

2026
CITY OF SALINE JANITORIAL SERVICES REQUEST FOR PROPOSALS

SUBMISSION DATE:

Sealed proposals shall be received at the City of Saline, Clerk's Office, 100 N. Harris St. Saline, MI 48176 by July 28, 2026, at 2:00 pm which time they will be publicly opened and read. Proposals received after the due date and time will not be accepted. Emailed or faxed proposals will not be accepted. The City of Saline reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities or both, to award a contract to other than the lowest bidder and in general to make the award in a manner deemed by the City, at its sole discretion, to be in the best interest of the City of Saline.

Proposals shall be submitted using the attached bid form and placed in a sealed envelope marked "Janitorial Services Proposal".

PRE-PROPOSAL INTERVIEWS:

All prospective contractors are required to attend the pre-bid meeting on July 13, 2026, at 10:00 am at the Saline City Hall, 100 N. Harris, Saline, MI. All prospective contractors must inspect the premises of all three facilities – Saline City Hall, Rec Center and Department of Public Works.

OVERVIEW:

The City of Saline is requesting proposals to furnish janitorial services from an independent contractor for the City's three major buildings, Saline City Hall, Saline Rec Center and Saline Department of Public Works. The city expects the contractor to provide high quality services with proactive management and supervision at a reasonable cost. The cleanliness and orderliness of City facilities reflect the character of the community and the services to be provided under this proposal will therefore be closely monitored by City Management. The selected contractor shall be expected to always work in harmony with City personnel and City management and be respectful and willing to work in a manner that will not interfere with meetings and activities taking place within City facilities during the times that janitorial services are to be performed.

DECLARATIONS:

Persons/firms submitting proposals affirm that the prospective vendor has carefully examined all requirements to submit a proposal for janitorial services provided herein and that he/she fully understands and agrees to comply with all the requirements of this request for proposal. The bidder declares that this quote is made in good faith, without fraud or collusion with any person or persons. The bidder acknowledges that he/she, as an individual or representative of the bidding company, has not received or relied upon any representations or warrants of any nature whatsoever from the City of Saline, its agents or employees, and that this quote is based solely upon the undersigned's own independent business judgement.

SPECIAL REQUIREMENTS:

Bidders must submit pricing for each part of this request for proposal.

REFERENCES:

All proposals shall include a list of four (4) references for which janitorial services have or are being provided over the past four years. The list of references shall include the name, address, phone number and email address of each reference. Letters of reference from current or former clients are encouraged to be submitted. Documentation of service excellence such as past letters of appreciation from clients or serve awards are also encouraged.

NARRATIVE STATEMENT OF QUALIFICATIONS AND MANAGEMENT APPROACH TO PROVIDING JANITORIAL SERVICES FOR THE CITY OF SALINE:

Proposals shall also include a narrative statement of the qualifications and experience of the proposed contractor along with any certifications and/or special licenses that may be held that would apply to the performance of this proposal. The narrative statement shall include a list of supervisory personnel that will be involved in the execution of the proposal for janitorial services and their qualifications.

The narrative statement shall also explain the management approach that will be taken to provide high quality janitorial services. This statement should address how the company plans to retain personnel, monitor daily performance and quality assurance and performance of the contemplated janitorial services contract. The contractor understands that a work schedule shall be provided in advance for this contract to the building manager of each City facility. The schedule shall

contain the names of all employees that will work for the scheduled week. The contractor shall provide proof of a passing background check prior to working at any of the City facilities. The contractor shall provide photo ID badge for each of its employees working on property of the City of Saline.

A brief resume shall be provided with information on the bidders' qualification to perform janitorial work described herein. Each bidder shall also submit the attached form entitled "**DISCLOSURE AND RELEASE FORM FOR BACKGROUND INQUIRY OF INDEPENDENT CONTRACTOR**".

TERMS AND CONDITIONS:

The initial term of the contract for the successful proposal shall be for one (1) year with the option of two (2), one-year automatic renewal terms, unless either party terminates the agreement with a 90-day written notice to the other party.

The successful contractor shall be paid monthly for janitorial services. The contractor shall submit an invoice for each complete month of work including any special services and reductions if days/shifts are missed. The city may take up to 30 days to make payment from the date it receives an invoice.

CLEANING SUPPLIES:

The Contractor shall supply all equipment, cleaning chemicals, agents and personnel for completion of the services contemplated by this proposal and such costs shall be included in the bid price.

CONSUMABLES PROVIDED BY CITY:

The City reserves the right to purchase some or all its own consumables such as hand soap, toilet paper, paper towels, wastepaper bags and shampoo. City staff shall be notified when consumables are low for ordering purposes. The contractor shall notify the City by email with questions, concerns, and supply needs.

LIABILITY:

The City, its agents, servants and employees shall not be held liable for injury to the contractor, or contractor's agents, servants or employees, regardless of whether such property is entrusted to the agents or employees of the City or such loss or damages is occasioned by casualty, theft or any other cause of whatever nature unless due to the willful misconduct or gross negligence of the city. The contractor shall defend, indemnify and save harmless the city, its agents, servants and employees against and from any and all claims arising out of the actions or negligence of the contractor, its agents, servants, and employees in the performance of this contract and shall secure such indemnity obligations by naming the City of Saline as an additional insured in its required liability insurance policy so endorsed.

INSURANCE:

The successful contractor shall carry liability insurance in full force and effect, including workers' comp insurance, while carrying out this proposal for services. The contractor's insurance must be approved as to form by the Saline City Attorney.

COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL LAWS:

The contractor agrees to comply with all local, state and federal laws including OSHA and MIOSHA. The Contractor will keep a list of MSDS sheets for all chemicals used in the performance of this proposal. MSDS sheets for all chemicals used will be submitted to the site manager for each facility.

AWARD OF CONTRACT

Following the opening of all proposals, City staff will interview the persons or firms submitting the most responsive proposals that are in compliance with the terms and conditions of this request for proposal. City staff will make a recommendation to the City Council about an award of a contract under this request for proposal. The decision of the Saline City Council shall be final.

TERMINATION OF CONTRACT:

The City or contractor may terminate the contract with a 90-day written notice for services if the contractor fails to execute the services described herein in a satisfactory manner after being given notice and failing to make required corrections. Failure to provide adequate services includes inadequate supervision and/or failure to comply with the management plan submitted by the vendor and/or not providing satisfactory janitorial cleaning services for all three facilities.

OTHER REQUIREMENTS:

TITLE VI: The City of Saline, MI, in accordance with Title VI of the Civil Rights Act of 1964 and Title 49, Code of Federal Regulations, hereby notifies all bidders that minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration of a bid award.

NON-IRAN LINKED BUSINESS: By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

Non-Discrimination Ordinance: The successful firm shall comply with the Elliot Larson Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, Chapter 46, sections 46-1 through 46-10 of the Saline City Code, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity/expression, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

BID FORM

SECTION A: - Municipal Building – City Hall

General Cleaning described in Exhibit A

\$_____per month.

Carpet Cleaning for General Administrative Offices with Municipal Building:

Cleaning of travel pathways of municipal building general administration office area:

\$_____per. (estimated semi-annual frequency).

Strip and wax services:

Annual strip and wax of all vinyl floors in municipal building per specifications:

\$_____per year.

Ceramic/porcelain Tile: -(per specifications included with this RFP)

Main lobby, lobby restrooms, Building and Engineering Dept. Restrooms (lower level of Municipal Building):

\$_____per cleaning.

Window Cleaning

\$_____once per year.

SECTION B: - Municipal Building – Police Department

General Cleaning described in Exhibit A

\$_____per month

Carpet Cleaning for Police Department in Municipal Building:

Cleaning of travel pathways of municipal building general administration office area:

\$_____per. (estimated semi-annual frequency).

Ceramic/porcelain Tile: - (per specifications included with this RFP)

Upper-level police restrooms, and front desk restrooms:

\$_____per quarter.

Police Locker Rooms:

\$_____per cleaning.

Window Cleaning

\$_____ once per year.

SECTION C: - DPW Facility

General Cleaning described in Exhibit A

\$_____per month.

Carpet Cleaning for DPW Facility:

Cleaning of travel pathways of DPW facility general administration office area:

\$_____per. (estimated semi-annual frequency).

Strip and wax services:

Annual strip and wax of all vinyl floors in DPW building per specifications:

\$_____per year.

Ceramic/porcelain Tile: DPW Building per specifications included with this RFP)

\$_____per cleaning.

Window Cleaning

\$_____ once per year.

SECTION D: – Recreation Center

General Cleaning described in Exhibit A

\$_____per month.

\$_____ without Day Porter

Carpet Cleaning for Rec Center:

Cleaning of travel pathways of municipal building general administration office area:

\$ _____ per. (estimated semi-annual frequency).

Strip and wax services:

Annual strip and wax of all vinyl floors at Rec Center per specifications:

\$ _____ per year.

Ceramic/porcelain Tile: - Rec Center (per specifications included with this RFP)

\$ _____ per cleaning.

Window Cleaning

\$ _____ twice per year.

The undersigned hereby agrees to enter into an independent contractor services agreement with the City of Saline for janitorial services based on the prices written above, the management plan that is to be submitted with this proposal and the specifications, terms and conditions contained herein for the period (s) specified. The undersigned represents that he has full authority to make this proposal on behalf of the Company or individual representative.

Proposal submitted as individual _____; corporation _____ (check one)

Company Name: _____

Street Address: _____

City _____ State _____; zip _____

Phone Number: _____

E-mail Address: _____

Printed name of Representative: _____

Signature: _____

Date: _____

EXHIBIT A

FACILITIES TO BE CLEANED

SECTION A: SALINE CITY HALL – 100 N. Harris – MAIN FLOOR AND LOWER FLOOR

City Hall will be cleaned three days per week, Monday, Wednesday, and Friday; except on City designated employee holidays. Cleaning will be done after hours and will be scheduled around after hour meeting times/days. The City Hall portion of the building contains about 20,502 square feet on two levels. City Hall contains a kitchen, two conference rooms, council chambers, three restrooms and associated hallways and stairwells and elevators within the City Hall area. There is a common atrium or main hallway in the building on the main floor and lower level with two public restrooms containing about 1,421 square feet.

SECTION B: SALINE POLICE DEPARTMENT –100 N. Harris- MAIN FLOOR AND LOWER FLOOR

Saline Police Station will be cleaned five days per week, Monday through Friday; except on City designated employee holidays. Cleaning will be done after hours and will be scheduled around after hour meeting times/days. The Police Station portion of the building contains about 11,718 square feet on two levels. There are three restrooms, two holding cells, sally port and two locker rooms, a conference room and training room and associated hallways/stairwells and elevator.

SECTION C: DEPARTMENT OF PUBLIC WORKS -1234 TEFFT COURT

The Public Works Facility will be cleaned twice weekly on Tuesday and Friday; except on City designated employee holidays. Cleaning will be done after hours and will be scheduled around after hour meeting times/days. The Public Works Facility building contains about 5,090 square feet. DPW contains locker rooms, kitchen, multipurpose room, entryway, corridors, restroom, vestibule and associated hallways and common areas.

SECTION D: SALINE PARKS AND REC CENTER-1866 WOODLAND DRIVE

The Saline Recreation Center will be cleaned daily except on City designated employee holidays. The Rec Center is a 43,000 square foot facility with two floors that contains one gymnasium with a two-lane running track, two pools, one hot tub, three weight rooms, an aerobic studio, a classroom, a multipurpose room, one racquetball court, three locker rooms, office areas, small kitchen area, employee lounge and four restrooms, vestibule and associated hallways and common areas, hallways/stairwells and elevator.

The contractor shall supply all cleaning equipment such as vacuums, mops, buckets, cleaning rags, floor scrubbers, swing machine, carpet shampoo machine, and all cleaning agents for performance of janitorial services for Saline City Hall, Police Department, DPW and Rec Center.

The contractor shall not use paper towels, athletic wipes or any CITY owned supplies for cleaning purposes.

The areas to be cleaned are listed below. All areas are to be **cleaned/disinfected** daily unless otherwise indicated.

ALL BUILDINGS/SECTIONS

All Buildings/Sections - Each Cleaning

1. Empty trash and recycle bins
2. Wipe down reception desk and front counter
3. Vacuum offices
4. Clean glass window – both sides and frame – Reception area
5. Clean drinking fountains

All Buildings/Sections - Monthly

1. Clean baseboards
2. Clean trash containers
3. Clean marks and spills off walls
4. Clean door hardware
5. Clean kick plates
6. Dust door frames
7. Clean all door hardware
8. Clean baseboards
9. Clean heat register
10. Clean window ledge

CITY HALL – SECTION A

Reception Area

1. Vacuum 1st vestibule (walk off mat)

Front Foyer, Entrance, First and Second Floor Offices

1. Lobby floor – dust mop, wet mop daily; and use floor scrubber (weekly)
2. Remove cobwebs (weekly)
3. Clean transition plate on outside doors (weekly)
4. Clean tables and chairs in lounge (weekly)
5. Clean big display cases (weekly)

6. Clean countertop and front (monthly)

Kitchen Area

1. Sweep floor
2. Clean table and chairs
3. Fill soap and paper towels
4. Clean microwave inside and outside
5. Clean sink and counter
6. Clean exterior of refrigerator(weekly)
7. Clean inside of paper towel dispenser (monthly)

Elevator

1. Sweep and mop floor
2. Wipe down walls (monthly)
3. Clean floor plate transition (monthly)

Bathrooms on First and Second Floors

1. Clean sinks, counters and mirrors
2. Clean toilets and urinals including the flush valves
3. Fill all paper products and fill soaps
4. Clean partitions (weekly)
5. Clean wall tile (weekly)
6. Use grout machine on floor (monthly)
7. Clean inside of paper towel and toilet paper dispensers (monthly)
8. Clean trash receptacle inside and exterior (monthly)

Stairwells

1. Dust rails
2. Clean stairs – sweep then mop
3. Scrub flooring monthly (by hand if necessary)
4. Clean under stairwells (monthly)

Conference rooms (2) main level and lower level

1. Damp wipe conference room table
2. Vacuum or wipe down chairs
3. Remove dust from bookshelves, tops of filing cabinets, desk work areas and conference tables
4. Clean sinks and counter

5. Clean window ledge (weekly)
6. Clean inside of paper towel and toilet paper dispensers (monthly)

Council Chambers

1. Vacuum or wipe down chairs
2. Damp wipe dais
3. Clean sinks and counter
4. Clean window ledge (weekly)
5. Clean inside of paper towel and toilet paper dispensers (monthly)
6. Clean and polish brass rail (as needed)

Miscellaneous

1. Keep Janitor Closet clean
2. Clean all ceiling light fixtures
3. Damp wipe and clean all HVAC grills in offices, hallways and restrooms

POLICE DEPARTMENT – SECTION B

Reception Area

1. Wipe down reception desk and front counter
2. Clean glass window – both sides and frame

Kitchen Area main area and lower level

1. Sweep floor
2. Clean sink and counter
3. Clean microwave inside and outside
4. Fill soap and paper towels
5. Clean floor—dust mop and mop
6. Clean table and chairs
7. Clean exterior of refrigerator(weekly)
8. Clean inside of paper towel dispenser (monthly)

Elevator

1. Sweep and mop floor
2. Wipe down walls (monthly)
3. Clean floor plate transition (monthly)

Locker rooms and Bathrooms on First and Second Floors

1. Clean sinks, counters and mirrors
2. Clean toilets and urinals including the flush valves
3. Fill all paper products and fill soaps
4. Urinals must have screens and urinal blocks
5. Clean mirrors
6. Clean partitions (weekly)
7. Clean wall tile (weekly)
8. Clean floors daily; Use grout machine on floor (monthly)
9. Clean inside of paper towel and toilet paper dispensers (monthly)

Stairwells

1. Dust rails
2. Clean stairs – sweep then mop
3. Scrub flooring monthly (by hand if necessary)
4. Clean under stairwells (monthly)

Conference room main level, training room in basement

1. Damp wipe conference room table
2. Clean sinks and counter
3. Clean window ledge (weekly)
4. Vacuum or wipe down chairs
5. Remove dust from bookshelves, tops of filing cabinets, desk work areas and conference tables
6. Clean inside of paper towel and toilet paper dispensers (monthly)

Sally Port

1. Sweep (weekly)

Holding Cell

1. Mop
2. Wash sinks and toilets
3. Interview room (monthly) and area outside of the holding cells (weekly)

Miscellaneous

1. Keep Janitor Closet clean
2. Clean all ceiling light fixtures
3. Damp wipe and clean all HVAC grills in offices, hallways and restrooms

DPW – SECTION C

Front Foyer and Entrance

1. Clean windows and frames
2. Clean countertop and front
3. Clean tables and chairs in lounge
4. Clean drinking fountain
5. Vacuum 1st vestibule (walk off mat)
6. Lobby floor – dust mop, wet mop daily; and use floor scrubber (weekly)
7. Remove cobwebs (weekly)

Kitchen Area

1. Sweep floor
2. Clean sink and counter
3. Fill soap and paper towels
4. Clean table and chairs
5. Clean microwaves inside and outside
6. Clean floor—dust mop and mop
7. Clean exterior of refrigerator(weekly)
8. Clean inside of paper towel dispenser (monthly)

Bathrooms – Locker Rooms

1. Clean sinks, counters and mirrors
2. Clean toilets and urinals including the flush valves
3. Fill all paper products and fill soaps
4. Urinals must have screens and urinal blocks
5. Clean wall tile (weekly)
6. Clean partitions (weekly)
7. Clean floors daily; Use grout machine on floor (monthly)
8. Clean inside of paper towel and toilet paper dispensers (monthly)

Conference room

1. Damp wipe conference room table
2. Clean sinks and counter
3. Vacuum or wipe down chairs
4. Remove dust from bookshelves, tops of filing cabinets, desk work areas and conference tables

Front Office Kitchenette

1. Clean Sink & Counter
2. Fill Soap & Paper Towels
3. Clean Microwave inside and outside
4. Clean inside of paper towel dispenser (monthly)

Crew Quarters Room

1. Damp wipe tables
2. Clean sink and counter
3. Vacuum or wipe down chairs
4. Clean window ledge (weekly)
5. Clean inside of paper towel dispensers (monthly)

Crew Quarters Hall/Entryway

1. Damp wipe counter
2. Vacuum or wipe down chairs
3. Clean window ledge (weekly)

Miscellaneous

1. Keep Janitor Closet clean
2. Clean all ceiling light fixtures
3. Damp wipe and clean all HVAC grills in offices, hallways and restrooms

SALINE REC CENTER – SECTION D

Front Foyer and Entrance

1. Clean countertop and front
2. Vacuum 1st vestibule (walk off mat)
3. Vacuum floor runner rugs; pick up off floor when sweeping and mopping, keep off floor until dry
4. Lobby floor – dust mop, wet mop daily; and use floor scrubber (weekly)
5. Remove cobwebs (weekly)
6. Clean rolling gate (quarterly)

Reception Area/Front Offices

1. Clean floor – dust mop and wet mop daily
2. Wipe down reception desk and front counter
3. Clean window and frame looking into gym (weekly)
4. Use floor scrubber (monthly)

Pool Hallway

1. Clean floor – dust mop and wet mop daily
2. Clean windows
3. Use floor scrubber (monthly)

Racquetball Court

1. Clean floor – dust mop and wet mop daily
2. Clean black marks off walls
3. Sweep black mat in front of door
4. Clean door and window (both sides) (weekly)
5. Clean window on second floor (weekly)
6. Clean door jamb (weekly)

First Floor Main Lobby Area

1. Clean tables and chairs in lounge
2. Clean floor – dust mop and wet mop daily
3. Wipe down vending machines – sweep under and around them
4. Clean the bookcase
5. Clean big display case (weekly)
6. Clean door hardware (weekly)
7. Dust top of vending machines (weekly)
8. Clean trash containers outside (monthly)
9. Use floor scrubber (monthly)

Maintenance Rooms

1. Keep neat and tidy
2. Clean sink nightly

Gymnasium

1. Clean floor—dust mop daily; wet mop weekly
2. Get gum off floor nightly, including stickers and sticky substances
3. Clean fire extinguisher boxes, thermostat boxes, and fan box (weekly)
4. Open exterior doors and clean floor transition (weekly)
5. Use floor scrubber monthly

Small Kitchen Area

1. Sweep floor
2. Clean sink and counter
3. Fill soap and paper towels

Back Offices and Employee Lounge

1. Clean microwave inside and outside
2. Clean floor—dust mop and mop
3. Clean table and chairs
4. Clean exterior of refrigerator(weekly)

Back Foyer

1. Vacuum floor runner rug—pick up off floor when sweeping and mopping (keep off floor until it is dry)
2. Sweep and mop floor
3. Clean entry doors and windows
4. Keep contractor and City equipment neatly organized

Elevator

1. Sweep and mop floor
2. Wipe down walls (monthly)
3. Clean gate (monthly)

Multipurpose Room

1. Clean windows

Aquatic Center

1. Clean drinking fountain
2. Clean spectator benches
3. Sweep pool office floor
4. Clean cubbies and bench cubby
5. Clean towel rack by hot tub
6. Clean stainless electrical outlet covers (weekly)
7. Clean windows in pool office (monthly)
8. Clean interior and exterior of trash receptacles (monthly)

Cabana

1. Clean floor
2. Clean sink and counter
3. Fill soap and paper towels
4. Clean interior and exterior of microwave
5. Clean exterior of refrigerator
6. Wet mop floor (weekly)
7. Clean inside of paper towel dispenser (monthly)
8. Clean windows and frames (monthly)

Family Changing Room

1. Clean all shower hardware – handles and heads
2. Clean toilet
3. Clean sinks, counters and mirrors
4. Clean benches including the legs
5. Fill all paper products and fill soaps
6. Clean floor
7. Clean ADA shower benches
8. Clean shower drains
9. Clean baby changing stations

10. Clean lockers inside and outside including tops of lockers (weekly)
11. Clean tile area in showers (weekly)
12. Clean tile on walls (weekly)
13. Clean piping under sinks (monthly)
14. Clean inside of paper towel and toilet paper dispensers (monthly)

Bathrooms on First and Second Floors

1. Clean sinks, counters and mirrors
2. Clean toilets and urinals including the flush valves
3. Clean floors daily
4. Fill all paper products and fill soaps
5. Clean wall tile (weekly)
6. Clean inside of paper towel and toilet paper dispensers (monthly)
7. Use grout machine on floor (monthly)

Women's and Men's Locker Rooms

1. Clean sinks, counters and mirrors
2. Clean shower heads and handles
3. Clean urinals and toilets
4. Clean floors – mop daily
5. Clean shower drains and traps
6. Clean baby changing stations
7. Fill all paper products and fill soaps
8. Clean shower room walls, use grout machine to remove soap scum and build up (weekly)
9. Clean shower and bathroom partitions – remove hard water stains (weekly)
10. Power wash walls and floors (weekly)
11. Clean lockers inside and outside (weekly)
12. use floor scrubber (weekly)
13. Clean inside of paper towel and toilet paper dispensers (monthly)

Stairwells

1. Dust rails
2. Clean stairs – sweep then mop
3. Scrub flooring monthly (by hand if necessary)
4. Clean under stairwells (monthly)

Cardio Weight Room

1. Clean machines, pay special attention to peddles and foot holds
2. Clean mirrors
3. Clean floor—sweep and mop
4. Clean metal transition between rubber floors
5. Clean railing by stairs
6. Dust wall mounted fans

7. Wipe window ledge (weekly)
8. Clean window overlooking pool area (weekly)

Free Weight Room

1. Clean machines
2. Clean mirrors
3. Dust wall mounted fans
4. Clean railing by stairs
5. Clean metal transition between rubber floors
6. Clean floor – sweep and mop
7. Wipe window ledge (weekly)

Aerobic Studio

1. Clean floor—dust mop and wet mop daily then use floor scrubber weekly
2. Clean transition plate into storage room
3. Vacuum runner rugs located in storage room and second floor hallway
4. Dust wall mounted fans
5. Clean mirrors (weekly)
6. Sweep and mop closet concrete floor (weekly)
7. Clean windows and frames (weekly or as needed)

Classroom

1. Clean floor—dust mop and wet mop daily
2. Clean sinks and counter
3. Clean window ledge (weekly)
4. Clean cubbies (weekly)
5. Clean cabinets (weekly)
6. Clean inside of paper towel and toilet paper dispensers (monthly)

Second Floor Hallway

1. Clean floor – dust mop and wet mop daily
2. Use floor scrubber (weekly)
3. Clean coat rack (weekly)
4. Clean window and frame overlooking racquetball court (weekly)

Kids' Corner

1. Clean baby changing station in bathroom
2. Clean floor—dust mop and wet mop daily and use floor scrubber monthly
3. Clean rubber mats
4. Clean bathroom – toilet, floor and sink
5. Fill soap dispenser and paper products
6. Clean window ledge (weekly)
7. Clean Trash Receptacles inside and exterior (monthly)
8. Clean inside of paper towel and toilet paper dispensers (monthly)

9. Use floor scrubber (monthly)
10. Clean marks and spills off walls (as needed)

Day Porter Duties – General

1. Check for cobwebs throughout building weekly
2. Clean lockers – interior and exterior
3. Clean front of reception counter
4. Empty outside trash
5. Clean weight room equipment
6. Clean door frames and window frames
7. Clean baseboards throughout
8. Check restrooms and locker rooms for paper supplies, soaps
9. Lounge area – clean if necessary
10. Clean aerobic storage closet – mop floor and vacuum runner rug weekly
11. Dust mop aerobic studio and racquetball court and wet mop
12. Clean floor in cabana
13. Clean metal transition in weight rooms
14. Keep main customer areas clean
15. Sweep out restrooms and locker rooms
16. And other projects as assigned
17. Mop floors during winter when salt is tracked in
18. Dust off or vacuum all ceiling mounted fans

Carpet Care – Shampoo and Extract

1. Offices – 2x per year
2. Multipurpose room – 2x per year (March and December)
3. Front vestibule – November, December, January, February, March, July

VCT – Strip and Wax 2x per year (November and May)

1. Cuppa Joe room
2. Kids' Corner bathroom
3. Kids' Corner closet
4. Classroom closet
5. Janitor closet – first floor
6. Janitor closet – second floor

Gym Floor Care (See manufacturer's specifications and DVD)

1. Daily dust mop
2. Weekly use white pad with "Stride"
3. 2x per year (March and September) use green pads with "Pulastic"
4. Must have separate floor machine scrubbing pads for gym and rubber flooring and floors.

Rubber Floor in Weight Rooms

1. Daily sweep or shop vacuum lose dirt and dust then wet mop with neutral cleaner

2. Must have separate floor machine scrubbing pads for gym and rubber flooring and floors.

Storage and Maintenance Room Flooring 2x per year (May and November)

1. Aerobic Studio storage closet

Wood Flooring

1. Aerobic Studio and racquetball court – daily dust mop and wet mop

Family Changing Room Flooring

1. Mop daily
2. Hand scrub 1x per month (special attention along perimeter of flooring)

Navy/Light Blue Rubber Flooring

Dust Mop and wet mop daily then Floor Scrubber weekly to:

First floor hallway
Second floor hallway
Kids' Corner
Classroom
Back office area
Front office area
Lobby
Pool hallway

Tile Floors and Tile Walls

Steam clean in December, March, June and September

Recycling Initiatives

Plastics, cardboard, office paper, newspaper, and aluminum cans shall be recycled. All recycle boxes are located throughout the building. Recycled materials shall be bagged and placed in the green curb cart outside the back door by the ice machine. Cardboard must be broken down and placed in the same green curb cart.

Energy Conservation and Trash Procedures

Do not prop doors open. Each area of the building is controlled by a different air handling unit and this causes stress on these units. Parks & Rec staff will turn off all lights at closing time. Contractor will turn on/off lights when rooms are being cleaned and completed. Every light should be off (with the exception of the emergency lights that do not ever turn off) before exiting the building. Trash bags must be taken directly to the dumpster which is located just north of the building in the parking lot next to the shed.

Communication Log

Contractor is required to provide a communication log. It will be located at the reception desk for the purpose of reporting issues, supply requests, etc. Communication between cleaning crew, cleaning supervisor, and Parks & Rec Staff is vital to make sure everyone is working together.

Orientation

Workers must receive a full orientation prior to working in the facility. Orientation includes a review of City policies, tour of facility, review of the scope of work, as well as other orientation requirements of the Contractor. Equipment owned by the City is only available for contractor's use after an orientation about the specific equipment is completed.

Supervision

All workers are required to be supervised, monitored to be sure they are fulfilling the scope of work. Names of workers and their schedule are required to be reported and if changes are made, all parties must be notified.

Keys for Building

Keys will be assigned to the supervisor. The supervisor is responsible for the safe return of keys. Duplication of keys is not permitted.

Special Services

The following are special services that shall be bid as separate bid items which will be billed separately from regular janitorial services throughout the contract period. The City reserves the right to contract separately with other contractors for some or all of these services.

1. Carpet Cleaning – Police Department

Monthly carpet cleaning of the main Police hallway, Police front desk area, secretarial office, squad room and Police training room during December through February and bi-monthly for period from April to November, excepting September (to be billed per cleaning).

When directed: Carpet cleaning of all carpeted areas within the Police Department on both the first floor and lower level to be done in March and September (to be billed per cleaning).

2. Carpet Cleaning – Administrative Offices

Three times per year (January, June and September): The main travel pathways through the City Administrative Offices from the lobby entry way to the Council room entry into the Administrative Offices area (this includes both sides of the walkway around the open office area and the internal middle aisle.) Cleaning is to include main travel pathway in main conference room and Council Chambers. Also, the main travel path between the entry lobby door to the Building & Engineering office to the rear stairway on both sides of interior dividing wall where copy machine is located and to the rear stairway (to be billed per cleaning).

3. Strip and Wax Vinyl Floors

Annually, strip old wax off of vinyl tiled floor areas throughout the building and apply five (5) coats of wax. This includes within the general administrative offices, the lower level hallway and Plan Room at the Building & Engineering Dept., Celtic Festival Office, the break room and the sink area in the Council Chambers. Within the Police offices, vinyl tile floor surfaces include the Police Dept. lower level hall way, lower level Police break room, the evidence room (outer room only) and the armory (outer room only).

4. Ceramic/Porcelain Tile

Power scrub ceramic/porcelain tile floors using an appropriate cleaner such as Husky 410. Power scrubbing of the ceramic floors shall be done in a manner that will not change the color or appearance of the original tile and grout and in accordance with the attached document entitled "How to Care for Porcelain Tile". Power scrubbing shall be followed by wet vacuuming of the scrubbed floor areas. The following is the schedule to be quoted for power scrubbing of ceramic tile floors:

- Main building lobby and lobby restrooms; Police Department and upper level restrooms and front desk restroom: Quarterly including January, April, July and October.
- Police locker rooms – Lower Level, and Admin restroom: Two times per year in January and June.
- Building & Engineering Department restrooms: One time per year in June.

5. Glass Washing

All interior and exterior glass at the Municipal Building, DPW, and Rec Center shall be washed and cleaned two times per year in May and October, in accordance with paragraphs B.5 and B.6 of the General Instructions and Specifications for all facilities. This includes all glass, including glass in doors, sidewalls, sidelights, and the skylight in the Municipal Building atrium.

6. Special Services at the Rec Center

Special Services that shall be separate bid items which will be billed separately from regular janitorial services to be performed on an annual basis at the Rec Center are:

- Clean rafters in gymnasium
- Clean rafters in pool area
- Clean rafters on second floor

EXHIBIT B0

GENERAL CLEANING INSTRUCTIONS AND SPECIFICATIONS FOR ALL FACILITIES

A. Floors

1. Sweep or Dust Mop Non-Carpeted Floors

Prior to sweeping the floor surface, use a mop with a neutral detergent to remove spills and obvious soil from the floor, and use a putty knife to remove tar, gum, or other sticky substances from the floor. On resilient tile, smooth sealed concrete, or other smooth-finish floor surfaces, use a treated dust mop and a dustpan to remove accumulated soil and litter. On rough unsealed concrete or other floors where dust mopping is not effective, use a push broom. The entire area should be thoroughly swept to remove dry soil, dust, and other litter. Trash receptacles and chairs should be tilted or moved when necessary to sweep underneath. After the floor has been swept, the floor surface-including corners and abutments should be free of litter, spots, and streaks caused by spills or tracking. Carpet-type entrance mats should be vacuumed with an upright carpet vacuum to remove soil and grit, and to restore the resiliency of the carpet pile. Rubber, nylon, or polyester entrance mats should be swept, vacuumed, mopped or hosed down to remove soil and grit. All entrance mats should be lifted to remove soil and moisture from underneath and then returned to their usual location.

2. Damp Mop and Disinfect Non-Carpeted Floors

Prior to being damp mopped and disinfected, the floor surface should be swept. A wringer, mop bucket, and mop dampened in a germicidal detergent solution should be used to remove all soils from the entire area. The germicidal detergent solution should be changed periodically and remain clear, or the area damp mopped should be rinsed with clear water. All areas should be damp mopped and disinfected. Trash receptacles, chairs, etc., should be moved when necessary to mop underneath. After being damp mopped and disinfected, the floor should have a uniform appearance with no swirl marks, detergent residue, streaks, or any evidence of soil. There should be no splash marks or mop streaks on furniture, baseboards, walls, etc., or mop strands remaining in the area.

3. Strip Ceramic Tile

Prior to being stripped, the entire floor surface involved should be swept clean. All dirt and debris should be removed from floor and baseboards using a side-by-side buffer. The stripping chemical should be specifically for the type of finish being stripped and should be used according to the manufacturer's directions. Trash receptacles, chairs, etc., should be moved when necessary to assure all areas are cleaned. After being cleaned, the floor should have a uniform appearance with no swirl marks, detergent residue, streaks, or any evidence of soil. There should be no splash marks on furniture, baseboards, walls, etc., remaining in the area.

4. Strip and Refinish Resilient Vinyl Tile

Stripping should be defined as the complete removal, without damage to the floor surface, of all finish and/or sealer on all floor surfaces. This task should include the removal and return of tables, chairs, waste cans, etc.

Stripping also includes the complete removal of all scuffs, stains, marks, etc., except in cases where there is damage to the floor surface. The stripping chemical should be specifically for the type of finish and/or sealer being stripped and should be used according to the manufacturer's directions. The floor should be scrubbed with an automatic scrubbing machine or a single-disc floor machine equipped with a scrubbing pad, except those areas on which the use of manual scrubbing devices are necessary to completely remove the finish and/or sealer. The stripping solution and rinse water should be picked up with a wet-dry vacuum except in areas where its use is impossible or impractical-i.e., very small areas. All floor surfaces to which stripper has been applied should be thoroughly rinsed with clean water. When a wet-dry vacuum is used, the area should be rinsed at least once after the stripping solution has been removed. If a mop is used to pick up the stripping solution, the area should be rinsed at least twice.

Using an appropriate applicator, spread a thin, even coat of sealer over the entire area. Allow to dry, and then spread a second thin, even coat. Allow to dry, keeping the area free of traffic after applying the second coat. Using an appropriate applicator spread a thin coat of liquid wax to within six inches of the baseboard. Allow to dry and apply a second thin, even coat over the same area. Allow to dry and apply a third thin, even coat from baseboard to baseboard. Allow to dry, and machine buff lightly with a lamb's wool pad. The reflectance should be uniform with no swirls, streaks, etc., visible. No stripping solution or finish should remain on baseboards, doors, or other non-floor surfaces.

5. Spot Clean Carpeted Floors

Use a carpet stain remover or aerosol dry foam shampoo to remove all stains, spills, gum, etc., from carpeted surfaces as recommended by the manufacturer's instructions. Stains not removed in this manner should be reported to the appropriate supervisor.

6. Completely Vacuum Carpeted Floors

Use an upright carpet vacuum to collect surface soil and embedded grit from all areas accessible to the carpet vacuum. Trash receptacles, chairs, etc., should be tilted or moved when necessary to vacuum underneath. Additionally, a crevice tool or brush attachment should be used as necessary to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the upright carpet vacuum. After the carpeted floor has been completely vacuumed, it should be free of all visible soil, litter, and embedded grit. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.

7. Carpet Cleaning – Water Extraction Method

Carpet cleaning – water extraction method should be defined as spot cleaning, vacuuming using the water extraction equipment, and re-vacuuming of all carpet in an area. All vacuuming, both before and after the use of the water extraction equipment, should be done with a medium duty pile lifter vacuum cleaner. All stained areas should be treated with spot cleaning solution following the solution manufacturer's directions. Spot cleaning should continue until as much of the stain as possible has been removed. The water extraction equipment should be operated over the entire carpeted area. All instructions provided by the manufacturer of the water extraction equipment should be followed during use. After operating the water extraction equipment and allowing sufficient drying time, the carpet should be vacuumed following a pattern which will give the carpet pile a uniform appearance.

8. Wet Tack Wooden Floors

Working in full-length sections, wet tack the floor by wetting clean cotton towels in a clean mop bucket filled with the 1:8 Pacific Sport Clean solution. Wring towels out and wrap around a 36" push broom, pushing it down the length of the floor. As the towel becomes soiled, lap the dirty portion of the towel over the top of the broom to expose a clean portion. Once you have soiled one complete side, turn the towel over and use the same procedure. Once both sides are soiled, use a clean, dampened towel in the same way. Do not rinse in separate mop bucket of clean water, wring out and then re-wet with cleaning solution. Replace towels as needed.

9. Clean Walls and Bench Surfaces

Use a bucket of warm water with a mild detergent soap and a clean sponge or rag to wipe the bench surfaces and walls. Avoid heavy detergents which could discolor the wood or leave a residue which could emit irritating or worse fumes.

B. Walls, Glass, and Furniture

1. Dusting Horizontal Building and Furniture Surfaces

Use a lightly treated dust cloth, lightly treated handheld dusting tool, lamb's wool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove all dust, lint, litter, dry soil, etc., from the horizontal surfaces of desks, chairs, file cabinets, and other types of office furniture, and from horizontal ledges, window sills, blinds, and hand rails below seven feet from the top of the floor surface. Items on desk tops should not be disturbed. After regular dusting, all surfaces should have a uniform appearance free from streaks, dust, lint, smudges, litter, etc. In food service areas, staff should use a cloth or sponge dampened with a germicidal detergent in lieu of a dusting cloth or tool.

Dusting Vertical Building and Furniture Surfaces

Use a lightly treated dust cloth, lightly treated handheld dusting tool, lamb's wool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove all dust, lint, litter, dry soil, etc., from the vertical surfaces of desks, chairs, file cabinets, and other types of office furniture, and from vertical walls, windows, blinds, and hand rails below seven feet from the top of the floor surface. After dusting, all surfaces should have a uniform appearance free from dust, lint, streaks, smudges, litter, etc. In restrooms, food service areas, and locker rooms, staff should use a cloth or sponge dampened with a germicidal detergent in lieu of a dusting cloth or tool.

2. Dusting High Surfaces

Dusting of high surfaces should be defined as the removal of dust, cobwebs, oily film, etc., from all fixtures and surfaces above eight feet. This includes lights, grilles, light fixtures, pipes, sprinkler systems, cables, ledges, walls, ceilings, vents, etc. High dusting should be accomplished by using treated dust cloths, treated dusting tools, a damp sponge, and a tank vacuum with crevice tool brush attachment and wall attachment. After high dusting, all areas and surfaces above seven feet should be free from all types of soil removable by dusting or damp wiping, and should blend in with the area below seven feet high.

3. Spot Cleaning Furniture, Walls, Partitions, Doors, Etc.

Staff should use a sponge, clean cloth, and spray bottle of neutral detergent, germicidal detergent, or glass cleaner to remove fingerprints, streaks, marks, smudges, etc. from all surfaces of walls, furniture, fixtures, doors appliances, etc. Germicidal detergent should be used in locker rooms, food service areas, restrooms, and drinking fountains. Glass cleaner should be used on glass surfaces, and stainless steel. Lotion-type cleanser should be used on hard-to-remove spots. After spot cleaning, all surfaces should have a clean, uniform appearance free from spots, streaks, and other evidence of soil.

4. Washing Interior Glass and Mirrors

Washing interior glass and mirrors should be defined as the complete removal of smudges, oily film, cobwebs, tape, dust, and other types of soil from all glass located in interior partitions, doors, walls, displays, and other glass areas. This includes both sides of glass. A glass-cleaning chemical, window squeegee tool with rubber blade, clean sponge, and synthetic fiber cloth should be used. The glass should be rinsed as necessary to remove residue. After washing, glass should be free from dust, oily film, tape, smudges, and all other types of soil, streaks, and water marks. Glass cleaner spillage and drip marks should be removed from adjacent surfaces.

5. Washing Exterior Glass

Washing exterior glass should be defined as the complete removal of tape, oily film, cobwebs, dust, smudges, and other types of soil from both sides of the glass and frames of exterior windows, doors, etc. A glass-cleaning chemical, window squeegee tool with rubber blade, window brush, clean sponge, and synthetic fiber cloths should be used. The glass and frames should be rinsed to remove any detergent solution. After washing, the glass area should be free from tape, oily film, cobwebs, smudges, dust, and all other types of soil, streaks, and water marks. Glass cleaner spillage and drip marks should be removed from all adjacent surfaces. Windows, glass doors, and side lights should be cleaned by the day custodian. Glass immediately adjacent to and in entrance doors should be cleaned daily. Exterior surfaces of glass will be cleaned on a contract basis by a company specializing in this type of work.

C. Ceilings

1. Cleaning HVAC Grilles and Vent in Ceiling

Use a glass cleaner and a soft clean cloth to clean all surfaces. After cleaning, there should not be any evidence of smudges, streaks, lint, or residue left on any surface.

D. Restrooms

1. Disinfect Furniture, Walls, Partitions, Fixtures, Doors, etc.

Use a sponge or cloth in germicidal detergent to damp wipe and disinfect all surfaces of walls, fixtures, partitions, doors, etc. After disinfecting, all surfaces should be free of marks or discoloration and be uniform in appearance.

2. Refill Toilet Tissue, Paper Towel, and Hand Soap Dispensers

All dispensers should be completely filled to the proper level. The proper level must not be exceeded, thereby causing damage to dispensers and/or locking mechanisms. The paper and hand soap supplied should be correctly installed in accordance with the directions of the dispenser and paper manufacturers. Hand soap dispensers under and adjacent surfaces and walls should be wiped clean of any spillage.

3. Clean and Disinfect Wash Basins, Toilets, Urinals, and Showers

Using a spray bottle, apply germicidal detergent solution to all basins, and to the wall area beside and between the basins. Clean the tops, sides, and insides of, as well as wall area between the basins with a sponge. Remove scale from fixtures using caution to prevent damage to surfaces caused by using cleansers. Wipe the metal, laminated, and solid surfaces and vanity tops dry to prevent spotting. Use a spray bottle to apply germicidal detergent solution to all urinals and to the wall area between the urinals with a sponge. This sponge should be of a particular color which will be used only in commodes and urinals. Clean the insides of the urinals with a bowl mop. Use the bowl mop to thoroughly clean the underside of the flushing rim. Wipe metal surfaces dry with a clean cloth to prevent spotting.

Use the spray bottle to apply germicidal solution to the insides and outsides of the commodes, and to tile wall area beside the commodes. Spray the top of the seat first and then lift the seat and spray the remainder of the fixture. Clean the seat, outside of the fixture, and wall beside the fixture with the type of sponge used to clean outside of the urinals. Clean the inside of the fixture with a bowl mop. Use the bowl mop to thoroughly clean under the flushing rim. Wipe the top of the seat and the metal surfaces dry with a cloth to prevent spotting.

4. Remove Scale from Toilets and Urinals

Use phosphoric acid-type bowl cleaner and a nylon bowl mop to remove scale, scum, mineral deposits, rust stains, etc., from toilet bowls and urinals. After de-scaling, the entire surface should be free from stains, scale, scum, streaks, mineral deposits, rust stains, etc. Caution must be used to prevent damage to adjacent surfaces caused by spills of acid-type bowl cleaner. Rubber gloves and safety glasses should be worn when using acid-type bowl cleaner.

5. Clean Floor Drains in Restroom

Use a screwdriver to remove attaching screws and remove the drain cover and/or strainer. Use a circular stiff-bristle wire brush and germicidal detergent to remove scale, scum, and other soil from the inside of the drain pipe and then flush with hot water and germicidal detergent. Use a flat stiff-bristle wire brush to remove scale, scum, and other soil from the drain cover and/or strainer, and then place the drain cover and/or strainer into position and secure with attaching screws.

6. Clean Mirrors

Clean all mirrors by spraying with glass cleaner and wiping dry with a clean dry cloth, leaving no streaks.

7. Clean Hand Dryers

Use a sponge or cloth in germicidal detergent to damp wipe and disinfect hand dryers and area and/or wall around and under dryers. After disinfecting, all surfaces should be free of marks or discoloration and will be uniform in appearance.

E. Garbage, Trash and Recycling

1. Empty Waste Receptacles

All waste baskets and recycling containers within the area should be emptied and returned to their initial locations. Cans, papers, boxes, etc., placed near trash receptacles or recycling receptacles should be removed. All waste and recycling material from such receptacles should be removed from the area and emptied into a designated dumpster or receptacle in a manner to prevent the adjacent area from

becoming littered. Outdoor receptacles are to be emptied daily, or in accordance with each facility's specifications.

2. Spot Clean Waste Receptacles

The exterior of waste baskets should be damp wiped with neutral detergent from a spray bottle and a clean sponge or synthetic fiber cloth to remove evident soil. Wet spills on the interior of waste baskets should be removed. Lotion-type cleanser and an abrasive pad should be used on hard-to-remove evident soil. In restrooms, locker rooms, and food service areas, a germicidal detergent should be used in lieu of neutral detergent. After cleaning, the exterior surfaces should have a clean, uniform appearance free from spots, streaks, and other evidence of soil.

3. Replace Soiled or Torn Receptacle Liners

All plastic liners that are torn or obviously soiled should be removed from trash receptacles and replaced with new plastic liners. The liner should be folded back over the top rim of the receptacle.

4. Outdoor Cigarette Butt Containers

Empty daily or in accordance with each facility specifications.

F. Furniture and Equipment

1. Rearrange Furniture as Required

All furniture moved during the performance of work should be returned to the appropriate location. Additionally, all other office furniture, such as chairs and waste and recycling receptacles should be returned to the appropriate location. Spot clean and vacuum furniture as required.

2. Clean and Disinfect Drinking Fountains

Use a spray bottle of germicidal detergent, sponge or cloth, abrasive pad, percolator brush, and lotion-type cleanser to remove all obvious streaks, smudges, soil, etc., from the drinking fountains and cabinets. Then disinfect all surfaces, including the orifices and drain. After cleaning, the entire drinking fountain should be free from streaks, stains, spots, scale, smudges, and other obvious soil.

G. Miscellaneous

1. Report Damage to Supervisor

All damage to building surfaces, fixtures, furniture, or equipment should be reported immediately to the supervisor, who should inspect damage and report to the manager of the facility.

2. Police Litter

All visible litter including but not limited to – paper, paper clips, chewing gum, rubber bands, etc., should be picked up or swept up and placed in waste collection containers. Litter should also be removed from window sills, planters, etc.

JANITORIAL SERVICES

Daily – Parts A and B

1. Clean each restroom; scour wash sinks, toilets and urinals, mop floors, clean exterior or all porcelain surfaces; clean mirrors, replace towels and toilet paper. Fill soap containers, replace toilet paper and paper towels in restrooms and break areas. Wipe down walls and partitions, soap dispensers, paper towel dispensers, trash container, toilet paper dispensers, female sanitary napkin dispensers, under hand dryers and under soap dispensers.

2. Damp wipe with a germicidal detergent solution, all counter surfaces and desk tops and tops of file cabinets and remove any stains on walls, carpets or elsewhere. In office cubical partition areas, dust tops of partitions and all tops of adjacent file cabinets.
3. Damp mop floors of elevators and remove smudges/stains on walls and panels. There is an elevator in the Police Department and one in the General Administration portion of the municipal building.
4. Main City Hall entrance or atrium: Damp mop all floor tile surfaces. Dust furniture and counters. Remove smudges on glass surfaces of main City Hall entrance, Police entrance on east side of building and main stairway to Building & Engineering Department.
5. Sweep and mop stairways. Damp wipe stair handrails. Vacuum carpeted hallways (not offices).
6. Straighten up all kitchen and break room areas and atrium hallway area.
7. Empty all wastebaskets in office areas and replace liners—all waste material to be placed in outside trash dumpsters.
8. Remove recycling material from offices, copy room, break room, and other common areas and deposit material in outdoor recycling bins or dumpsters. (Do not place recyclables in trash dumpsters.)
9. For Police Department, mop holding cell area and holding cells with disinfectant. Wash holding cell sinks and toilets with disinfectant.
10. Keep janitor closets clean and orderly.
11. Damp mop lower level hallway and Celtic Festival Office.
12. Notify the Police Chief of any problems that are observed in floor coverings, walls or other maintained surfaces or coverings, any defective janitorial equipment or needed supplies in writing in the log book. The log book is located at the police front desk.

Communication Log

Contractor is required to provide a communication log. It will be located in the police front desk for the purpose of reporting issues, supply requests, etc. Communication between cleaning crew, cleaning supervisor, and City Hall/Police Department Staff is vital to make sure everyone is working together.

Monday and Thursday

1. Vacuum all carpeted areas (all offices, copy room, front desk, squad room, elevators; also the lower level and Police training room) including the floor mats.
2. Wash interior and exterior of main entrance doors to City Hall and Police Department and wash glass doors leading from main City Hall hallway to Building & Engineering Dept.
3. Wash glass on both sides of Police front desk counter area.
4. Damp wipe elevator walls and hand railing.
5. Remove trash in exterior trash containers by main front doorway, Police side entrance, and by bench on Harris Street side of building, and dispose of in outside trash dumpsters.

Weekly

1. Collect and remove dust from bookshelves, tops of filing cabinets, desk work areas and conference tables.

2. Damp wipe Council table.
3. Vacuum men's and women's Police locker rooms and damp mop tile areas. *This is done under No. 1 – Clean Restrooms.*
4. Remove any stains on tile surfaces and walls in hallways, restrooms, offices and break areas in accordance with recommendations for maintenance of tiled surfaces attached hereto.

Monthly

1. General dusting and cobweb removal in corners and ceiling, etc. This includes window ledges, blinds and door bars.
2. Damp mop baseboards.
3. Dust and/or vacuum guest chairs, conference room chairs and audience seating in Council room.
4. Remove scuff marks from all vinyl and ceramic tiled areas.
5. Damp wipe and clean all HVAC grilles in ceilings of office, hallways and restroom.
6. Clean and polish brass rail located in Council Chambers – contractor shall use proper brass polish.
7. Sweep sally port.

Bi-Monthly

1. Sweep and mop storage areas and special purpose areas: Police Dept.: main storage room on lower level, janitor closets and mechanical/electrical rooms. General City Office area: master file room, Engineering plan storage room, janitor closet and City Hall expansion area.

May and October

1. Wash out exterior, restroom and food service area trash containers.
2. Clean the inside and outside of globe light fixtures in atrium.
3. Clean all ceiling light fixtures.
4. Damp wipe and clean all HVAC grills in ceiling and all heating and cooling vents in building.

EXHIBIT C

INSURANCE CERTIFICATES