ITEM NO. 9

STAFF REPORT *CITY OF OCEANSIDE*

DATE: December 17, 2008

TO: Honorable Mayor and City Councilmembers

FROM: Public Works Department

SUBJECT: **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR JANITORIAL SERVICES FOR VARIOUS CITY BUILDINGS**

SYNOPSIS

Staff recommends City Council approve a two-year professional services agreement with T & T Janitorial Services, Inc., of San Diego in the amount of $188,808 for janitorial services for various City buildings, and authorization for the City Manager to execute the agreement.

BACKGROUND

The City routinely contracts for the janitorial services at the Branch Library, City Operation Center, day porter services at the Civic Center and the Transit Center Parking Garage that exceed our in-house ability to perform. Staff reviewed the need for contract janitorial service then compared the cost of providing these services with in-house assists verse contract services. By shifting some janitorial tasks from the contract to in-house assists and vice versa staff found that by continuing to contract for a portion of the janitorial services the City could achieve greater flexibility in performing routine janitorial services, enhanced response to emergencies, plus a cost saving. To do the contracted janitorial services in-house would require funding an additional three full time janitorial positions. Using in-house assists only would cost the City approximately $65,000 over the length of the agreement in additional personnel cost.

In August the City solicited proposals from qualified private companies to provide janitorial services for various City buildings for a two-year period.

ANALYSIS

Seven companies responded to the proposal. Attachment 1 lists the proposals with their bid amounts.

A staff panel consisting of the field manager, contract manager and a service specialist reviewed each proposal. Proposals were compared on a competitive negotiation basis with two primary objectives, maintaining the current levels of service, and controlling and fixing cost for the next two years. Proposing firms' overall qualifications, including the

qualifications of key personnel, prior service experience, availability of personnel and ability to provide the required services were considered critical. While cost was a very important consideration, it was not the deciding factor.

The panel ranked T & T Janitorial Services first and they were the low bidder. The firm has a proven record of providing the highest quality of service for a competitive price. T&T janitorial currently provides various janitorial services for the Cities of San Diego, Carlsbad, Encinitas, and Temecula, and the County of San Diego. All the referenced cities and the County provided excellent references as to the firm's job performance, dedication and professionalism in meeting or exceeding the terms and conditions of their agreements.

The term of the agreement is two years beginning January 1, 2009 with two, one-year options.

FISCAL IMPACT

Sufficient funds for the agreement are contained in the following Public Works accounts: OPD/Library 851.414883.5211; COC 851.414880.5211; Civic Center 851.414870.5211; and OTC Parking 101.416110.5211.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The City Attorney has reviewed and approved the agreement as to form.

RECOMMENDATION

Staff recommends City Council approve a two-year professional services agreement with T & T Janitorial Services, Inc., of San Diego in the amount of $188,808 for janitorial services for various City buildings, and authorization for the City Manager to execute the agreement.

PREPARED BY:

Gary P. Gurley
General Services Manager

SUBMITTED BY:

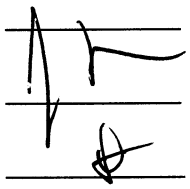
Peter A. Weiss
City Manager

REVIEWED BY:
Michelle Skaggs Lawrence, Deputy City Manager

Don Hadley, Deputy City Manager

Joseph Arranaga, Deputy Public Works Director

Teri Ferro, Financial Services Director



Attachment 1

Attachment 1

T & T Janitorial Services Inc.	$188,808
Singh Group Inc.	$189,600
Come Land Maintenance Co., Inc.	$193,744
California Office Maintenance	$210,360
Dynamic Building Services	$226,128
Kims Cleaning Service	$237,600
Aztec Landscape, Inc.	$278,040

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: JANITORIAL SERVICES

THIS AGREEMENT dated _____, 2008 for identification purposes is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and T&T JANITORIAL, INC., hereinafter designated as "CONTRACTOR."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. SCOPE OF WORK. The CONTRACTOR shall furnish all labor, equipment, tools, services and special skills required to perform the scope of work as set forth in Exhibit "A" attached hereto and by this reference made part of this Agreement.

2. INDEPENDENT CONTRACTOR. CONTRACTOR'S relationship to the CITY shall be that of an independent contractor. CONTRACTOR shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the Director, Public Works. The CONTRACTOR shall not be authorized to communicate directly with, nor in any way direct the actions of, any bidder or the construction contractor for this project without the prior written authorization by the Director, Public Works. CONTRACTOR shall be solely responsible for the performance of any of its employees, agents, or subcontractors under this Agreement. CONTRACTOR shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.

3. TERM OF AGREEMENT. The term of this AGREEMENT shall be approximately two (2) years, beginning with City Council approval and ending on December 31, 2010, unless terminated sooner as provided for in this AGREEMENT.

3.1. Renewal Option. CITY may agree to renew the AGREEMENT for two (2) additional consecutive one (1) year terms upon the same terms and conditions, except compensation, provided CONTRACTOR at the end of each AGREEMENT term is not in default of the Agreement.

3.2. Notice Of Request To Renew. CONTRACTOR shall notify CITY, in writing, with a "Notice of Request to Renew" not sooner than 180 days and not later than 90 days prior to expiration of the termination date of the AGREEMENT.

3.3. **Notice Of Renewal**. Upon receipt of CONTRACTOR's Notice of Request to Renew, CITY shall respond to CONTRACTOR, in writing, within 60 days of receipt of said Notice to Renew of CITY's decision. Failure of the CITY to respond to CONTRACTOR's Notice of Request to Renew shall be construed as an intention to not renew the AGREEMENT for the option term.

3.4. **Compensation Adjustment Index**. The index used will be the semi-annual Consumer Price Index for "All Urban Consumers" for San Diego, California. If this index is no longer published, the index for adjustment will be the U.S. Department of Labor's "Comprehensive Official Index" most comparable to the aforesaid index.

If the Department of Labor indices are no longer published, another index generally recognized as authoritative will be substituted by agreement of CITY and CONTRACTOR. If the parties cannot agree within **60 days** after demand by either party, a substitute index will be selected by the Chief Officer of the Regional Office of the Bureau of Labor Statistics or its successor.

3.5. **Compensation Adjustment Computation**. Any term renewal compensation under the AGREEMENT shall be computed in accordance with the following definitions and formulas:

Definitions:

Initial Compensation: The initial compensation at the commencement of the AGREEMENT divided by two (2) years.

Existing Compensation: The existing compensation shall be the compensation in effect on the date preceding the term renewal date.

Percent change in the CPI: The percent change in the CPI shall be the percent change in the San Diego All Consumer Index over the preceding **12 month** period from July 1, 2009, through June 30, 2010, for the third year renewal and July 1, 2010, through June 30, 2011, for the fourth year renewal.

Rent Adjustment Formulas:

First Adjustment: Initial compensation + (Initial compensation x the percent change in the CPI) = New compensation.

For example: $122,000 + ($122,000 x 2.5%) = $125,050

Subsequent Adjustments: Existing compensation + (Initial compensation x the percent change in the CPI) = New compensation.

For example: $125,050 + ($122,000 x 3%) = $128,710

4. INSURANCE.

4.1. CONTRACTOR shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONTRACTOR, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONTRACTOR shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance (bodily injury and property damage)	
Combined Single Limit Per Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000*
Commercial General Liability Insurance (bodily injury and property damage)	
General limit per occurrence	$ 1,000,000
General limit project specific aggregate	$ 2,000,000
Automobile Liability Insurance	$ 1,000,000

*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONTRACTOR under this Agreement.

4.3 If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONTRACTOR to restore the required limits. The CONTRACTOR shall also notify the CITY'S Project Manager promptly of all losses or claims over $25,000 resulting from work performed under this contract, or any loss or claim against the CONTRACTOR resulting from any of the CONTRACTOR'S work.

4.4 All insurance companies affording coverage to the CONTRACTOR for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated

insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.

4.5 All insurance companies affording coverage to the CONTRACTOR pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.

4.6 All insurance companies affording coverage shall provide thirty (30) days written notice to the CITY should the policy be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.

4.7 CONTRACTOR shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.

4.8 CONTRACTOR shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONTRACTOR to provide such a substitution and extend the policy expiration date shall be considered a default by CONTRACTOR and may subject the CONTRACTOR to a suspension or termination of work under the Agreement.

4.9 Maintenance of insurance by the CONTRACTOR as specified in this Agreement shall in no way be interpreted as relieving the CONTRACTOR of any responsibility whatsoever and the CONTRACTOR may carry, at its own expense, such additional insurance as it deems necessary.

4.10 Workers' Compensation. Pursuant to Labor Code section 1861, the CONTRACTOR hereby certifies that the CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONTRACTOR will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

5. PROFESSIONAL ERRORS AND OMISSIONS INSURANCE. Intentionally omitted.

6. CONTRACTOR'S INDEMNIFICATION OF CITY. CONTRACTOR shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of the negligent acts, errors or omissions or

wrongful acts or conduct of the CONTRACTOR, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONTRACTOR'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONTRACTOR at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONTRACTOR.

CONTRACTOR'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONTRACTOR.

7. COMPENSATION.

7.1. CONTRACTOR's compensation for all work performed in accordance with this Agreement is based on 24 months for a total Agreement price of **One Hundred Eighty-eight Thousand Eight Hundred Eight Dollars ($188,808.00.)** Agreement Unit Prices and additional work cost schedules are set forth in Exhibit "B" attached hereto and by this reference made part of this Agreement.

CONTRACTOR shall perform no work in excess of the total Agreement price without prior written approval of the Director, Public Works. CONTRACTOR shall obtain approval by the Director, Public Works prior to performing any work that result in incidental expenses to CITY.

8. SPECIAL PROVISIONS.

8.1 Termination Of Agreement. The CITY may terminate the AGREEMENT as described elsewhere in the AGREEMENT or upon written notice by the CITY when conditions encountered during the Work make it impossible or impracticable to proceed, or when the CITY is prevented from proceeding with the AGREEMENT by act of God, national emergency, proclamation of the President of the United States, order of any federal authority, by law, or by official action of a public authority.

In the event of such a termination, the CONTRACTOR shall be entitled to compensation only for the reasonable value of the work done.

8.2. Definitions. The use of the words "shall" and "may" shall be understood to mean mandatory and permissive respectively. Where "as directed," "as required," "as permitted," "approved," "acceptance," or words of similar import are used, it shall be understood that

the direction, requirement, permission, approval or acceptance by the Project Manager is intended unless otherwise stated. As used herein, "provided" shall be understood to mean "provide complete in place". Terms such as "furnish and install, "work site," "planter box," "planter unit," "planter area," "planter tub," "planter rings," "in-ground planter wells," as used hereinafter shall be understood to mean the locations receiving the service. The use of the word "pruning" shall include the practices sometimes referred to as "trimming". The use of "Project Manager" shall be construed to mean the
Division Manager or his/her designated representative(s) and any such designation shall be in writing. The use of the word "CONTRACTOR" shall be held to mean the CONTRACTOR and or any person employed by the CONTRACTOR and working under this Agreement.

8.3. Local Office. The CONTRACTOR shall maintain a local office with a competent company representative who can be reached during normal working hours and who is authorized to discuss matters pertaining to this Agreement. A local office is one that can be reached by telephone without a toll charge. An answering service in conjunction with a pager for the designated company representative would fulfill this requirement, provided that all calls are returned within a one (1) hour period. A mobile telephone shall not fulfill the requirement for a local office.

8.4. Licenses and Permits. The CONTRACTOR shall, prior to award of contract and without additional expense to the CITY, possess all licenses and permits required for the performance of the work required by this contract prior to award of contract.

8.5. Compliance with the Law. The CONTRACTOR agrees that performance under the Agreement shall comply with applicable laws of the United States of America, the State of California, and the County of San Diego, and that CONTRACTOR also comply with all applicable policies and regulations of the CITY OF OCEANSIDE.

8.6. Subcontractors. Subcontractors shall not be allowed under the terms and conditions of the Agreement. All persons engaged in the work will be considered as employees of the CONTRACTOR and the CONTRACTOR shall be held directly responsible for their work and their compensation.

8.7. Equal Employment Opportunity. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age or disability. The CONTRACTOR shall ensure that all employees and applicants for employment shall be treated with equality in all aspects of employment processes including, but not limited to, hiring, transfer, promotion, training, compensation and termination, regardless of their race, creed, color, sex, national origin, age or disability.

JANITORIAL SERVICES

8.8. Personnel. The CONTRACTOR shall furnish sufficient supervisory and working personnel capable of promptly accomplishing, to the satisfaction of the Project Manager and on schedule, all work required under this Agreement during the regular and prescribed hours. All such personnel shall be physically able to do their assigned work. The CONTRACTOR and CONTRACTOR's employees shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public. Employees shall be fully clothed in suitable uniform attire with a company identifying marker (personnel identification on the back will be considered suitably attired). The Project Manager may require the CONTRACTOR to remove from the work site any employee(s) deemed careless, incompetent, or otherwise objectionable whose continued employment on the job is considered to be contrary to the best interests of the CITY OF OCEANSIDE.

The CONTRACTOR shall have on the job at all times that work is being performed competent supervisors, (who may be working supervisors), who have the ability to speak and understand English, and are able to discuss matters pertaining to this Agreement with the general public and the Project Manager. Supervisors must have a minimum of three (3) years actual field experience, and must be able to demonstrate to the satisfaction of the Project Manager that they possess adequate technical background. Adequate and competent supervision shall be provided for all work done by the CONTRACTOR'S employees to ensure accomplishment of high quality work, which will be acceptable to the Project Manager. In addition, non- working supervisors shall inspect all areas under the Agreement a minimum of two times each week.

8.9. Safety Requirements. All work under Agreement shall be performed in such manner as to provide maximum safety to the public and, where applicable, to comply with all safety standards required by CAL-OSHA. The Project Manager reserves the right to issue restraint or cease and desist orders to the CONTRACTOR when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement.

8.10. Hazardous Conditions. The CONTRACTOR shall maintain all work sites free of hazards to persons and/or property resulting from CONTRACTOR's operations.

8.11. Cooperation with Others. The CONTRACTOR shall endeavor to maintain good public relations at all times. The work shall be conducted in a manner, which will cause the least possible interference with or annoyance to the public.

8.12. Failure To Perform Satisfactorily. It is agreed and understood that if the CONTRACTOR fails to perform the work as specified herein, the Project Manager may:

1. Pay only for the amount of service received, as determined by the Project Manager, with an appropriate downward adjustment in Agreement price; or

2. Have such required work done by CITY Forces, by others or by both, and charge the cost thereof to the CONTRACTOR.

8.13. Payments Withheld. The CITY may withhold payment to such extent as may be necessary to protect the CITY from loss due to:

1. Work required in the specifications, which is defective, incomplete or not performed. Such adjustments may be estimated cost for performance by CITY Forces, plus CITY overhead, and shall include overtime pay as required to complete the work.

2. Claims filed against the CITY for damage caused by the CONTRACTOR's acts or omissions, or reasonable evidence indicating probable filing of such claims.

3. Failure of the CONTRACTOR to make payments properly for materials or labor.

4. A reasonable doubt that the Agreement can be completed for the balance then unpaid.

8.14. Minor Modifications. The Project Manager may modify these specifications with the joint written approval of the CONTRACTOR and the CITY OF OCEANSIDE.

8.15. Inspection. The Project Manager or his designated representative shall regularly inspect Janitorial Contract operations for compliance with these specifications. Discrepancies or deficiencies in the work shall be corrected immediately by the CONTRACTOR at no additional cost to the CITY. In no event shall discrepancies or deficiencies be continued through the next scheduled cleaning.

9. TIMING REQUIREMENTS. Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. This work is time critical and all work shall be completed in every detail to the satisfaction of the Project Manager daily.

10. ENTIRE AGREEMENT. This Agreement comprises the entire integrated understanding between CITY and CONTRACTOR concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.

11. INTERPRETATION OF THE AGREEMENT. The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONTRACTOR shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

12. AGREEMENT MODIFICATION. This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.

13. SIGNATURES. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONTRACTOR and the CITY.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set below.

T&T JANITORIAL, INC.
TAM DOAN, President

City Manager

T&T JANITORIAL, INC.

Approved as to form:

ASST.
City Attorney

See Attachment for Official Notarization

NOTARY ACKNOWLEDGMENTS OF CONTRACTOR MUST BE ATTACHED.

ALL PURPOSE ACKNOWLEDGEMENT

STATE OF CALIFORNIA }

COUNTY OF SAN DIEGO }

On OCT. 18, 2008 before me, CONNIE T. NGO, NOTARY PUBLIC
(Insert name and title of the officer)

personally appeared TAM DOAN,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(~~ies~~), and that by his/~~her/their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Connie T. Ngo

OFFICIAL SEAL
CONNIE T. NGO
NOTARY PUBLIC-CALIFORNIA
COMM. NO. 1727557
SAN DIEGO COUNTY
MY COMM. EXP. MAR. 25, 2011

(This area for official notarial seal)

JANITORIAL SERVICES

Exhibit A. Scope of Work

A. SCOPE OF WORK

The CONTRACTOR's primary responsibility is to provide the maintenance and expertise necessary to keep the buildings in a clean and serviceable condition at all times. The specifics that follow shall serve to define this prime directive.

The CONTRACTOR shall provide a full-time project superintendent. The superintendent shall have full jurisdiction over the scheduling of crews and equipment, the acquisition of materials and have authority to provide cost estimates for remedial work. The supervisor shall be on site at all times and have a mobile phone, fax machine and e-mail.

The CONTRACTOR shall furnish all labor, materials, supplies and equipment of an approved quality, necessary to perform the foregoing services. The CITY shall provide paper products, hand soap, dispensers, general cleaning supplies, etc.

1. MAINTENANCE SCHEDULES

A. ANNUAL SCHEDULES. CONTRACTOR shall submit detailed Annual Maintenance Schedules in calendar format for the AGREEMENT year (example agreement year-July 1 through June 30). Annual Maintenance Schedules shall describe the weekly, bi-weekly and monthly requirements with the proposed dates of implementation. Schedules shall be coordinated with the General Services Manager to avoid planned CITY event conflicts. Completed schedules are due to CITY 15 days prior to the beginning of the AGREEMENT and annually thereafter 15 days prior to the AGREEMENT anniversary date.

B. SCHEDULE MODIFICATION. From time-to-time events, both planned and emergency may preclude scheduled maintenance from being performed. Upon verbal, telephonic or written notice from CITY of an event requiring scheduled maintenance modification, CONTRACTOR shall adapt all schedules, as required, to account for these events at no cost to the CITY.

2. EXTRA WORK. Extra work shall not interfere with the completion of the general maintenance work. An "Extra" crew supervised by the CONTRACTOR shall be used in order to keep the regular maintenance crew doing their scheduled work. This provision will be strictly enforced.

Emergency cleaning, when directed by the CITY, shall be completed as soon as possible and will be charged as an extra.

JANITORIAL SERVICES

Exhibit A. Scope of Work

3. LOCATIONS. Janitorial cleaning and maintenance services will be performed at the locations described below:

- The Oceanside Branch Library, 3861 Mission Ave Suite B.
- City Operation Center, 4927 Oceanside Boulevard
- Civic Center, 300 North Coast Highway
- Oceanside Transit Center Parking Garage, 209 Seagaze Drive.

4. LOCATION SPECIFIC TASKS

The CONTRACTOR shall provide a work force sufficient to complete the work as specified per location.

Oceanside Branch Library and City Operation Center

A. FIVE DAYS PER WEEK (Monday through Friday, excluding listed Holidays)

- Sweep and pick up litter at entrances.
- Clean door glass.
- Vacuum and straighten out front entry mats.
- Wipe entrance doors free from finger marks.
- Vacuum all carpets.
- Spot clean carpets when required.
- Dust mop/wet mop all hard floor surfaces.
- Empty all wastebaskets and ashtrays, and place trash in designated exterior pick-up locations.
- Replace waste container liners, as necessary.
- Dust all desks (except desk tops), chairs and office furniture, removing finger marks, smudges and ink or beverage stains.
- Clean, polish and sanitize all drinking fountains and sinks.
- Remove smudges from doorframes, counters and walls.
- Remove smudges from around wall switches.
- Clean microwave oven(s), coffee pot(s), sink(s) and surrounding areas, and exterior of refrigerator(s).
- Arrange furniture in proper position.
- Keep janitor's closet clean and orderly.
- Pick up and replace magazine, information pamphlets, etc.; place in orderly stacks.
- Fill paper towel dispensers.

JANITORIAL SERVICES

Exhibit A. Scope of Work

- Secure all doors and lights after completion of work.
- Sanitize basins, bowls and urinals.
- Keep toilet bowls and urinals free from scale.
- Disinfect toilet seats (both sides).
- Wipe down restroom walls around all fixtures.
- Clean all exposed pipes attached to plumbing fixtures.
- Damp mop and sanitize restroom floors.
- Clean mirrors and polish metal.
- Empty and wipe out all restroom waste receptacles.
- High-dust partitions, doors and trim.
- Fill soap dispensers, toilet paper dispensers, paper towel dispensers, sanitary napkin dispensers and toilet seat cover protector dispensers.
- Remove any graffiti.
- Unstop minor toilet clogs.

B. WEEKLY

- Perform high and low dusting.
- Remove fingerprints from woodwork, wall, partitions and door trim.
- Dust tops of all partitions, doorheads, ledges and bookcases.
- Dust pictures, picture frames, and all other wall hangings.
- Wash restroom walls and toilet compartment partitions.
- Hose outside entrance.
- Provide notice of day of week each service is to be performed (example: Monday, etc.).

C. MONTHLY

- Perform high dusting such as walls and high moldings.
- Dust wall and ceiling vents and ceiling light fixtures.
- Wipe down plastic and leather furniture.
- Thoroughly vacuum upholstered furniture.
- Clean all windows inside and out.
- Provide notice of day of month each service is to be performed (example: second Wednesday of each month, etc.).

JANITORIAL SERVICES

Exhibit A. Scope of Work

Civic Center

Day Porter. Provide general janitorial industry standard day porter cleaning services during normal business hours. The Day Porter will perform work as directed by the Building Supervisor. Work will normally consist of tasks identified for the Branch Library and Operation Center above.

Oceanside Transit Center Parking Garage

THREE DAYS PER WEEK (Monday through Friday, excluding listed Holidays)

- Sweep and pick up litter at entrances.
- Clean door glass.
- Clean elevator interior and exterior.
- Damp mop and sanitize all tile entry areas.
- Sweep and clean stairwells.
- Pick up litter throughout the garage and place in designated exterior pick-up locations.
- Report any damage or graffiti daily to CITY.
- Clean elevator interior.

5. GENERAL SERVICES

All services not specifically enumerated but coming under the general heading of **GOOD HOUSEKEEPING** will be performed by the CONTRACTOR. CONTRACTOR will provide days of weekly, bi-weekly and monthly services. CONTRACTOR shall notify CITY of any items requiring maintenance or repair for the CITY to take appropriate action.

Hard floor surfaces will require strip/seal/wax every six months. Carpet cleaning will be done by a separate contract.

6. Miscellaneous Work. On occasion there will be miscellaneous janitorial work required that is outside the scope of this Agreement. This work will be paid on the hourly miscellaneous work rate, Exhibit B.

7. HOLIDAYS. The City is closed on all Federal Holidays plus the day after Thanksgiving.

JANITORIAL SERVICES

EXHIBIT B. UNIT PRICES

Costs of the services to be provided by CONTRACTOR shall be per unit per month. Cost of extra cleanings per unit shall be based on the **EXTRA CLEANING** cost per unit. Any additional cleaning requested by the CITY shall be charged per the **Miscellaneous Cleaning Charges per hour** below.

UNIT	PER MONTH	EXTRA CLEANING
Oceanside Branch Library:	**$1,550**	**$16.00 per hour**
City Operation Center:	**$2,580**	**$16.00 per hour**
Civic Center Day Porter Eight hour workday:	**$2,752**	**$16.00 per hour**
Oceanside Transit Center Parking Garage	**$985**	**$16.00 per hour**

Miscellaneous Cleaning Charges per hour:

Janitor **$16.00 per hour.**

Day Porter **$9.00 per hour.**

Supervisor **$12.00 per hour.**