

STAFF REPORT*CITY OF OCEANSIDE*

DATE: August 25, 2010

TO: Honorable Mayor and City Councilmembers

FROM: Public Works Department

SUBJECT: **AMENDMENT 1 TO THE PROFESSIONAL SERVICES AGREEMENT FOR HARBOR AND BEACHES JANITORIAL SERVICES**

SYNOPSIS

Staff recommends that the City Council approve Amendment 1 in the amount of \$125,000 to the Professional Services Agreement with California Office Maintenance of San Diego for janitorial services for the Harbor and Beaches, adding to the scope of work janitorial services for the Civic Center complex; and authorize the City Manager to execute the amendment.

BACKGROUND

In October 2009 Council approved the Professional Service Agreement with California Office Maintenance for Harbor and Beaches janitorial services. Personnel reductions due to budget issues have necessitated that janitorial service for the Civic Center complex be provided by a private contractor. One City custodian will remain and do the day porter duties at the Civic Center which previously have been performed by a private company. Eliminating the contracted day porter will save the City \$40,000. Additionally, by eliminating the vacant Lead Custodian position and the three remaining Custodian positions and incorporating carpet cleaning and cleaning supplies into the janitorial agreement, the gross saving will be \$300,000. Contracting the janitorial services will cost \$125,000 thus creating a net savings to the City of approximately \$175,000 in personnel and janitorial supply cost this Fiscal Year.

ANALYSIS

Because of timing, compatibility, maintenance and operational transition issues proposals were only solicited from the two companies that currently provided janitorial services for other City buildings, T&T Janitorial and California Office Maintenance. T&T Janitorial was the high bidder at \$128,500. The proposed amendment includes the scope of work necessary to provide janitorial services for the Library, Housing, Code Enforcement, Civic Center North and South buildings, and the Parking Garage. The term of the proposed amendment will expire along with the base agreement with California Office Maintenance in October 2011. The amendment complies with all applicable provisions of City Code Chapter 28A.

FISCAL IMPACT

Funding for the proposed amendment is included in the Public Works City Building Maintenance account number 630603851.5305 for Fiscal Year 2010/11.

INSURANCE REQUIREMENTS

The City's standard insurance requirements will be provided.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

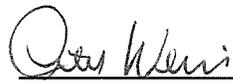
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PREPARED BY:

SUBMITTED BY:



Gary R. Gurley
General Services Manager



Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Joseph Arranaga, Deputy Public Works Director

Teri Ferro, Financial Services Director



Teri Ferro

AMENDMENT NO. 1
Harbor and Beaches Janitorial 09-12
PROFESSIONAL SERVICES AGREEMENT

THIS AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT, dated AUGUST 17, 2010, for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and California Office Maintenance, Inc., hereinafter designated as "CONTRACTOR."

RECITALS

WHEREAS, CITY and CONTRACTOR are the parties to a Professional Services Agreement, dated October 24, 2009 for Harbor and Beaches janitorial services and;

WHEREAS, CONTRACTOR and CITY desire to amend the Professional Services Agreement as set forth below.

AGREEMENT

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, the parties hereto agree as follows:

1. The Agreement is hereby amended as follows:

Section 1. SCOPE OF WORK, shall be amended to add subsection 1.1 as follows:

1.1 Civic Center Complex Scope of Work.

CONTRACTOR will provide janitorial services for the Library, North and South buildings, Housing and Code Enforcement areas which make up the Civic Center Complex as outlined in Attachment "B".

Section 6. COMPENSATION, is amended to add subsection 6.1, as follows:

6.1 CONTRACTOR's compensation for all work performed in accordance with this Amendment 1, shall be in accordance with Attachment "B", and shall not exceed \$125,000.

2. All other terms, conditions, covenants and provisions of the PROFESSIONAL SERVICES AGREEMENT shall remain in full force and effect.

**AMENDMENT NO. 1
Harbor and Beaches Janitorial 09-12
PROFESSIONAL SERVICES AGREEMENT**

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 Amendment 1 to Professional Services Agreement to be executed by setting hereunto their signatures on the day and year respectively written herein below.

California Office Maintenance, Inc.,

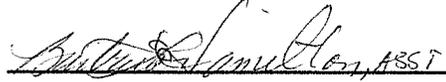
CITY OF OCEANSIDE

By: 
By: Joe Johnson, President
Name/Title

Peter A. Weiss
City Manager

By: 
Name/Title

APPROVED AS TO FORM:


City Attorney

NOTARY ACKNOWLEDGMENTS OF TENANT'S SIGNATURE(S) MUST BE ATTACHED

Attachment "B"

AMENDMENT NO. 1 Harbor and Beaches Janitorial 09-12 PROFESSIONAL SERVICES AGREEMENT

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.

Attachment "B"

AMENDMENT NO. 1 Harbor and Beaches Janitorial 09-12 PROFESSIONAL SERVICES AGREEMENT

3. LOCATION Janitorial cleaning and maintenance services will be performed at the Oceanside Civic Center Complex, 300 North Cost Highway Oceanside, CA 92054. The complex consists of the following buildings:

- ◆ The Oceanside Library
- ◆ North Building
- ◆ South Building
- ◆ Housing
- ◆ Code Enforcement
- ◆ Parking Garage

4. CLEANING FREQUENCY The Civic Center Complex shall be cleaned FIVE DAYS PER WEEK, Monday through Friday, excluding listed Holidays. The Library shall be cleaned according to the DAILY, WEEKLY AND MONTHLY tasks. The remainder of the Civic Center Complex is closed every other Friday (dark Friday). The dark Friday cleaning shall concentrate on floors and problem areas as agreed upon by the Building Supervisor and CONTRACTOR. If no problem areas are identified then dark Friday cleaning shall consist of the DAILY, WEEKLY AND MONTHLY tasks.

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

Civic Center Complex minus Parking Garage

A. DAILY

- ◆ 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.

Attachment "B"

AMENDMENT NO. 1 Harbor and Beaches Janitorial 09-12 PROFESSIONAL SERVICES AGREEMENT

- ◆ 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.
- ◆ 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.

Attachment "B"

AMENDMENT NO. 1 Harbor and Beaches Janitorial 09-12 PROFESSIONAL SERVICES AGREEMENT

- .. Dust wall and ceiling vents and ceiling light fixtures.
- ◆ Wipe down plastic and leather furniture.
- ◆ Thoroughly vacuum upholstered furniture.
- ◆ Provide notice of day of month each service is to be performed (example: second Wednesday of each month, etc.).

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 and will be done in lieu of cleaning on dark Fridays. Carpet cleaning will be done on an "as needed" basis.

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.

Attachment "B"

AMENDMENT NO. 1 Harbor and Beaches Janitorial 09-12 PROFESSIONAL SERVICES AGREEMENT

Optional Work

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.

Attachment "B"

**AMENDMENT NO. 1
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PROFESSIONAL SERVICES AGREEMENT**

Attachment 1

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.

<u>UNIT</u>	<u>PER MONTH</u>	<u>EXTRA</u>
<u>CLEANING</u>		
Civic Center Complex	\$7,800	\$45.00 per hour
Library		\$50.00 per cleaning
Day Porter Eight hour workday:	\$2,950	—

Miscellaneous Cleaning Charges:

Carpet cleaning 14¢ per square foot. Minimum charge \$150.00.

Janitor \$16.00 per hour.

Day Porter \$17.00 per hour.

Supervisor \$25.00 per hour.

Community Rooms Setup: Weekday (Setup only) \$25.00.
Weekends/Holidays (Setup, unlock prior to and lock at close of event) \$50.00.

ACKNOWLEDGMENT

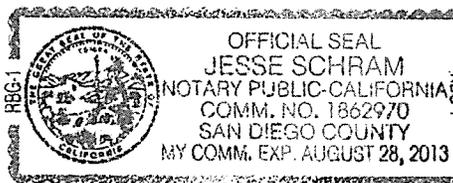
State of California
County of San Diego } ss.

On August 17, 2010 before me, Jesse Schram
Notary Public, personally appeared Joe Johnson

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.



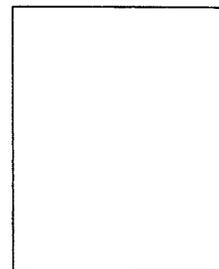
Signature

(seal)

OPTIONAL INFORMATION

Date of Document 8/17/10
Type or Title of Document Professional Services Agreement
Number of Pages in Document 2
Document in a Foreign Language no

Thumbprint of Signer



Type of Satisfactory Evidence:
[] Personally Known with Paper Identification
[X] Paper Identification
[] Credible Witness(es)

[] Check here if no thumbprint or fingerprint is available.

Capacity of Signer:
[] Trustee
[] Power of Attorney
[] CEO / CFO / COO
[] President / Vice-President / Secretary / Treasurer
[] Other:

Other Information:

Harbor and Beaches Janitorial 09-12

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: Harbor and Beaches Janitorial 09-12

THIS AGREEMENT, dated October 24, 2009 for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and California Office Maintenance, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The project is more particularly described as follows: CONSULTANT will provide janitorial services for the CITY as outlined in Attachment A.
2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT 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 City Engineer. The CONSULTANT 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 Project Manager. CONSULTANT shall be solely responsible for the performance of any of its employees, agents, or subcontractors under this Agreement. CONSULTANT 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. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT 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 CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.
4. **LIABILITY INSURANCE.**
 - 4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial

Harbor and Beaches Janitorial 09-12

general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONSULTANT 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

<u>Automobile Liability Insurance</u>	\$ 1,000,000
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*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT 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 CONSULTANT to restore the required limits. The CONSULTANT 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 CONSULTANT resulting from any of the CONSULTANT'S work.

4.4 All insurance companies affording coverage to the CONSULTANT 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 CONSULTANT 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

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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 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.
5. **CONSULTANT'S INDEMNIFICATION OF CITY.** CONSULTANT 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 CONSULTANT, 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. CONSULTANT'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, CONSULTANT 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 CONSULTANT.

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

6. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of

Harbor and Beaches Janitorial 09-12

\$446,400. Payments will be made in monthly increments of \$18,600, paid within 30-days of receipt of the invoice.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the Project Manager. CONSULTANT shall obtain approval by the Project Manager prior to performing any work, which results in incidental expenses to CITY.

7. **TERMINATION.** This agreement may be terminated by either party with or without cause, upon thirty (30) days written notice to the other party. In the event of a termination for convenience by the CITY, CONSULTANT shall be paid the reasonable amount of services as of the effective date of the termination.
8. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
9. **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 CONSULTANT 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.

10. **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.

Harbor and Beaches Janitorial 09-12

11. **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 CONSULTANT 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 forth below.

CONSULTANT

CITY OF OCEANSIDE

By: _____
Joe Johnson / California Office Maintenance

By: _____
Peter Weiss / City Manager

APPROVED AS TO FORM:

Employer ID No.

John Mullen / City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

ATTACHMENT A

Harbor and Beaches Janitorial Scope of Work

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

RESTROOMS

A. DAILY (Twice a day, seven [7] days per week)

- ◆ Wash down sidewalks with hose, clean entrance door, removing smudges.
- ◆ Spot clean all trim and wall surfaces for hand marks.
- ◆ Dust interior windowsills.
- ◆ Empty and clean trashcans, replace trash bags.
- ◆ Clean all toilet rooms. This includes wet-mopping the floor, thorough cleaning of commodes, toilet seats, urinals, sinks, faucets, mirrors and shower area. Sanitize, disinfect and deodorize toilet commodes, toilet seats, sinks and urinals.
- ◆ Fill soap, toilet tissue and seat cover containers.
- ◆ Clean drinking fountain outside.
- ◆ Clean light fixtures.
- ◆ Turn off all lights.
- ◆ Restroom floor must be dry when work crews leave building.
- ◆ Remove any graffiti
- ◆ Unstop minor toilet clogs

B. THIRD DAILY CLEANING (Between 10:00 a.m. –NOON April 15-October 15)

- ◆ Pick up trash in and around the restrooms.
- ◆ Empty and clean trashcans, replace trash bags.
- ◆ Fill soap, toilet tissue and seat cover containers.

C. WEEKLY

- ◆ Clean and polish all interior brass, nickel or other metal, including door push plates.
- ◆ Wash woodwork in toilet rooms and remove splash marks from walls, urinals and toilet partitions.
- ◆ Wash all toilet tissue, towel, rubbish and sanitary containers and laundry areas.
- ◆ Provide notice of day of the week each service is to be performed (example: every Monday, etc.).

ATTACHMENT A

D. BI-WEEKLY (Twice Per Month)

- ◆ High-dust all door sashes, tops of partitions, ledges, or any other place where dust and dirt will accumulate.
- ◆ Provide notice of days each service is to be performed (example: second and fourth Tuesday of each month, etc.).

E. MONTHLY

- ◆ Wash down building exterior and ceiling with hose.
- ◆ Wash all windows, inside and out.
- ◆ Provide notice of day each service is to be done (example: third Friday of each month, etc.).

LAUNDRY ROOMS

A. DAILY (Seven (7) days a week)

- ◆ Wash down sidewalks with hose, clean entrance.
- ◆ Spot clean all trim and wall surfaces for hand marks.
- ◆ Dust interior windowsills.
- ◆ Empty and clean trashcans, replace trash bags.
- ◆ Wipe down machines.
- ◆ Clean light fixtures.
- ◆ Turn off all lights.
- ◆ Laundry room floor must be dry when work crews leave building.
- ◆ Remove any graffiti
- ◆ Unstop minor drain clogs

HARBOR ADMINISTRATION BUILDING and LIFEGUARD HEADQUARTERS BUILDING

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.
- ◆ 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,

ATTACHMENT A

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.
- ◆ 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
- ◆ Clean elevator interior

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.

ATTACHMENT A

- ◆ 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.).

SPECIAL EVENTS

During special events, the affected restrooms will need to have the restroom daily cleaning items performed on a continuous basis during the event to ensure the restrooms are maintained in a clean and serviceable condition. Plan for 10 days of special events cleaning of beach area restrooms and 6 days of special events cleaning of Harbor restrooms.

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.

HOLIDAYS

The Harbor Administrative Building and the Lifeguard Headquarters will be closed and are not to be serviced on the following days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

LOCATIONS

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

- Slip renters restrooms in Harbor service buildings 2, 5, 6, 7, 8, 9 and F-Dock;
- Public restrooms at the beach sandwich shop and Harbor service buildings 1, 2, 4, 6, 7 and 8;
- Beach area public restrooms located in service buildings at Sportfisher Drive, Beach Main, Tyson Park, The Pier, Wisconsin Street, and Breakwater Way;
- Laundry rooms in Harbor service buildings 5, 6, 7 and 9;
- Harbor Administration Buildings (1540 Harbor Drive North), including four restrooms, one shower and outside sink area;
- Lifeguard Headquarters Building (under Oceanside Pier), including three restroom and showers.