplies, materials and equipment must be of a quality acceptable to the City of Saginaw. The contractor shall not use any material which the City of Saginaw's contract representative determines unsuitable or harmful to any part of the building, its contents or occupants.
- d. **Equipment and Labor:** The Contractor will provide all equipment and labor necessary to perform the cleaning services, including vacuum cleaners, hard floor cleaning and polishing equipment, and all labor to perform the cleaning services and replenish all receptacles for paper products and soap dispensers. Equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the City of Saginaw's contract representative. Equipment deemed by the City of Saginaw's representative to be of improper type or design or inadequate for the purpose intended shall be replaced by the contractor. All equipment must be kept clean and well maintained.
- e. **Call Backs:** If at any time the City feels that the Contractor did not adequately perform its task, the City may contact the Contractor and request that they return and complete the work or correct the discrepancy. The Contractor shall respond within two (2) hours. If requested to return and complete the work, the Contractor shall respond and correct the problem within two (2) hours.
- f. **Complaints:** The Contractor shall take corrective action within forty-eight (48) hours, when a complaint has been issued from the City, unless the City representative authorizes another course of action.
- g. **Power, Water and Storage:** Electrical power will be furnished by the City of Saginaw through existing power outlets for the contractor's use to operate such equipment as is necessary in the conduct of his/her work. Hot and cold water will also be made available as necessary for that purpose. A small storage space will be made available for securing equipment and supplies. The City of Saginaw will not be responsible for lost or missing equipment and supplies or damage to any equipment or supplies.
- h. **Keys:** At the initiation of the contract, door keys and numerical codes for keyless locks will be issued to the contractor for all buildings to be cleaned. All keys will be maintained according to policies approved by the City of Saginaw's contract representative. The contractor shall not alter any lock or reproduce any key. **Lost keys shall be the full responsibility of the Contractor and replacement keys will be issued by the City at a cost of \$5.00 each.** If the City determines, that due to a lost key or keys, locks need to be changed to prevent a possible breach of security, the cost of lock replacement shall be charged to the contractor.

All doors that are locked inside the buildings when the service personnel enter the areas shall be locked when leaving the building. Entrance and exit doors of all buildings shall be secured and required alarms set by contractor personnel when leaving the buildings. During cleaning services, the contractor personnel shall ensure that all outside doors are secured to prevent entrance by unauthorized people.

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5. Conduct of Contractor's Employees

- a. The Contractor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or cabinets and using telephones or office equipment.
- b. Family members or friends of the contracting firm's designated employees are not permitted to accompany them on the job site.
- c. The City of Saginaw reserves the right to require permanent removal of any Contractor Project Manager, Supervisor or employee from City of Saginaw buildings.
- d. The Contractor's Project Manager, Supervisor and employees shall be professional, respectful and courteous to all City of Saginaw officers, employees, elected representatives and patrons at all times.

6. Holidays and Requirements

The City of Saginaw observes nine (9) holidays per year. These holidays are:

- i. Thanksgiving Day
- ii. Day after Thanksgiving
- iii. Christmas Eve
- iv. Christmas Day
- v. New Year's Day
- vi. Good Friday
- vii. Memorial Day
- viii. Independence Day
- ix. Labor Day

The City does not specifically require the Contractor to work on the holidays but does require the Contractor to fulfill the requirements of the Contract. If this requires the Contractor to work on holidays observed by the City or the Contractor, then the Contractor shall fulfill obligations at no additional expense to the City.

7. Supervision

The Contractor shall provide supervision of employees working under this agreement at no additional cost to the City of Saginaw. Supervisors and/or Lead Persons must speak, read and clearly understand English for ease of communication with the City of Saginaw. This supervision shall also include on-site inspection of the facilities at the request of the City of Saginaw's contract representative to solve any problem situations which may occur. There shall be at least one contractor "Project Manager" for City of Saginaw buildings. The Project Manager must be able to communicate and understand fluent English for ease of communication with the City of Saginaw. A monthly meeting with the Contractor may be required by the City to discuss work performance.

8. Quality Control

- a. The City of Saginaw's contract representative will make periodic inspections of the facilities, documenting his/her findings and providing instructions to the contractor's Project Manager, Supervisor and/or employees, as required.
- b. The Contractor or a representative shall be readily available to meet with the City of Saginaw's representative to review deficient or problem areas.

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- c. Contractor shall provide to the City of Saginaw's contract representative a list of employees (by name) and building/facility assignments. Changes to list must be approved by the City of Saginaw's contract representative prior to new employees start date.

9. Background Checks

Background checks will be conducted by the City of Saginaw's Police Department. The successful Contractor will submit a signed form (supplied by the City of Saginaw) for each employee they will have working on City of Saginaw property. These forms will list the person's name, address, social security number, driver's license number and/or other forms of identification with a picture ID. The person signing the application will give permission to do a background investigation on them. They must pass the background investigation before they can start work on City of Saginaw properties. The backgrounds will be updated periodically and if anyone fails to meet City of Saginaw requirements they will not be allowed to work on any City of Saginaw property.

10. Protection of City of Saginaw Property

- a. The Contractor shall be liable for any and all damages to property, plants, equipment, etc., either accidental or deliberate. This shall include, but is not limited to, permanent stains on carpet, walls or floors, broken or damaged equipment, fixtures, furnishings, etc., resulting from any cleaning activity or inappropriate behavior.
- b. The City reserves the right to deduct from monthly payment the cost to repair damages caused by negligence of an employee of the contractor.
- c. Hazardous conditions and items needing repair (such as leaky faucets, toilet stoppages, etc.) shall be promptly reported by the Contractor to the designated representative of each City of Saginaw building/facility and to the City of Saginaw's contract representative.

11. Subcontracting of Labor

- a. **Subcontracting of labor will not be allowed and will not be tolerated.** The only exception will be Floor Care Personnel with pre-approval from the City of Saginaw contract representative. Any bid received containing subcontracted labor (with the exception of Floor Care Personnel) will be considered non-responsive. In the event the awarded vendor provides subcontracted labor to meet the requirement of this bid the City of Saginaw will consider such action as sufficient cause for cancellation of the agreement. The City of Saginaw shall be allowed access to the Contractor's payroll records upon request.

12. Termination

- a. All work and services of this agreement can be canceled by the City of Saginaw for any good and sufficient cause. The following by way of example, but not of limitation, may be considered grounds for termination of any agreement entered in to between the City of Saginaw and the Contractor
 - i. Failure of the Contractor to provide and maintain sufficient labor, supplies or equipment to properly execute the work.
 - ii. Failure on the part of the Contractor to observe any requirements of the agreement or to comply with any directive given by the City of Saginaw's contract representative provided for in the service specifications.
 - iii. Failure on the part of the Contractor to use workers not approved for work at any City of Saginaw facility.
 - iv. Use of any worker that did not pass the pre-employment background investigation/check conducted by the City of Saginaw.
 - v. Failure to perform satisfactorily the duties as prescribed in this agreement.
 - vi. Subcontracting work.

13. Service Requirements

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- a. The following are schedules of services to be performed on a daily and/or weekly basis. These are only basic guidelines and are not exclusive of the work to be performed. Any work normally considered janitorial and requested by the City of Saginaw's contract representative shall be performed. The contractor will adhere to all provided procedures and schedules.
- b. For greater and specific detail of each facility, see Attachment "A".

14. Cleaning Quality Requirements

a. FLOOR MAINTENANCE

- i. For all operations where furniture and equipment must be moved, there shall be no chairs, wastepaper baskets or similar items stacked on desks, tables, window sills, etc. Upon completion of work, all furniture and equipment must be returned to its original position.
- ii. Baseboards, walls, stair risers, furniture and equipment shall in no way be splashed, disfigured or damaged during these operations.
- iii. After sweeping and mopping, all floors shall be clean and free of dirt streaks. No dirt shall be left in corners, under furniture, behind doors or on stair landings or treads. Likewise, sidewalks, entrances and other assigned areas shall be swept clean of all dirt and trash.
- iv. Special attention shall be given to floors around urinals and toilets to prevent stains, eliminate odors and germs, and to provide a uniformly clean appearance throughout.
- v. Gymnasium floor at the Recreation Center shall be dust mopped daily and wet mopped weekly with proper water solution. It shall be spot wet mopped as needed with proper water solution.
- vi. Racquetball Court floor at the Recreation Center shall be dust mopped daily and spot wet mopped weekly or as needed with proper water solution.

b. MISCELLANEOUS

- i. Dusting – Dusting shall be done weekly/and or as needed in all facilities, including but not limited to blinds, vents, light fixtures, ceilings, walls, baseboards, chair legs, table legs, sides of desk, etc. (Tops of desks shall be cleaned only by request). Dust shall not be moved from spot to spot, but removed directly from the area in which it lies by the most effective means (treated dust cloths, vacuum, etc). When doing high cleanings, dust shall not be allowed to fall onto equipment and furniture below.
- ii. Damp wiping – This task consists of using a damp cloth or sponge to remove dirt, spots, streaks and smudges from walls, counters and other surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in restrooms, a multi-purpose disinfectant/germicidal cleanser shall be used.
- iii. Bright metal polishing – May be performed by damp wiping and drying with a suitable cloth if a polished appearance is attained. If a polished appearance is not attained, the City of Saginaw's contract representative shall be contacted for direction as to the use of an appropriate metal polish.
- iv. Window & glass cleaning – All entryway windows and glass partitions shall be spot cleaned daily removing all fingerprints, smudges, etc. All other window shall be cleaned in the inside daily unless completely obstructed. All glass shall be clean and free of dirt, dust, grime, streaks and excessive moisture. Window sashes, sills, woodwork and surrounding shall be thoroughly wiped free of drippings

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and watermarks. All entry doors shall be cleaned inside and outside, frame-to-frame daily. Kick and push plates cleaned daily.

- v. Porcelain ware cleaning – Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be kept clean and bright. There shall be no dust, spots, stains, rust, green mold or encrustation.
- vi. Spot cleaning – Following this operation, smudges, marks or spots shall have been removed without causing discoloration.

15. Additional Services

- a. The following service(s) shall be provided as requested.
 - i. Stripping and Waxing of Floors shall include the complete removal of all old finishes and the application of an Acrylic Sealer and a high quality finish, as approved by City of Saginaw.
 - 1. Flooring shall be finished the same day it is stripped and sufficient drying time shall be allowed between each coat.
 - ii. Hot water extraction of carpets.

16. Indemnification

- a. The contractor shall be responsible for damage to the City's equipment and/or the buildings and its contents, by its' work, negligence in work and its personnel. The contractor shall be responsible and liable for the safety, injury and health of its' working personnel while its employees are performing their duties on City property.
- b. CONTRACTOR COVENANTS AND AGREES TO INDEMNIFY, AND DOES HEREBY INDEMNIFY, HOLD HARMLESS AND DEFEND CITY, ITS OFFICERS, AGENTS, SERVANTS AND EMPLOYEES, FROM AND AGAINST ANY AND ALL CLAIMS OR SUITS FOR PROPERTY DAMAGE OR LOSS AND/OR PERSONAL INJURY, INCLUDING DEATH, TO ANY AND ALL PERSONS, OF WHATSOEVER KIND OF CHARACTER, WHETHER REAL OR ASSERTED, (INCLUDING, WITHOUT LIMITATION, REASONABLE FEES AND EXPENSES OF ATTORNEYS, EXPERT WITNESSES AND OTHER CONSULTANTS), ARISING OUT OF OR IN CONNECTION WITH, DIRECTLY OR INDIRECTLY, THE PERFORMANCE OF THE SERVICES UNDER THE CONTRACT, WHETHER OR NOT CAUSED, IN WHOLE OR IN PART, BY ALLEGED NEGLIGENCE OF OFFICERS, AGENTS, SERVANTS, OR EMPLOYEES OF CITY; AND CONTRACTOR HEREBY ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR SUCH CLAIMS OR SUITS. CONTRACTOR SHALL LIKEWISE ASSUME ALL LIABILITY AND RESPONSIBILITY AND SHALL INDEMNIFY CITY FOR ANY AND ALL INJURY OR DAMAGE TO CITY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH ANY AND ALL ACTS OR OMISSIONS OF CONTRACTOR, ITS OFFICERS, AGENTS, SERVANTS, EMPLOYEES, CONTRACTORS, SUBCONTRACTORS, LICENSEES, OR INVITEES.

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The undersigned agrees this bid becomes the property of City of Saginaw after the official bid opening.

The undersigned affirms he/she has familiarized himself/herself with the local conditions under which the work is to be performed; satisfied himself/herself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be sixty (60) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of City of Saginaw, and that the contents of this bid have not been communicated to any other bidder or to any employee of City of Saginaw prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package.

NAME AND ADDRESS OF COMPANY:

Tel. No. _____

E-Mail Address: _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

CITY OF SAGINAW:

333 West McLeroy Blvd.

Saginaw, Texas 76179

Phone: 817-232-4640

Fax: 817-232-4644

Email Address: info@ci.saginaw.tx.us

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

ANNUAL CONTRACT FOR JANITORIAL SERVICES

BID FORMS/DOCUMENTS CHECKLIST

(√)Indicates Compliance	A check mark (√) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.
	1. Vendor References. Bidder has provided two (2) references, other than City of Saginaw. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.
	2. Signatures. All forms requiring a signature must be signed. Bids not signed will not be considered for award.
	3. Bid Proposal Forms. All sections of Bid Proposal Forms have been completed.
	4. Insurance Certificates (If required). Bidders must submit all Insurance Certificates with bid.
	5. Addenda. When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages in their bid package.
	6. Conflict of Interest. The Conflict of Interest Questionnaire Form must be included.
	7. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.
	8. All questions in Section II of Bid Proposal have been answered and are included with bid.
	9. Accuracy for all mathematical and number entries is the sole responsibility of the bidder. The City of Saginaw will not be responsible for errors made by the bidder.

The Original of this form must be returned with bid!

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BID PROPOSAL

SECTION I – BID PRICING

1. Square Footage Costs Billed to the City of Saginaw

All costs associated with your Monthly / Square Footage Rate for the cleaning of all City of Saginaw buildings with one (1) Project Manager.

Building / Square Footage

Bid Quote per Month

○ Recreation Center (26,000 square feet)	\$2,233.53
○ Public Works Service Center/Fleet Maintenance (5,000 square feet)	\$491.62
○ City Hall (5,000 square feet)	\$517.50
○ Public Library (7,000 square feet)	\$579.60
○ Police Station (13,000 square feet)	\$1,278.22
○ Senior Center Log Cabin (5,000 square feet)	\$439.87
○ Community Center (3,000 square feet)	\$254.61
○ Fire Administration – Station 1 (6,000 square feet)	\$403.65
○ Animal Services	\$182.59
○ Building Inspections	\$382.51

**Total Monthly Rate
Billed to the City of Saginaw**

\$6,763.71

**Total Yearly Rate
Billed to the City of Saginaw**

\$81,164.52

NOTE: NO SUBCONTRACTING ALLOWED. NO INDEPENDENT CONTRACTORS

ANNUAL CONTRACT FOR JANITORIAL SERVICES

2. Separate / Alternate Bid Price

Cost, per square foot, to provide stripping and waxing, and hot water extraction of carpets, as specified in Section IV of "Technical Specifications" included in this document.

- | | |
|---|-----------------|
| i. Strip & Wax floors, no furniture moving required | \$.25 /sq. ft. |
| ii. Strip & Wax floors, furniture moving required | \$.33 /sq. ft. |
| iii. Hot Water Extraction Carpet Cleaning, no furniture moving required | \$.20 /sq. ft. |
| iv. Hot Water Extraction Carpet Cleaning, furniture moving required | \$.27 /sq. ft. |

Attachment “A”
City of Saginaw Buildings

CLEANING SCHEDULE

ANIMAL SERVICES

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY AFTER 10:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	1 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean entrance glass doors inside and out, remove smudges	5 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, door knobs and metal thresholds	1 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Empty and clean outside ash receptacles	5 time(s) week
Clean and sanitize drinking fountains/ water cooler	5 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	5 time(s) week
Spot mop as needed to maintain clean appearance	5 time(s) week
Remove litter and debris from designated areas	5 time(s) week

CLEANING SCHEDULE (Continued)

CATEGORY / SERVICE	FREQUENCY
<u>FLOOR MAINTENANCE</u>	
Vacuum all carpet rugs (ORIENTAL BUILDING shall not be responsible for staple removal)	5 time(s) week
Spot removal on carpet floor mats • These spots are to be 2 inches in diameter or less	AS NEEDED
Dust mop/ sweep ceramic and resilient floor areas	5 time(s) week
Damp mop ceramic and resilient floor areas	5 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	3 time(s) week
<u>RESTROOMS</u>	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	5 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Clean restroom dispensers and fixtures	5 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	5 time(s) week
Clean sanitary napkins dispenser(s), if applicable	5 time(s) week
Wash restroom floors with germicidal cleaner	5 time(s) week
Clean and polish restroom metal and mirrors	5 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	1 time(s) week
Clean and sanitize restroom partitions	1 time(s) week
<u>CLOSING INSTRUCTIONS</u>	
Throw all trash in dumpster	5 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	5 time(s) week
Lock doors as instructed, if applicable	5 time(s) week
Set alarms as instructed, if applicable	5 time(s) week

CLEANING SCHEDULE BUILDING INSPECTIONS

MONDAY, TUESDAY, WEDNESDAY, THURSDAY & FRIDAY AFTER 6:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	3 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean glass surfaces including trophy cases and displays	5 time(s) week
Clean entrance glass doors inside and out, remove smudges	5 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, door knobs and metal thresholds	3 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Empty and clean outside ash receptacles	5 time(s) week
Clean and sanitize drinking fountains/ water cooler	5 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Vacuum Draperies To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	5 time(s) week
Spot mop as needed to maintain clean appearance	5 time(s) week
Remove litter and debris from designated areas	5 time(s) week

CLEANING SCHEDULE (Continued)

CATEGORY / SERVICE	FREQUENCY
<u>FLOOR MAINTENANCE</u>	
Vacuum all carpet and rugs (BONUS shall not be responsible for staple removal)	5 time(s) week
Spot removal on carpets	AS NEEDED
• These spots are to be 2 inches in diameter or less	
Dust mop/sweep wood floor areas	5 time(s) week
Damp mop wood floor areas	5 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	3 time(s) week
<u>BREAK/KITCHEN AREA(S)</u>	
• CLEANING CREW IS NOT RESPONSIBLE FOR DISHES	
Clean and disinfect break room tables, counters and sink(s)	5 time(s) week
Clean and disinfect exterior of refrigerator	5 time(s) week
Restock kitchen paper and soap products	5 time(s) week
Clean microwaves inside and outside	5 time(s) week
<u>RESTROOMS/LOCKER ROOMS</u>	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	5 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Clean restroom dispensers and fixtures	5 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	5 time(s) week
Clean sanitary napkins dispenser(s), if applicable	5 time(s) week
Wash restroom floors with germicidal cleaner	5 time(s) week
Clean and polish restroom metal and mirrors	5 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	1 time(s) week
Clean and sanitize restroom partitions	1 time(s) week
Clean and disinfect locker room showers	5 time(s) week
Dust tops and sides of lockers	1 time(s) week
• To be broken up in sections so all are completed on a weekly basis	
<u>CLOSING INSTRUCTIONS</u>	
Throw all trash in dumpster	5 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	5 time(s) week
Lock doors as instructed, if applicable	5 time(s) week
Set alarms as instructed, if applicable	5 time(s) week

CLEANING SCHEDULE

FIRE DEPARTMENT/ADMIN

MONDAY, TUESDAY, WEDNESDAY, THURSDAY & FRIDAY AFTER 9:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	3 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean glass surfaces including trophy cases and displays	5 time(s) week
Clean entrance glass doors inside and out, remove smudges	5 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, door knobs and metal thresholds	3 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Empty and clean outside ash receptacles	5 time(s) week
Clean and sanitize drinking fountains/ water cooler	5 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Vacuum Draperies To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	5 time(s) week
Spot mop as needed to maintain clean appearance	5 time(s) week
Remove litter and debris from designated areas	5 time(s) week

CLEANING SCHEDULE (Continued)

CATEGORY / SERVICE	FREQUENCY
FLOOR MAINTENANCE	
Vacuum all carpet and rugs (BONUS shall not be responsible for staple removal)	5 time(s) week
Spot removal on carpets These spots are to be 2 inches in diameter or less	AS NEEDED
Dust mop/ sweep ceramic and resilient floor areas	5 time(s) week
Damp mop ceramic and resilient floor areas	5 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	1 time(s) week
Buff VCT Flooring	1 time(s) month
BREAK/KITCHEN AREA(S)	
CLEANING CREW IS NOT RESPONSIBLE FOR DISHES	
Clean and disinfect break room tables, counters and sink(s)	5 time(s) week
Clean and disinfect exterior of refrigerator	5 time(s) week
Restock kitchen paper and soap products	5 time(s) week
Clean microwaves inside and outside	5 time(s) week
RESTROOMS/LOCKER ROOMS	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	5 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Clean restroom dispensers and fixtures	5 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	5 time(s) week
Clean sanitary napkins dispenser(s), if applicable	5 time(s) week
Wash restroom floors with germicidal cleaner	5 time(s) week
Clean and polish restroom metal and mirrors	5 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	1 time(s) week
Clean and sanitize restroom partitions	1 time(s) week
Clean and disinfect locker room showers	5 time(s) week
Dust tops and sides of lockers To be broken up in sections so all are completed on a weekly basis	1 time(s) week
CLOSING INSTRUCTIONS	
Throw all trash in dumpster	5 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	5 time(s) week
Lock doors as instructed, if applicable	5 time(s) week
Set alarms as instructed, if applicable	5 time(s) week

CLEANING SCHEDULE POLICE STATION

MONDAY – SUNDAY AFTER 6:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	3 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean glass surfaces including trophy cases and displays	7 time(s) week
Clean entrance glass doors inside and out, remove smudges	7 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, door knobs and metal thresholds	3 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	7 time(s) week
Empty and clean outside ash receptacles	7 time(s) week
Clean and sanitize drinking fountains/ water cooler	7 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all book casings and shelves To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Vacuum Draperies To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	7 time(s) week
Spot mop as needed to maintain clean appearance	7 time(s) week
Remove litter and debris from designated areas	7 time(s) week

CLEANING SCHEDULE (Continued)

CATEGORY / SERVICE	FREQUENCY
<u>FLOOR MAINTENANCE</u>	
Vacuum all carpet and rugs (BONUS shall not be responsible for staple removal)	7 time(s) week
Spot removal on carpets	AS NEEDED
These spots are to be 2 inches in diameter or less	
Dust mop/ sweep ceramic and resilient floor areas	7 time(s) week
Damp mop ceramic and resilient floor areas	7 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	3 time(s) week
Buff VCT flooring to maintain high gloss & scuff free finish	1 time(s) month
<u>BREAK/KITCHEN AREA(S)</u>	
CLEANING CREW IS NOT RESPONSIBLE FOR DISHES	
Clean and disinfect break room tables, counters and sink(s)	7 time(s) week
Clean and disinfect exterior of refrigerator	7 time(s) week
Restock kitchen paper and soap products	7 time(s) week
Clean microwaves inside and outside	7 time(s) week
<u>RESTROOMS/LOCKER ROOMS</u>	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	7 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	7 time(s) week
Clean restroom dispensers and fixtures	7 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	7 time(s) week
Clean sanitary napkins dispenser(s), if applicable	7 time(s) week
Wash restroom floors with germicidal cleaner	7 time(s) week
Clean and polish restroom metal and mirrors	7 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	3 time(s) week
Clean and sanitize restroom partitions	3 time(s) week
Clean and disinfect locker room showers	7 time(s) week
Dust tops and sides of lockers	1 time(s) week
To be broken up in sections so all are completed on a weekly basis	
<u>CLOSING INSTRUCTIONS</u>	
Throw all trash in dumpster	7 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	7 time(s) week
Lock doors as instructed, if applicable	7 time(s) week
Set alarms as instructed, if applicable	7 time(s) week

CLEANING SCHEDULE

PUBLIC LIBRARY

TUESDAY, WEDNESDAY, THURSDAY, FRIDAY & SATURDAY AFTER 6:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	5 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean glass surfaces including trophy cases and displays	5 time(s) week
Clean entrance glass doors inside and out, remove smudges	5 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, door knobs and metal thresholds	3 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Empty and clean outside ash receptacles	5 time(s) week
Clean and sanitize drinking fountains/ water cooler	5 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all book casings and shelves To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Vacuum Draperies To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	5 time(s) week
Spot mop as needed to maintain clean appearance	5 time(s) week
Remove litter and debris from designated areas	5 time(s) week

CLEANING SCHEDULE (Continued)

CATEGORY / SERVICE	FREQUENCY
<u>FLOOR MAINTENANCE</u>	
Vacuum all carpet and rugs (BONUS shall not be responsible for staple removal)	5 time(s) week
Spot removal on carpets These spots are to be 2 inches in diameter or less	AS NEEDED
Dust mop/ sweep ceramic and resilient floor areas	5 time(s) week
Damp mop ceramic and resilient floor areas	5 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	3 time(s) week
Buff VCT flooring to maintain high gloss & scuff free finish	1 time(s) month
<u>BREAK/KITCHEN AREA(S)</u>	
CLEANING CREW IS NOT RESPONSIBLE FOR DISHES	
Clean and disinfect break room tables, counters and sink(s)	5 time(s) week
Clean and disinfect exterior of refrigerator	5 time(s) week
Restock kitchen paper and soap products	5 time(s) week
Clean microwaves inside and outside	5 time(s) week
<u>RESTROOMS</u>	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	5 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Clean restroom dispensers and fixtures	5 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	5 time(s) week
Clean sanitary napkins dispenser(s), if applicable	5 time(s) week
Wash restroom floors with germicidal cleaner	5 time(s) week
Clean and polish restroom metal and mirrors	5 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	1 time(s) week
Clean and sanitize restroom partitions	1 time(s) week
<u>CLOSING INSTRUCTIONS</u>	
Throw all trash in dumpster	5 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	5 time(s) week
Lock doors as instructed, if applicable	5 time(s) week
Set alarms as instructed, if applicable	5 time(s) week

CLEANING SCHEDULE

PUBLIC WORKS SERVICE CENTER

MONDAY, TUESDAY, WEDNESDAY, THURSDAY & FRIDAY AFTER 6:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	3 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean glass surfaces including trophy cases and displays	5 time(s) week
Clean entrance glass doors inside and out, remove smudges	5 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, door knobs and metal thresholds	3 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Empty and clean outside ash receptacles	5 time(s) week
Clean and sanitize drinking fountains/ water cooler	5 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Vacuum Draperies To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	5 time(s) week
Spot mop as needed to maintain clean appearance	5 time(s) week
Remove litter and debris from designated areas	5 time(s) week

CLEANING SCHEDULE (Continued)

CATEGORY / SERVICE	FREQUENCY
<u>FLOOR MAINTENANCE</u>	
Vacuum all carpet and rugs (BONUS shall not be responsible for staple removal)	5 time(s) week
Spot removal on carpets These spots are to be 2 inches in diameter or less	AS NEEDED
Dust mop/ sweep ceramic and resilient floor areas	5 time(s) week
Damp mop ceramic and resilient floor areas	5 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	3 time(s) week
Buff VCT flooring to maintain high gloss & scuff free finish	1 time(s) month
<u>BREAK/KITCHEN AREA(S)</u>	
CLEANING CREW IS NOT RESPONSIBLE FOR DISHES	
Clean and disinfect break room tables, counters and sink(s)	5 time(s) week
Clean and disinfect exterior of refrigerator	5 time(s) week
Restock kitchen paper and soap products	5 time(s) week
Clean microwaves inside and outside	5 time(s) week
<u>RESTROOMS/LOCKER ROOMS</u>	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	5 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	5 time(s) week
Clean restroom dispensers and fixtures	5 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	5 time(s) week
Clean sanitary napkins dispenser(s), if applicable	5 time(s) week
Wash restroom floors with germicidal cleaner	5 time(s) week
Clean and polish restroom metal and mirrors	5 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	1 time(s) week
Clean and sanitize restroom partitions	1 time(s) week
Clean and disinfect locker room showers	5 time(s) week
Dust tops and sides of lockers To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>CLOSING INSTRUCTIONS</u>	
Throw all trash in dumpster	5 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	5 time(s) week
Lock doors as instructed, if applicable	5 time(s) week
Set alarms as instructed, if applicable	5 time(s) week

CLEANING SCHEDULE RECREATION CENTER

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY & SUNDAY AFTER 9:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	3 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean glass surfaces including trophy cases and displays	6 time(s) week
Clean entrance glass doors inside and out, remove smudges	6 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, door knobs and metal thresholds	3 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	6 time(s) week
Empty and clean outside ash receptacles	6 time(s) week
Clean and sanitize drinking fountains/ water cooler	6 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Vacuum Draperies To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	6 time(s) week
Spot mop as needed to maintain clean appearance	6 time(s) week
Remove litter and debris from designated areas	6 time(s) week

CLEANING SCHEDULE (Continued)

<u>CATEGORY / SERVICE</u>	<u>FREQUENCY</u>
<u>FLOOR MAINTENANCE</u>	
Vacuum all carpet and rugs (BONUS shall not be responsible for staple removal)	6 time(s) week
Spot removal on carpets	AS NEEDED
These spots are to be 2 inches in diameter or less	
Dust mop/ sweep ceramic and resilient floor areas	6 time(s) week
Damp mop ceramic and resilient floor areas	6 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	3 time(s) week
GYMNASIUM dust mopped	6 time(s) week
GYMNASIUM spot wet mopped weekly	1 time(s) week
Buff VCT flooring	1 time(s) month
<u>BREAK/KITCHEN AREA(S)</u>	
CLEANING CREW IS NOT RESPONSIBLE FOR DISHES	
Clean and disinfect break room tables, counters and sink(s)	6 time(s) week
Clean and disinfect exterior of refrigerator	6 time(s) week
Restock kitchen paper and soap products	6 time(s) week
Clean microwaves inside and outside	6 time(s) week
<u>RESTROOMS/LOCKER ROOMS</u>	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	6 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	6 time(s) week
Clean restroom dispensers and fixtures	6 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	6 time(s) week
Clean sanitary napkins dispenser(s), if applicable	6 time(s) week
Wash restroom floors with germicidal cleaner	6 time(s) week
Clean and polish restroom metal and mirrors	6 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	1 time(s) week
Clean and sanitize restroom partitions	1 time(s) week
Clean and disinfect locker room showers	6 time(s) week
Dust tops and sides of lockers	1 time(s) week
To be broken up in sections so all are completed on a weekly basis	
<u>CLOSING INSTRUCTIONS</u>	
Throw all trash in dumpster	6 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	6 time(s) week

CLEANING SCHEDULE (Continued)

<u>CATEGORY / SERVICE</u>	<u>FREQUENCY</u>
Lock doors as instructed, if applicable	6 time(s) week
Set alarms as instructed, if applicable	6 time(s) week

CLEANING SCHEDULE

SENIOR CENTER

MONDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY & SUNDAY AFTER 10:00 PM

CATEGORY / SERVICE	FREQUENCY
<u>OFFICE SPACE / PUBLIC AREAS / LOBBIES / CORRIDORS ETC.</u>	
Dust all horizontal & vertical surfaces including: office furniture, credenzas & filing cabinets. Personal Desk Surfaces – All papers and other items must be set to one side for full desk surface dusting.	1 time(s) week
Clean leather and plastic upholstered furniture, vacuum cloth upholstered furniture & spot clean stains To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean glass surfaces including trophy cases and displays	6 time(s) week
Clean entrance glass doors inside and out, remove smudges	6 time(s) week
Clean all windows that are easily accessible & do not require special equipment To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Clean partition glass Spot clean as needed	1 time(s) week
Clean and polish kick plates, push plates, doorknobs and metal thresholds	1 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	6 time(s) week
Empty and clean outside ash receptacles	6 time(s) week
Clean and sanitize drinking fountains/ water cooler	6 time(s) week
Wipe baseboards To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Remove cobwebs	AS NEEDED
Dust all blinds and windowsills To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Vacuum Draperies To be broken up in sections so all are completed on a weekly basis	1 time(s) week
High dust all surfaces over five (5) feet high including ceiling vents, ceiling fans, light fixtures and picture frames To be broken up in sections so all are completed on a weekly basis	1 time(s) week
Dust all surfaces including doors, door frames, ledges & handrails To be broken up in sections so all are completed on a weekly basis	1 time(s) week
<u>EXTERIOR AREAS</u>	
Sweep landings, steps and sidewalks adjacent to entrances	6 time(s) week
Spot mop as needed to maintain clean appearance	6 time(s) week
Remove litter and debris from designated areas	6 time(s) week

CLEANING SCHEDULE (Continued)

CATEGORY / SERVICE	FREQUENCY
<u>FLOOR MAINTENANCE</u>	
Vacuum all carpet and rugs (BONUS shall not be responsible for staple removal)	6 time(s) week
Spot removal on carpets • These spots are to be 2 inches in diameter or less	AS NEEDED
Dust mop/ sweep ceramic and resilient floor areas	6 time(s) week
Damp mop ceramic and resilient floor areas	6 time(s) week
Detailed cleaning in all corners to ensure there is no debris/cobwebs	3 time(s) week
Buff VCT flooring to maintain high gloss & scuff free finish	1 time(s) month
<u>BREAK/KITCHEN AREA(S)</u>	
• CLEANING CREW IS NOT RESPONSIBLE FOR DISHES	
Clean and disinfect break room tables, counters and sink(s)	6 time(s) week
Clean and disinfect exterior of refrigerator	6 time(s) week
Restock kitchen paper and soap products	6 time(s) week
Clean microwaves inside and outside	6 time(s) week
<u>RESTROOMS</u>	
Replace paper towels, toilet tissue, seat covers, & hand soap (furnished by CUSTOMER)	6 time(s) week
Empty waste paper and trash as directed (liners furnished by ORIENTAL BUILDING)	6 time(s) week
Clean restroom dispensers and fixtures	6 time(s) week
Clean and disinfect all sinks, toilets, urinals and exposed piping	6 time(s) week
Clean sanitary napkins dispenser(s), if applicable	6 time(s) week
Wash restroom floors with germicidal cleaner	6 time(s) week
Clean and polish restroom metal and mirrors	6 time(s) week
Dust all horizontal surfaces in restrooms to include the tops of the partition(s)	1 time(s) week
Clean and sanitize restroom partitions	1 time(s) week
<u>CLOSING INSTRUCTIONS</u>	
Throw all trash in dumpster	6 time(s) week
Clean and organize janitor closet, if applicable	1 time(s) week
Turn off lights as instructed, if applicable	6 time(s) week
Lock doors as instructed, if applicable	6 time(s) week
Set alarms as instructed, if applicable	6 time(s) week