

*STAFF REPORT**CITY OF OCEANSIDE*

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DATE: November 28, 2012

TO: Honorable Mayor and City Councilmembers

FROM: Property Management – Building Maintenance

SUBJECT: **APPROVAL OF A TWO-YEAR PROFESSIONAL SERVICES AGREEMENT WITH TWO ONE-YEAR OPTIONS FOR JANITORIAL SERVICES FOR VARIOUS CITY BUILDINGS**

**SYNOPSIS**

Staff recommends that the City Council approve a two-year professional services agreement with two one-year options with California Office Maintenance of Poway in an amount not to exceed \$289,476 for the first two years for janitorial services at various City buildings, and authorization for the City Manager to execute the agreement.

**BACKGROUND**

The City routinely contracts for janitorial services at the Civic Center, City Operations Center, Branch Library and the Transit Center Parking Garage (collectively "City Buildings"). Currently the City contracts with two janitorial service contractors to provide service for the City Buildings. California Office Maintenance of Poway provides service to the Civic Center, and T&T Janitorial, Inc., provides service for the City Operations Center, Branch Library and Transit Center Parking Garage. California Office Maintenance's contract expired September 30, 2012, and T & T Janitorial, Inc., will expire on December 31, 2012.

In August of 2012, Building Maintenance solicited proposals from qualified private companies to provide janitorial services for the City Buildings. Sixteen companies responded to the request for proposals. Please see Attachment 1 for the list of the sixteen companies submitting a proposal and their proposed cost.

**ANALYSIS**

After a review of the proposals, both as to pricing and the level of services to be provided, four of the companies that submitted a proposal were interviewed by a four-person panel of Building Maintenance and Harbor and Beaches staff. The four companies that were interviewed were California Office Maintenance of Poway, Prizm

Janitorial Services, T & T Janitorial, Inc., and Ultimate Maintenance Services. Please see Attachment 2 for the rating sheets.

Based on a review of the proposals and the interviews, California Office Maintenance of Poway scored the highest based on their staffing plan, response time and past performance. California Office Maintenance of Poway has had a proven record of providing a high quality of service for a competitive price. They are the current contract holder for janitorial services at the Civic Center and have met or exceeded all terms and conditions of their current agreement.

**FISCAL IMPACT**

The total cost of the two-year agreement with California Office Maintenance of Poway is \$289,476; this allows a 10 percent contingency. Consolidation of the two current contracts for janitorial services to a single service provider will result in a savings of \$25,200 over the cost of the prior annual budgeted amount. This difference will be set aside in reserve over the two years of agreement to allow for any unforeseen additional supplies and services that may be needed at the various City Buildings (e.g., Civic Center event clean-up etc.)

<b>Fiscal Year</b>	<b>Date</b>	<b>Totals</b>
2012/2013	1/1/13-6/30/13	\$72,369
2013/2014	7/1/13-6/30/14	\$144,738
2014/2015	7/1/14-12/31/14	\$72,369

Additionally, the agreement also provides for two one-year options. The annual cost for each respective option year will be the same as the prior year with an adjustment based on the change in the All-Urban Consumer Price Index (CPI) for San Diego County.

**INSURANCE REQUIREMENTS**

The City's standard insurance requirements will be met.

**COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

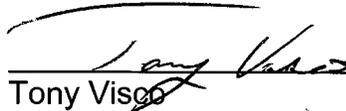
The referenced documents have been reviewed by the City Attorney and approved as to form.

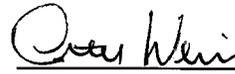
**RECOMMENDATION**

Staff recommends that the City Council approve a two-year professional services agreement with two one-year options with California Office Maintenance of Poway in an amount not to exceed \$289,476 for the first two years for janitorial services at various City buildings, and authorization for the City Manager to execute the agreement.

PREPARED BY:

SUBMITTED BY:

  
\_\_\_\_\_  
Tony Visco  
Building Maintenance Supervisor

  
\_\_\_\_\_  
Peter A. Weiss  
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

  
\_\_\_\_\_

Douglas Eddow, Real Estate Manager

  
\_\_\_\_\_

Teri Ferro, Financial Services Director

  
\_\_\_\_\_

- Attachment 1 – List of Companies
- Attachment 2 – Rating Sheets
- Attachment 3 – Professional Services Agreement

Attachment 1: List of Companies



Attachment 1: List of Companies

<b>Company Name</b>	<b>City</b>	<b>Monthly Cost</b>	<b>24-Month Cost</b>
Ashler Service Group	Phoenix	\$8,831.20	\$211,948.80
DMS Facility Services	Anaheim	9,301.00	223,224.00
California Office Maintenance	Poway	10,965.00	263,160.00
Prizm Janitorial Services, Inc.	Escondido	11,415.91	273,981.84
T & T Janitorial, Inc	San Diego	11,705.00	280,920.00
Ultimate Maintenance Services	Lawndale	11,991.00	287,784.00
Full Janitorial Services	San Diego	12,245.00	293,880.00
Great Cleaning Services	Irvine	12,380.00	297,120.00
Quality Coast Inc.	San Diego	12,478.29	299,478.96
Aztec Janitorial	Lemon Grove	12,925.50	310,212.00
Singh Group Inc.	San Marcos	13,930.00	334,320.00
Nova Commercial Co., Inc.	National City	14,191.79	340,602.96
PMC Company	Santa Clara	14,668.13	352,035.12
FIFi Commercial Cleaning	San Diego	16,240.00	389,760.00
Pegasus Building Services	San Diego	17,900.00	429,600.00
Able Building Services	Santa Ana	20,438.00	490,512.00



PROPOSAL RATING FORM

Project: Building Maintenance 2012-14

ITEM	Points	Prizm Janitorial	T&T Janitorial	Ultimate Maint. Services	California Office Maint.
1. Addresses all objectives in RFP	25	25	25	25	25
2. Project understanding & approach	20	20	20	15	20
3. Qualifications of business, member's competency, etc.	20	15	15	15	20
4. Financial capacity	25	20	20	20	20
5. Performance of similar work experience	10	10	10	10	10
<b>TOTAL</b>	<b>100</b>	<b>90</b>	<b>90</b>	<b>85</b>	<b>95</b>

Ranking:

1. CAL. OFFICE MAINT.

2. PRIZM

3. T&T

4. ULTIMATE

RATED BY:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_



PROPOSAL RATING FORM

Project: **Building Maintenance 2012-14**

ITEM	Points	Prizm Janitorial	T&T Janitorial	Ultimate Maint. Services	California Office Maint.
1. Addresses all objectives in RFP	25	24	25	25	25
2. Project understanding & approach	20	20	20	20	20
3. Qualifications of business, member's competency, etc.	20	20	20	20	20
4. Financial capacity	25	25	25	25	25
5. Performance of similar work experience	10	8	9	5	10
				EMERGENCY RESPONSE?	
<b>TOTAL</b>	<b>100</b>	<b>98</b>	<b>99</b>	<b>95</b>	<b>100</b>

Ranking:

1. CAL OFFICE MAINT
2. PRIZM
3. T&T
4. ULTIMATE

RATED BY:

NAME:

TITLE:



PROPOSAL RATING FORM

Project: **Building Maintenance 2012-14**

ITEM	Points	Prizm Janitorial	T&T Janitorial	Ultimate Maint. Services	California Office Maint.
1. Addresses all objectives in RFP	25	25	25	20	23
2. Project understanding & approach	20	15	15	15	19
3. Qualifications of business, member's competency, etc.	20	20	18	18	18
4. Financial capacity	25	20	20	23	23
5. Performance of similar work experience	10	10	8	8	10
<b>TOTAL</b>	<b>100</b>	<b>90</b>	<b>86</b>	<b>84</b>	<b>93</b>

Ranking:

1. CAL OFFICE MAINT

2. PRIZM

RATED BY: \_\_\_\_\_ NAME: \_\_\_\_\_

3. T&T JANITORIAL

4. ULTIMATE MAINT SERVICES

TITLE: \_\_\_\_\_



PROPOSAL RATING FORM

Project: **Building Maintenance 2012-14**

ITEM	Points	Prizm Janitorial	T&T Janitorial	Ultimate Maint. Services	California Office Maint.
1. Addresses all objectives in RFP	25	23	23	23	24
2. Project understanding & approach	20	17	18	18	20
3. Qualifications of business, member's competency, etc.	20	19	18	18	17
4. Financial capacity	25	25	25	25	25
5. Performance of similar work experience	10	8	8	7	10
<b>TOTAL</b>	<b>100</b>	<b>92</b>	<b>92</b>	<b>91</b>	<b>98</b>

Ranking:

1. Com
3. T+T

RATED BY:

2. Prizm

NAME: \_\_\_\_\_

4. Ultimate

TITLE: \_\_\_\_\_



## CITY OF OCEANSIDE

### PROFESSIONAL CONTRACTOR SERVICES AGREEMENT

#### **PROJECT: Janitorial Services**

THIS AGREEMENT, dated November 28, 2012 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."

#### **NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

1. **SCOPE OF WORK.** The project is more particularly described as follows:

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 incorporated herein by this reference.

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 CITY. 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. **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.
4. **LIABILITY 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

## Janitorial Services

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

<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 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 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.

## **Janitorial Services**

- 4.6 CONTRACTOR shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement 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, at minimum, a Certificate of Insurance and applicable endorsements, 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.
5. **CONTRACTOR'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, 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.

6. **COMPENSATION.** CONTRACTOR'S compensation for all work performed in accordance with this Agreement is based on 24 months for a total contract price of **TWO HUNDRED SIXTY THREE THOUSAND ONE HUNDRED SIXTY**

## Janitorial Services

**DOLLARS \$263,160.00.** 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.

No work shall be performed by CONTRACTOR in excess of the total contract price without prior written approval of the CITY. CONTRACTOR shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

- 6.1 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.

- 6.2 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, 2013 through June 30, 2014, for the third year renewal and July 1, 2014 through June 30, 2015, for the fourth year renewal.

Rent Adjustment Formulas:

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

## Janitorial Services

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

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

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

7. **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. All work shall be completed in every detail to the satisfaction of the CITY within the specified service frequency as referred to within this AGREEMENT.
8. **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.
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 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.

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.
11. **TERM OF AGREEMENT.** The term of this AGREEMENT shall be two (2) years, commencing on January 1, 2013 and ending on December 31, 2014 unless terminated sooner as provided for in this AGREEMENT.
  - 11.1. **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.

**Janitorial Services**

- 11.2 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 this AGREEMENT.
- 11.3 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. Failure of the CITY to so respond shall be construed as an intention to renew the AGREEMENT for the option term.
- 12. TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONTRACTOR for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONTRACTOR only for work performed in accordance with the Agreement up to and including the date of termination.
- 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 Contractor Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

California Office Maintenance, Inc. By: <u><i>[Signature]</i> President</u> Name/Title By: <u><i>[Signature]</i> Assistant Secretary</u> Name/Title <u>33-0885959</u> Employer ID No.	CITY OF OCEANSIDE By: _____ City Manager APPROVED AS TO FORM: <u><i>[Signature]</i> 1887.</u> City Attorney
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**NOTARY ACKNOWLEDGMENTS OF CONTRACTOR MUST BE ATTACHED.**

ACKNOWLEDGMENT

State of California  
County of San Diego } ss.

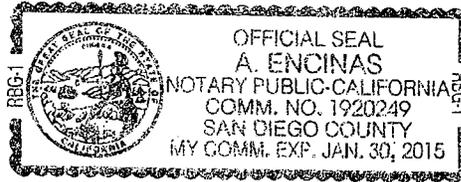
On 10.19.2012 before me, A. Encinas  
Notary Public, personally appeared Joe Johnson + Dawn Singleton

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.

A. Encinas  
Signature



(seal)

OPTIONAL INFORMATION

Date of Document 10.19.2012 Thumbprint of Signer

Type or Title of Document city of oceanside prof. contract

Number of Pages in Document \_\_\_\_\_

Document in a Foreign Language \_\_\_\_\_

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

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

Other Information: \_\_\_\_\_

Check here if no thumbprint or fingerprint is available.

## Janitorial Services

### EXHIBIT A

#### 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 Building Maintenance Supervisor 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

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
- Oceanside Transit Center Parking Garage, 209 Seagaze Drive.
- Civic Center, 300 North Coast Highway

The Civic Center Complex consists of the following buildings:

- |                         |                  |
|-------------------------|------------------|
| ◆ The Oceanside Library | ◆ East Building  |
| ◆ North Building        | ◆ Housing        |
| ◆ South Building        | ◆ Parking Garage |

## 4. LOCATION SPECIFIC TASKS

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

### Oceanside Branch Library, City Operation Center and Civic Center

#### A. DAILY: 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

## Janitorial Services

- ♦ 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.
- ♦ 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:

## Janitorial Services

second Wednesday of each month, etc.).

### Oceanside Transit Center Parking Garage, Civic 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 an hourly miscellaneous work rate as set forth in "Exhibit B".

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

## Janitorial Services

### EXHIBIT B

#### Optional Work

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

#### UNIT PRICES.

Costs of the services to be provided by the CONTRACTOR shall be per unit per month. Cost of extra cleanings per unit shall be 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>		
Oceanside Branch Library:	\$950	\$16.00 per hour
City Operation Center:	\$1,600	\$16.00 per hour
Civic Center:	\$7,950	\$16.00 per hour
Oceanside Transit Center Parking Garage:	\$465	\$16.00 per hour

#### Miscellaneous Cleaning Charges:

Janitor:	16.00 per hour.
Day Porter:	16.00 per hour.
Supervisor:	20.00 per hour.
Carpet Cleaning / Buffing:	.15¢ per square foot
Srip / Wax Floors:	.20¢ per square foot