

**ATTACHMENT A  
CITY OF PACIFICA  
JANITORIAL SERVICES AT VARIOUS CITY-OWNED FACILITIES**

Contractor shall provide janitorial services for the facilities listed herein in accordance with the schedules, frequency, and requirements described in this Scope of Work.

FACILITIES, ADDRESS, SERVICE FREQUENCIES AND AREA:

No.	Facility	Address	Frequency	Area, SF
1	Public Works Corporation Yard (including Engineering & Motor Pool	151 & 155 Milagra Drive	Monday through Friday (after 4:00 p.m.)	13,976
2	City Council Chambers	2212 Beach Boulevard	Mondays only (before 3:00 p.m.)	4,800
3	Community Center	540 Crespi Drive	Monday through Friday (after 9:00 p.m.)	18,833
4	Sanchez Library	1111 Terra Nova Boulevard	Tuesday/Thursday/Saturday (after 5:00 p.m.)	8,459
5	Sharp Park Library	104 Hilton Way	Seven (7) days per week (after 8:00 p.m.)	4,226
6	Fairmont Recreation Center	649 Fairview Circle	Monday/Wednesday/Friday (after 6:00 p.m.)	3,036
7	Fairmont West	5066 Palmetto Avenue	Monday/Wednesday/Friday (after 6:00 p.m.)	1,860
8	Sunset Ridge Daycare	340 Inverness Drive	Monday/Wednesday/Friday (after 6:00 p.m.)	1,920
9	Valleamar Childcare	377 Reina Del Mar Avenue	Monday/Wednesday/Friday (after 6:00 p.m.)	1,920
10	Cabrillo Childcare	610 Crespi Drive	Monday/Wednesday/Friday (after 6:00 p.m.)	1,920
11	Pacifica Police Department	2075 Pacific Coast Highway	Monday through Friday (after 7:00 p.m.)	21,494
12	City Hall	170 Santa Maria Avenue	Monday through Friday (after 5:00 p.m. & after 7:30 p.m. on Wednesdays)	5,100
13	Planning & Engineering Building	1800 Francisco Boulevard	Monday through Friday (after 5:00 p.m. & after 7:30 p.m. on Wednesdays)	4,600
14	Jean E. Brink Pool	401 Paloma Avenue	Seven (7) days per week (after 9:00 p.m.)	1,460

## SCOPE OF WORK FOR EACH LOCATION:

### **1. PUBLIC WORKS CORPORATION YARD, INCLUDING ENGINEERING OFFICES AND MOTOR POOL RESTROOMS**

Location:

151 & 155 Milagra Drive

Service Schedule:

Monday through Friday (after 4:00 p.m. and except Observed Holidays)

Standard Services:

- Dust all desks, office furniture, and conference room tables using treated dust cloths. Papers and folders on desks shall not be moved.
- Mop all floors.
- Fully service and sanitize all restrooms.
- Disinfect all touchable surfaces.
- Clean and refill restroom dispensers.
- Empty all wastepaper baskets and trash containers, wipe exterior surfaces of containers, and replace liners.
- Maintain the janitor's closet and trash area in a clean and orderly condition.
- Properly secure the building upon completion of all work.
- Vacuum all carpeted areas in the Engineering Division office (approximately 1,000 square feet).

Quarterly Services:

- Window Cleaning inside and outside
- Wax and buff hard floors in the lunchroom

### **2. CITY COUNCIL CHAMBERS**

Location:

2212 Beach Boulevard

Service Schedule:

Mondays only (before 3:00 p.m.)

Standard Services:

- Dust desks, office furniture, and conference tables.
- Mop all floors.
- Sanitize restrooms.
- Disinfect touch surfaces.

- Refill restroom dispensers.
- Empty trash receptacles and replace liners.
- Maintain janitorial closets.
- Secure building upon completion

### **3. COMMUNITY CENTER**

Location:

540 Crespi Drive

Service Schedule:

Monday through Friday (after 9:00 p.m.)

Standard Services:

- Sweep and mop floors, including kitchen areas.
- Vacuum carpeted areas.
- Restock soap, sanitary products, paper towels, and toilet tissue.
- Dust and clean exposed surfaces.
- Clean all tables and countertops.
- Empty and sanitize waste receptacles.
- Sanitize sinks, toilets, and urinals.
- Clean restroom walls, floors, ceilings, partitions, and doors.
- Sweep sidewalks and entrance areas.
- Clean entrance glass and doors.
- Polish restroom fixtures and mirrors.
- Empty exterior ash urns.

Monthly Services:

- Remove marks from the cupboard and doors.
- Window Cleaning inside and outside.
- Dust louvers and blinds.
- Wax and buff hard floors.
- Clean rubber molding and hardware.
- Vacuum drapes and upholstered furniture.
- Mop Pantry floors.

Bi-Annual Services:

- Carpet cleaning.

Annual Services:

- Strip and rewax hard floors.
- Clean all light fixtures.

Special Event Services:

- Special event cleanups occurring on weekends or holidays shall be billed separately on a per-use basis.

**4. SANCHEZ LIBRARY**

Location:

1111 Terra Nova Blvd.

Service Schedule:

Tuesday/Thursday/Saturday (after 5:00 p.m.)

Standard Services:

- Clean entrance ways.
- Clean and disinfect toilets and sinks.
- Sweep, mop, and disinfect floors.
- Wipe down horizontal surfaces, countertops, dispensers, and toilets.
- Dispose of waste and install new liners.
- Clean and disinfect waste receptacles.
- Clean mirrors.
- Refill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap, and air freshener.
- Detail door handles and switches.
- Polish fixtures.
- Remove debris and cobwebs.
- Report facility maintenance issues.
- Secure locks and doors.
- Dust ledges, shelves, and baseboards.
- Pick up debris and trash (Building exterior up to 15 feet)
- Spot clean vertical surfaces, walls, doors, and partitions (1 times per week)
- Clean and disinfect dispensers, faucets, and mirrors (1 times per week)
- Clean vertical surfaces, walls, and doors (1 time per week)
- Detail door handles and light switches (1 time per week)
- Polish all fixtures (1 time per week)
- Remove cobwebs (1 time per week)
- Dust ledges, shelves, baseboards, toilet bases, and beneath sinks (1 time per week)

Quarterly Services:

- Deep-clean carpets

Bi-Annual Services:

- Wipe clean air ventilation grills

## **5. SHARP PARK LIBRARY**

Location:

104 Hilton Way

Service Schedule:

Seven (7) days per week (after 8:00 p.m.)

Standard Services:

- Clean entrance ways.
- Clean and disinfect toilets and sinks.
- Sweep, mop, and disinfect floors.
- Wipe down horizontal surfaces, countertops, dispensers, and toilets.
- Dispose of waste and install new liners.
- Clean and disinfect waste receptacles.
- Clean mirrors.
- Refill soap, paper towels, toilet paper, sanitary napkins, seat covers, hand soap, and air freshener.
- Detail door handles and switches.
- Polish fixtures.
- Remove debris and cobwebs.
- Report facility maintenance issues.
- Secure locks and doors.
- Dust ledges, shelves, and baseboards.
- Pick up debris and trash (Building exterior up to 15 feet)
- Spot clean vertical surfaces, walls, doors, and partitions (3 times per week)
- Clean and disinfect dispensers, faucets, and mirrors (2 times per week)
- Clean vertical surfaces, walls, and doors (1 time per week)
- Detail door handles and light switches (1 time per week)
- Polish all fixtures (1 time per week)
- Remove cobwebs (1 time per week)
- Dust ledges, shelves, baseboards, toilet bases, and beneath sinks (1 time per week)

Quarterly Services:

- Deep-clean carpets

Bi-Annual Services:

- Wipe clean air ventilation grills

## **6-10. CHILDCARE FACILITIES**

Location:

Fairmont Recreation Center, 649 Fairview Circle (1 classroom)  
Fairmont West, 5066 Palmetto Avenue (1 classroom)  
Sunset Ridge Daycare, 340 Inverness Drive (3 classrooms – portable 1, 2, 3)  
Valleamar Childcare, 377 Reina Del Mar Avenue (5 classrooms – Portable 1, 2, 3, 4, 5)  
Cabrillo Childcare, 610 Crespi Drive (3 classrooms – Portable 1, 2, 3)

Service Schedule:

Monday/Wednesday/Friday (after 6:00 p.m. and except Observed Holidays)

Standard Services:

- Clean and disinfect dispensers.
- Sanitize sinks and counters.
- Disinfect switches and door handles.
- Clean toilets and urinals.
- Spot clean walls and partitions.
- Sweep and mop hard-surface floors.
- Empty trash and replace liners.
- Clean mirrors.

Standard Classroom Services:

- Sweep and mop uncarpeted floors.
- Vacuum carpets and rugs.
- Sweep entrance areas.
- Clean entrance mats.
- Lock designated doors upon completion.
- Replace trash and recycling liners.
- Disinfect common touch points such as door handles, faucets, and any cabinet handles.

Monthly Services:

- Vacuum ceiling vents.

## **11. PACIFICA POLICE DEPARTMENT**

### **SPECIAL REQUIREMENT TO WORK IN THE POLICE STATION:**

**The vendor and all employees who seek entrance into the Police Station would need to be cleared by DOJ via a live scan, then a take a DOJ test. This test must be completed yearly which is facilitated by our Records Supervisor.**

Location:

## 2075 Pacific Coast Highway

### Special Security Requirements:

- All vendor personnel entering the Police Department facility must:
  1. Successfully complete DOJ Live Scan clearance;
  2. Pass a DOJ-administered examination; and
  3. Complete annual recertification as required.

### Service Schedule:

Monday through Friday (after 7:00 p.m.)

### Standard Services:

- Areas to be serviced include:
  1. Front entrance and waiting areas
  2. Dispatch room
  3. Reception areas
  4. Emergency Operations Room
  5. Hallways
  6. Evidence room
  7. Offices and cubicles
  8. File rooms
  9. Mail/copy room
  10. Break room and kitchen
  11. Conference rooms
  12. Gym
  13. Detention areas
  14. Restrooms
- Front of Building & Entrance
  1. Remove trash from main walkway and planters
  2. Empty exterior trash receptacles and replace liners
  3. Remove cigarette butts from ash urns and replace sand as needed
  4. Clean entry door glass and leave streak-free
  5. Wipe down exterior window sills and adjacent windows
  6. Check for and remove cobwebs
- Main Office Areas
  1. Spot clean horizontal surfaces for spills, dirt, and smudges
  2. Clean desks without moving papers or rearranging items
  3. Clean desks without moving papers or rearranging items
  4. Thoroughly clean reception counters
  5. Clean waiting area tables and chairs
  6. Spot clean walls, doors, frames, and partitions

7. Remove trash and recycling and place in dumpsters
8. Clean receptacles and replace liners as needed
9. Spot vacuum carpeted areas (Wednesdays, no vacuuming and sweeping)
10. Spot clean carpet stains and spills
11. Sweep and mop hard-surface flooring
12. Clean glass surfaces and partition glass
13. Thoroughly clean front doors inside and outside
14. Return furniture to orderly arrangement
15. Straighten blinds, frames, and magazines
16. High dusting up to 8 feet
17. Wipe conference room tables and desks
18. Clean stairwell handrails and disinfect door handles
19. Empty and clean water cooler trays
20. Vacuum edges, corners, and under desks (Wednesdays, no vacuuming and sweeping)
21. Scrub tiled flooring and grout

- Breakroom / Kitchen

1. Sweep and mop hard-surface flooring (Wednesdays, no vacuuming and sweeping)
2. Remove major spills
3. Dispose of spoiled food (1x/week)
4. Burnish flooring with light wax mixture (1x/week)
5. Wipe down inside refrigerator (1x/week)
6. Spray buff waxed flooring (1x/month)

- Restrooms / Detention Cells

1. Spot clean walls, doors, frames, and partitions
2. Spot clean mirrors and leave streak-free
3. Disinfect door handles and knobs
4. Wipe countertops and sinks
5. Clean sink fixtures and dispensers
6. Clean and disinfect toilets and urinals
7. Leave disinfectants in toilets
8. Restock restroom supplies
9. Remove trash and replace liners
10. Sweep and mop flooring
11. Dust partitions, frames, and mirrors
12. Wipe air grills free of dust (1x/week)
13. Wipe down baseboards and polish stainless surfaces (1x/week)
14. Scrub flooring and grout with deck brushes (1x/month)
15. Apply enzyme cleaner around urinals and toilet bases (1x/month)

#### Monthly Services:

- Clean interior glass partitions up to 8 feet
- Spray buff waxed flooring
- Disinfect telephone receivers
- Wipe down baseboards, tables, and chair bases
- Clean picture frame glass



Quarterly Services:

- Dust blinds with microfiber duster
- Vacuum air vents and returns with HEPA vacuum

**12. CITY HALL**

Location:

170 Santa Maria Avenue

Service Schedule:

Monday through Friday, except Holidays (after 5:00 p.m., after 7:30 p.m. on Wednesdays and except Observed Holidays)

Standard Services:

- Dust desks, office furniture, and conference room tables.
- Sweep and mop all floors (approx. 1,100 sf).
- Fully sanitize and service all restrooms.
- Disinfect all touchable surfaces.
- Refill restroom dispensers.
- Empty all trash receptacles and replace liners.
- Maintain janitorial closets and trash areas.
- Secure building upon completion of work.
- Vacuum all carpets (approx. 4,000 sf)

Quarterly Services:

- Window Cleaning inside and outside
- Wax and buff hard floors
- Deep clean all carpeted areas

**13. PLANNING & ENGINEERING BUILDING**

Location:

1800 Francisco Boulevard

Service Schedule:

Monday through Friday, except Holidays (after 5:00 p.m., after 7:30 p.m. on Wednesdays and except Observed Holidays)

Standard Services:

- Dust desks, office furniture, and conference room tables.
- Sweep and mop all floors (approx. 800 sf)
- Fully sanitize and service all restrooms.
- Disinfect all touchable surfaces.
- Refill restroom dispensers.
- Empty all trash receptacles and replace liners.
- Maintain janitorial closets and trash areas.
- Secure building upon completion of work.
- Vacuum all carpets (approx. 3,800 sf)

Quarterly Services:

- Window Cleaning inside and outside
- Wax and buff hard floors
- Deep clean all carpeted areas

#### **14. JEAN E. BRINK POOL**

Location:

401 Paloma Avenue

Service Schedule:

Seven (7) days per week (after 9:00 p.m.)

Standard Services:

- Clean shower walls and fixtures.
- Clean tile walls.
- Sanitize toilets, urinals, and sinks.
- Empty trash receptacles.
- Restock dispensers.
- Clean mirrors.
- Clean ceiling vents.
- Wipe doors and frames.
- Mop all floors.

## **ADD ALTERNATE SCOPE**

These are additional requests that, if agreed upon, will be included in the scope of services for this contract. Please provide the cost breakdown for these additional services.

### **JANITORIAL SUPPLIES**

Stock and supply each facility and its storeroom, if available. And provide a supply tracking system for each facility.

### **ADDITIONAL JANITORIAL SERVICES**

Location:

- Janitorial/Custodial services to 11 restrooms located at the following locations in the City of Pacifica:
  1. Linda Mar Beach (6 restrooms)
  2. Rockaway Beach (2 restrooms)
  3. Frontierland Park (2 restrooms)
  4. Community Center (1 outside restroom)

Service Schedule:

7 days per week, including holidays, 3 times per day.

Standard Services:

- Sweep, mop, disinfect floors
- Fill paper towels, toilet paper, sanitary napkins, and seat covers
- Clean and disinfect dispensers, faucets and mirrors
- Clean and disinfect walls, doors and detail door handles and light switches
- Pick up debris and trash and install new trash liners. Clean, polish and disinfect waste receptacles, including exterior
- Clean and disinfect toilet bowls, urinals and sinks
- Clean and disinfect countertops and dispensers
- Remove cobwebs
- Report burnt out lights, graffiti, rodents and other issues
- Dust and clean ledges, shelves, baseboards, toilet bases and beneath the sinks
- Wipe and clean all ventilation grills
- Keep the janitor closet and trash area clean and orderly
- Properly secure building upon completion of work