

**SERVICE AGREEMENT FOR  
CUSTODIAL SERVICES**

**CITY OF FLAGSTAFF  
and  
CARNATION BUILDING SERVICE, INC.**

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This Agreement for a City of Flagstaff Custodial Services ("Agreement") is made by and between the City of Flagstaff ("City"), a municipal corporation with offices at 211 W. Aspen Avenue, Flagstaff, Coconino County, Arizona, and Carnation Building Service, Inc., with an office at 631 Salida Way A-3, Aurora, CO 80011 ("Provider"), effective as of the date written below.

**RECITALS**

- A. The City desires to enter into this Agreement for custodial services for the City of Flagstaff; and
- B. Provider has available and offers to provide the personnel and equipment necessary to organize and provide said services in accordance with the Scope of Work, attached to this Agreement as Exhibit A;

For the reasons recited above, and in consideration of the mutual covenants contained in this Agreement, the City and Provider agree as follows:

**1. SERVICES TO BE PERFORMED BY PROVIDER**

Provider agrees to provide the services, as set forth in detail in Exhibit A attached hereto and hereby incorporated as part of this Agreement and adopted by reference.

**2. COMPENSATION OF PROVIDER**

The City agrees to make payment, as set forth in detail in Exhibit B attached hereto and here by incorporated as part of this Agreement and adopted by reference.

**3. RIGHTS AND OBLIGATIONS OF PROVIDER**

3.1 Independent Contractor. The parties agree that Provider performs specialized services and that Provider enters into this Agreement with the City as an independent contractor. Nothing in this Agreement shall be construed to constitute Provider or any of Provider's agents or employees as an agent, employee or representative of the City. As an independent contractor, Provider is solely responsible for all labor and expenses in connection with this Agreement and for any and all damages arising out of Provider's performance under this Agreement. Provider is not obligated to accept all requests for services, depending on circumstances with other work being performed for other clients.

3.2 Provider's Control of Work. All services to be provided by Provider shall be performed as determined by the City in accordance with the Scope of Services set forth in Exhibit "A." Provider shall furnish the qualified personnel, materials, equipment and other items necessary to carry out the terms of this Agreement. Provider shall be responsible for and in full control of the work of all such personnel.

3.3 Reports to the City. Although Provider is responsible for control and supervision of work performed under this Agreement, the services provided shall be acceptable to the City and shall be subject to a general right of inspection and supervision to ensure satisfactory completion. This right of inspection and

supervision shall include, but not be limited to, all reports if requested by the City to be provided by Provider to the City and the right of the City, and the right of the City to audit Provider's records.

3.4 Compliance with All Laws. Provider shall comply with all applicable laws, ordinances, rules, regulations and executive orders of the federal, state and local government, which may affect the performance of this Agreement. Any provision required by law, ordinances, rules, regulations, or executive orders to be inserted in this Agreement shall be deemed inserted, whether or not such provisions appear in this Agreement.

#### 4. NOTICE PROVISIONS

Notice. Any notice concerning this Agreement shall be in writing and sent by certified or registered mail as follows:

To the City's Authorized Representative:

**Amy Hagin  
Senior Procurement Specialist  
City of Flagstaff  
211 W. Aspen  
Flagstaff, Arizona 86001**

To Provider:

**Michael Bertram  
President  
Carnation Building Service, Inc.  
631 Salida Way A-3  
Aurora, CO 80011**

#### 5. INDEMNIFICATION

To the fullest extent permitted by law, Provider shall indemnify, defend, save and hold harmless the City of Flagstaff and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Provider or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Provider to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Provider from and against any and all claims. It is agreed that Provider shall be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Provider shall waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising from the work performed by Provider for the City.

#### 6. INSURANCE

Provider and subcontractors, if any, shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Agreement are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Provider, its agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The City in no way warrants that the minimum limits contained herein are sufficient to protect Provider from liabilities that may arise out of the performance of

the work under this Agreement by Provider, its agents, representatives, employees or subcontractors and Provider is free to purchase additional insurance as may be determined necessary.

**A. Minimum Scope and Limits of Insurance.** Provider shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. Automobile Liability - Any Auto or Owned, Hired and Non-Owned Vehicles  
(Form CA 0001, ed. 12/93 or any replacement thereof.)  
Combined Single Limit Per Accident \$1,000,000  
for Bodily Injury and Property Damage
2. Professional Liability \$1,000,000

**B. SELF-INSURED RETENTIONS/DEDUCTIBLES:** Any self-insured retentions and deductibles must be noted to the City. However, the Proposer shall be solely responsible for any self-insured and/or deductibles associated with the Proposer's insurance coverage.

**C. OTHER INSURANCE REQUIREMENTS:** The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages:

- a. The City of Flagstaff, its officers, officials, and employees are additional insureds with respect to liability arising out of: activities performed by, or on behalf of, the Provider; including the City's general supervision of the Provider; products and completed operations of the Provider: and automobiles owned, leased, hired or borrowed by the Provider.
- b. The Provider's insurance shall contain broad form contractual liability coverage.
- c. The Provider's insurance coverage shall be primary insurance with respect to the City, its, officers, officials, and employees. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be in excess to the coverage of the Provider's insurance and shall not contribute to it.
- d. The Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. Coverage provided by the Provider shall not be limited to the liability assumed under the indemnification provisions of this contract.
- f. The policies shall contain a waiver of subrogation (not including auto) against the City, its officers, officials, and employees for losses arising from work performed by the Provider for the City.

2. Workers' Compensation and Employer's Liability Coverage: The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the Provider for the City.

6.1 Notice of Cancellation. Each insurance policy required by the insurance provisions of this Agreement shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then at least ten (10) days prior notice shall be given to the City. Such notice shall be sent directly to:

**Rick Compau, C.P.M., CPPO, CPPB**  
**Purchasing Director**  
**City of Flagstaff, Purchasing Division**  
**211 W. Aspen Ave.**  
**Flagstaff, Arizona 86001**

6.2 Acceptability of Insurers. Insurance shall be placed with insurers duly licensed or authorized to do business in the State of Arizona and with an "A.M. Best" rating of not less than A- VII, or receiving prior approval by the City. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect Provider from potential insurer insolvency.

6.3 Verification of Coverage. Prior to commencing work or services, Provider shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Agreement. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements shall be received and approved by the City before work commences. Each insurance policy required by this Agreement shall be in effect at or prior to commencement of work under this Agreement and remain in effect for the duration of this Agreement. Failure to maintain the insurance policies as required by this Agreement or to provide evidence of renewal shall constitute a material breach of contract.

All certificates required by this Agreement shall be sent directly to **Rick Compau, C.P.M., CPPO, CPPB, Purchasing Director, City of Flagstaff, Purchasing Division, 211 W. Aspen Ave., Flagstaff, AZ 86001.** The City project/contract number and project description shall be noted on the certificate of insurance. The City reserves the right to request and receive within ten (10) days, complete, certified copies of all insurance policies required by this Agreement at any time. The City shall not be obligated, however, to review same or to advise Provider of any deficiencies in such policies and endorsements, and such receipt shall not relieve Provider from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Provider's obligations under this Agreement.

6.4 Subcontractors. Providers' certificate(s) shall include all subcontractors as additional insureds under its policies **or** Provider shall furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

6.5 Approval. Any modification or variation from the insurance requirements in this Agreement shall be made by the City Attorney's office, whose decision shall be final. Such action shall not require a formal amendment to this Agreement, but may be made by administrative action.

## **7. DEFAULT AND TERMINATION**

7.1 Events of Default Defined. The following shall be Events of Default under this Agreement:

7.1.1 Any material misrepresentation made by Provider to the City;

7.1.2 Any failure by Provider to perform its obligations under this Agreement including, but not limited to, the following:

7.1.2.1 Failure to commence work at the time(s) specified in this Agreement due to a reason or circumstance within Provider's reasonable control;

7.1.2.2 Failure to perform the work with sufficient personnel and equipment or with sufficient equipment to ensure completion of the work within the specified time;

7.1.2.3 Failure to perform the work in a manner reasonably satisfactory to the City;

7.1.2.4 Failure to promptly correct or re-perform within a reasonable time work that was rejected by the City as unsatisfactory or erroneous;

7.1.2.5 Discontinuance of the work for reasons not beyond Provider's reasonable control;

7.1.2.6 Failure to comply with a material term of this Agreement, including, but not limited to, the provision of insurance; and

7.1.2.7 Any other acts specifically stated in this Agreement as constituting a default or a breach of this Agreement.

## 7.2 Remedies.

7.2.1 Upon the occurrence of any Event of Default, the City may declare Provider in default under this Agreement. The City shall provide written notification of the Event of Default and any intention of the City to terminate this Agreement. Upon the giving of notice, the City may invoke any or all of the following remedies:

7.2.1.1 The right to cancel this Agreement as to any or all of the services yet to be performed;

7.2.1.2 The right of specific performance, an injunction or any other appropriate equitable remedy;

7.2.1.3 The right to monetary damages;

7.2.1.4 The right to withhold all or any part of Provider's compensation under this Agreement;

7.2.1.5 The right to deem Provider non-responsive in future contracts to be awarded by the City; and

7.2.1.6 The right to seek recoupment of public funds spent for impermissible purposes.

7.2.2 The City may elect not to declare an Event of Default or default under this Agreement or to terminate this Agreement upon the occurrence of an Event of Default. The parties acknowledge that this provision is solely for the benefit of the City, and that if the City allows Provider to continue to provide the Services despite the occurrence of one or more Events of Default, Provider shall in no

way be relieved of any of its responsibilities or obligations under this Agreement, nor shall the City be deemed to waive or relinquish any of its rights under this Agreement.

7.2.3 Any excess costs incurred by the City in the event of termination of this Agreement for default, or in the event the City exercises any of the remedies available to it under this Agreement, may be offset by use of any payment due for services completed before termination of this Agreement for default or the exercise of any remedies. If the offset amount is insufficient to cover excess costs, Provider shall be liable for and shall remit promptly to the City the balance upon written demand from the City.

## **8. GENERAL PROVISIONS**

8.1 Headings. The article and section headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.

8.2 Jurisdiction and Venue. This Agreement shall be administered and interpreted under the laws of the State of Arizona. Provider hereby submits itself to the original jurisdiction of those courts located within Coconino County, Arizona.

8.3 Attorney's Fees. If suit or action is initiated in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees, or in event of appeal as allowed by the appellate court.

8.4 Severability. If any part of this Agreement is determined by a court to be in conflict with any statute or constitution or to be unlawful for any reason, the parties intend that the remaining provisions of this Agreement shall remain in full force and effect unless the stricken provision leaves the remaining Agreement unenforceable.

8.5 Assignment. This Agreement is binding on the heirs, successors and assigns of the parties hereto. This Agreement may not be assigned by either the City or Provider without prior written consent of the other.

8.6 Conflict of Interest. Provider covenants that Provider presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Provider further covenants that in the performance of this Agreement, Provider shall not engage any employee or apprentice having any such interest. The parties agree that this Agreement may be cancelled for conflict of interest in accordance with Arizona Revised Statutes § 38-511.

8.7 Authority to Contract. Each party represents and warrants that it has full power and authority to enter into this Agreement and perform its obligations hereunder, and that it has taken all actions necessary to authorize entering into this Agreement.

8.8 Integration. This Agreement represents the entire understanding of City and Provider as to those matters contained in this Agreement, and no prior oral or written understanding shall be of any force or effect with respect to those matters. This Agreement may not be modified or altered except in writing signed by duly authorized representatives of the parties.

8.9 Non-appropriation. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under this Agreement, the City shall notify Provider of such occurrence, and this Agreement shall terminate on the earlier of the last day of the fiscal period for

which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments shall be made or due to Provider under this Agreement beyond these amounts appropriated and budgeted by the City to fund payments under this Agreement.

8.10 Mediation. If a dispute arises out of or relates to this Agreement, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure. Mediation shall take place in Flagstaff, Arizona, shall be self-administered, and shall be conducted under the CPR Mediation Procedures established by the CPR Institute for Dispute Resolution, 366 Madison Avenue, New York, NY 10017, (212) 949-6490, [www.cpradr.org](http://www.cpradr.org), with the exception of the mediator selection provisions, unless other procedures are agreed upon by the parties. Unless the parties agree otherwise, the mediator(s) shall be selected from panels of mediators trained under the Alternative Dispute Resolution Program of the Coconino County Superior Court. Each party agrees to bear its own costs in mediation. The parties shall not be obligated to mediate if an indispensable party is unwilling to join the mediation. This mediation provision shall not constitute a waiver of the parties' right to initiate legal action if a dispute is not resolved through good faith negotiation or mediation, or if a party seeks provisional relief under the Arizona Rules of Civil Procedure.

8.11 Compliance with Federal Immigration Laws and Regulations. Provider hereby warrants to the City that the Provider and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to its employees and A.R.S. §23-214(A) (hereinafter "Provider Immigration Warranty").

A breach of the Provider Immigration Warranty shall constitute a material breach of this Agreement and shall subject the Provider to penalties up to and including termination of this Agreement at the sole discretion of the City.

The City retains the legal right to inspect the papers of any Provider or Subcontractor employee who works on this Agreement to ensure that the Provider or Subcontractor is complying with the Provider Immigration Warranty. Provider agrees to assist the City in regard to any such inspections.

The City may, at its sole discretion, conduct random verification of the employment records of the Provider and any of subcontractors to ensure compliance with Provider's Immigration Warranty. Provider agrees to assist the City in regard to any random verifications performed.

The provisions of this Article must be included in any contract the Provider enters into with any and all of its subcontractors who provide services under this Agreement or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

8.12 Subcontractors. This Agreement or any portion thereof shall not be sub-contracted without the prior written approval of the City. No Subcontractor shall, under any circumstances, relieve Provider of its liability and obligation under this Agreement. The City shall deal through Provider and any Subcontractor shall be dealt with as a worker and representative of Provider. Provider assumes responsibility to the City for the proper performance of the work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between the City and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

8.13 Waiver. No failure to enforce any condition or covenant of this Agreement by the City shall imply or constitute a waiver of the right of the City to insist upon performance of the condition or covenant, or of

any other provision of this Agreement, nor shall any waiver by the City of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach under this Agreement.

8.14 Business Operations in Sudan/Iran. In accordance with A.R.S. § 35-397, the Provider certifies that the Provider and its affiliates and subsidiaries do not have scrutinized business operations in Sudan or Iran. If the City determines that the Provider’s certification is false, the City may impose all legal and equitable remedies available to it, including but not limited to termination of this Agreement.

**9. DURATION**

This Agreement shall become effective on and from the day and year executed by the parties, indicated below, and shall continue in force for an initial term of three (3) years, beginning June 5<sup>th</sup>,2013 through June 5<sup>th</sup>, 2016], unless sooner terminated as provided above. Upon mutual agreement between the City and Provider, this Agreement may be renewed for a maximum of two (2) additional one (1) year terms, upon mutual agreement from both parties. The Purchasing Director of the City has authority to bind the City only for the purpose of renewing the term of this Agreement as described in this section.

**City of Flagstaff**

**Provider**

\_\_\_\_\_  
Kevin Burke, City Manager

\_\_\_\_\_  
Michael Bertram, President

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

Date of Execution:\_\_\_\_\_

## EXHIBIT A

### SCOPE OF WORK/TECHNICAL REQUIREMENTS

#### SUMMARY

This is a performance based, all-inclusive, custodial service RFP. The City will require cleaning to be performed to the total expectations of the specifications without regard to number of custodians/hours needed to perform the specifications herein. The City is requiring that the Proposer(s) adhere to the specifications set forth, as a minimum, and performs the requirements with expertise, knowledge, and capability with minimal monitoring by the City.

The Proposer shall provide all supervision, labor, equipment and cleaning supplies for the complete custodial services for the interior portions including the exterior walks and exterior windows per the established task list for each of the listed buildings.

The Proposer shall furnish cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, and any other product necessary to provide the custodial services. The City will provide the hand towels, toilet tissue, seat covers, sanitary napkins and hand soap.

In 2011, the City adopted the Municipal Sustainability Plan, which outlines goals and objectives for improving the City's effectiveness, reducing consumption and enhancing employee satisfaction. The Proposer will assist in playing a crucial role in meeting two of our objectives outlined in the Plan by meeting the requirements below:

- A. All cleaning products used in City facilities shall be of "green seal" compliance
- B. Assist the City in recovering 100% of recyclable materials by ensuring that trash and recycling are not commingled and are properly placed in their respective dumpster for collection.

The Proposer shall provide a complete list of all the products they plan to use in the performance of the contract. The standard of performance listed for the tasks shall be considered as the minimum standard. The City of Flagstaff reserves the right to require the Proposer to change cleaning materials if the Proposer's cleaning products are not, in the City's opinion, providing effective sanitation, desired finish or durability, and/or a clean appearance.

The Proposer shall work with the Facility Maintenance Superintendent or Site Inspector in developing a basic service cleaning schedule for the various buildings. The work shall be scheduled such that it will not disrupt City functions and normal day to day operations of the City. **Upon Notice of Award the successful Proposer shall prepare a complete work schedule for each facility by month which is to be submitted and approved by the Facility Maintenance Superintendent or Site Inspector prior to commencement of work under the contract. The completed work schedule shall be submitted within seven working days from receipt of the Notice of Award.**

After award of this RFP, the Proposer(s) shall be REQUIRED to participate in a post award conference for the purpose of ensuring a complete understanding of the requirements of the contract. At this meeting, the Proposer shall present any information required in the specifications section and the Proposer requirements section.

It is expressly understood by the Proposer that the intent of the contract is to supply complete custodial services for the interior portions, exterior walks and exterior windows as outlined for each listed building.

## **STANDARD OF PERFORMANCE**

These standards are minimum recommendations and do not replace or supersede the latest industry standards or material and equipment manufacturers' recommendations.

Each employee shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of the employee at all times while carrying out their duties.

**CLEANING STANDARDS:** Free from dirt, dust, lint, streaks, or debris from any surface.

**DUSTING STANDARDS:** Dusting cloths and equipment used shall be clean. Surfaces shall be free from dust after dusting is completed. Dust shall be removed and not scattered around the room. Dusting is acceptable using a non-feathered type duster.

A properly dusted surface is free of all dirt and dust, streaks, lint and cobwebs. Dusting will be accomplished with properly treated cloths.

The Proposer will not be responsible for the cleaning or dusting of employees' work surfaces, such as, desks, credenza's, computer stations, and drafting tables.

**EMPTY TRASH RECEPTACLES:** Empty trash receptacles, keeping waste in a separate bag from materials collected from recycling receptacles and transport to main location for proper disposal as designated by the City. Damp wipe soiled receptacles and replace plastic liners as needed.

**EMPTY RECYCLING RECEPTACLES:** Empty recycling receptacles and transport to main location for proper disposal as designated by the City. Damp wipe soiled receptacles as needed. Do not use plastic liners in recycling containers located in an office environment or located next to a trash receptacle. Reference Frequency Forms for specific locations.

**RECEPTACLE LOCATION:** Trash and recycling bins are often placed in locations to encourage the proper disposal of materials. Receptacles are to be returned to original location and/or location indicated on the facility map, if provided.

**PLUMBING FIXTURES AND DISPENSER CLEANING:** Plumbing fixtures and dispensers are clean when free of all deposits and stains so that the item is left without dust, streaks, film, odor or stains.

**SWEEPING STANDARDS:** Resilient and wood floors shall be swept with clean chemically treated mops.

Concrete floors shall be swept with a bristle floor brush, with sweeping compound where applicable, or a treated mop if surface has been finished.

Floors shall show no dust or dirt streaks and no dust or dirt shall be left behind and under radiators, furniture, pipes, benches, work tables, doors, corners, or any other object that is not installed or securely fastened in place.

Baseboards, furniture and equipment shall not be disfigured or smeared by tools and materials used in performance of the work.

Gum and similar substances shall be removed from floors.

Sweeping compounds shall not be used on "waxed" floors.

**WASHING STANDARDS:** The detergent shall be a neutral detergent that will remove the dirt involved. Only small areas of floors shall be mopped, rinsed and dried at one time, and in such a manner that the least amount of water necessary to do the job is used. Water shall be left on floors just long enough to loosen the dirt. Wash and rinse water shall be changed frequently. Floors shall be clean and free from film, mop streaks and scuff marks. A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris or standing water.

Do not dump used water bucket solutions improperly i.e., outside next to sidewalks or in tree wells. The solution should be disposed of in janitorial service sinks and the area should be kept clean.

Water seepage under baseboards, bumping baseboards, corners of furniture, and splashing water on walls, baseboards or furniture shall not be permitted.

Hard to reach places shall be washed by hand. Gum and similar substances shall be removed by hand.

**BUFFING STANDARDS:** All buffing shall be to a hard luster finish with disk-type floor machines. All finished floor areas will be buffed sufficiently for maximum gloss, removal of surface dirt and have a uniform appearance. Only non-skid or approved floor finishes will be used.

**SCRUBBING AND STRIPPING STANDARDS:** Scrubbing and stripping shall be performed using a disk-type floor machine equipped with driving assembly and using the proper cleaning or scrubbing pad. A minimum amount of water containing a neutral detergent for washing, or a stripping solution for stripping, shall be used. Hard to reach places shall be done by hand with a scrubbing brush or pad. Do not use any solution, equipment or pads that will damage the floors.

Water seepage under baseboards, bumping baseboards, corners of furniture, and splashing water on walls, baseboards or furniture shall not be permitted.

Floor shall be rinsed twice with clear water or until all film has been removed.

Hosing of floors will not be permitted except in shower areas.

**FINISHING STANDARDS (After Stripping):** Two coats of floor finish shall be applied with a clean applicator. Proposers shall use two coats of sealer and four coats of wax for all strip, wax and buff services, or as otherwise mentioned on the frequency forms. The first coat shall be thoroughly dry before applying second coat. The top coat when thoroughly dry shall be buffed in accordance with manufacturer's instructions and "Buffing Standards."

No heavy accumulations of finish around walls, under furniture, radiators, etc., will be permitted. If accumulated, it shall be removed and the area refinished.

Any water, wax or finish splashed on furniture, office equipment, walls or baseboard shall be removed immediately.

**CARPET CLEANING STANDARDS:** All carpeted areas shall be vacuumed as specified. Vacuum all carpet under desks, tables, chairs, corner edges and behind doors. All caster furniture and light furniture shall be moved for vacuuming and replaced in its original position, taking care not to disturb work or projects.

A properly vacuumed floor is free of all dirt, grit, lint and debris, except embedded dirt and grit

All spots shall be removed daily. Proposer shall use a dry spot and soil remover on heavy traffic areas where soil occurs, carpet should be cleaned often enough so that the entire carpet area presents a clean and uniform appearance. A carpet adequately spot cleaned is free of all stains, deposits, gum, and spills. Care will be taken to use a product that will not harm the carpet fibers.

**EXTRACTION CARPET PROCESS:** This process entails pre-spraying the carpet with diluted shampoo, and extraction with clear hot water.

**EXTERIOR WALK STANDARDS:** Heavy sweep or blow-off walks and entranceways. Remove lint, cobwebs, debris and mud from walkways, steps, floors, canopies, and ceiling corners not blown/swept into landscaping or parking lot. Includes all areas under canopies. If no canopy, 20 feet from doorway.

**FURNITURE CLEANING STANDARDS:** Vacuum all fabric upholstery on chairs. Spot clean as necessary. Clean all washable non-fabric seating.

**RESTROOM CLEANING STANDARDS:** Every toilet, urinal, lavatory and sink, associated fixtures and floors shall be properly cleaned daily using environmentally and City approved products. Flush water down the urinal nightly. Remove waterless urinal cartridge monthly and clean it completely paying close attention to the pea trap on the unit.

Toilet bowl exteriors shall be washed, disinfected and wiped clean. Toilet bowl interiors and underside of rims shall be cleaned thoroughly with an acceptable toilet bowl cleaner. Toilet brush cleaning of interiors of toilet bowls shall include working the brush as far into the trap as it will reach. Toilets shall be flushed after cleaning to rinse. Toilet seats shall be cleaned with germicidal detergent.

Urinal exteriors shall be washed, disinfected and wiped clean. Urinal interiors and underside of rims shall be cleaned thoroughly with a toilet bowl cleanser. Urinals shall be flushed after cleaning to rinse. Chrome-plated hardware shall be cleaned with a non-abrasive, non-acid product manufactured for this type of work.

**RESTROOM FLOOR WASHING:** Washing shall be performed with suitable disinfectant cleanser and ample solution shall be used to thoroughly wet the floor. The solution shall be allowed to remain on the floor until all dirt has been loosened, and where required it shall be mopped with the heel of the mop, using enough pressure to remove stubborn dirt and scuffs. Care shall be taken to insure that all edges and corners have been cleaned. The washing

solution shall be picked up or squeegeed to the drain and the floor shall be thoroughly clear-water rinsed, disinfected and mopped dry.

Restroom Mirrors, Shelves, and miscellaneous fixtures shall be cleaned thoroughly, using non-abrasive cleaner.

Walls and toilet partitions shall be spot washed with a neutral cleaner. Grout joints shall be scrubbed with a soft bristle brush. Cleaning solution shall be rinsed off and walls shall be dried to a high luster, free from streaks and soap film.

All waterless urinals are to be spray wiped daily and flushed with water as needed for the completion of a thorough cleaning. All waterless urinal cartridges are to be removed monthly, cleaned thoroughly for the removal of all calcium scale specifically in the rubber trap, and re-installed. Any pre-approved cleaning product may be used on both items. The City will provide the necessary tools for removal of each filter.

**METAL CLEANING:** All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance. The cleaner used is to be removed from adjacent surfaces.

**GLASS CLEANING:** Glass is clean when all glass surfaces are without streaks, film, deposits and stains, and have a uniformly bright appearance and adjacent surfaces have been wiped clean.

**SPOT CLEANING:** A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.

**WALL WASHING:** After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment will have a uniformly clean appearance, free from dirt, stains, streaks, lint and cleaning marks. Painted surfaces must not be unduly damaged. Hard finish wainscot or glazed ceramic tile surfaces must be bright, free of film streaks and deposits.

## **CUSTODIAL SERVICE BUILDINGS**

**GENERAL:** The hours stated are the times in which the Proposer will schedule and perform their custodial work. Upon request by the Facilities Maintenance Superintendent, all optional services will be discussed at a pre-approved hourly rate.

**MILLIGAN HOUSE:** Approximately 1,300 square feet

5:00 p.m. to 7:00 a.m. Cleaning on Tuesday and Friday, 2 days/week.

The Proposer is responsible for cleaning all offices, kitchen, restrooms, and exterior entryway.

This is a secure building and will require security access to the building.

**CHERRY BUILDING 1<sup>ST</sup> AND 2<sup>ND</sup> FLOOR:** Approximately 9,600 square feet

5:00 p.m. – 6:30 p.m. Cleaning on Thursdays 1days/week.

The Proposer is responsible for cleaning the entire facility and the exterior entryway 12' X 12' approach area up each entry/exit doorway.

**MUNICIPAL COURT:** Approximately 7,500 square feet downstairs and 900 square feet upstairs

9:00 p.m. - 6:00 a.m. Cleaning on Tuesday, Thursday and Fridays, 3 times/week

This is a secure building and will require security access to the building.

There is training which City Staff shall provide to the Proposer regarding the requirements on the access of their employees into and working around the Municipal Court. The Proposer will be responsible for maintaining up to date background checks on his/her employees. Background checks will reside with the Proposer, the City reserves the right to conduct further background checks should the need arise.

**UTILITIES SHOP AND MATERIALS TESTING LAB:** Approximately 7,838 square feet

4:00 p.m. – 6:00 a.m. Cleaning on Tuesday and Thursday, 2 days/week

The Proposer is responsible for cleaning the office area and lab of this facility and the exterior entryway 12' X 12' approach area up each entry/exit doorway (X2), removal (and replacement) of floor mats for proper cleaning of floors in all areas.

The Proposer is not responsible for moving equipment located on work benches.

**U.S.G.S. FACILITIES ARE REQUESTING THAT PROPOSALS MEET THE ADDITIONAL CRITERIA AS OUTLINED BELOW. ALL OTHER FACTORS WILL REMAIN IN PLACE.**

**U.S.G.S BUILDING 3:** Approximately 15,653 square feet. 5:00 p.m. - 6:00 a.m. Clean Monday through Friday

**U.S.G.S BUILDING 4:** Approximately 29,970 square feet. 5:00 p.m. - 6:00 a.m. Clean Monday through Friday

**U.S.G.S BUILDING 5:** Approximately 11,250 square feet. 5:00 p.m. - 6:00 a.m. Clean Monday through Friday

**U.S.G.S BUILDING 6:** Approximately 27,940 square feet. 5:00 p.m. - 6:00 a.m. Clean Monday through Friday

These are secure buildings and will require security access to the building. There is training which City Staff shall provide to the Proposer regarding the requirements on the access of their employees into and working around the U.S.G.S. Campus. All employees of the custodial firm working on this building may be required to undergo a background check per the Department of Homeland Security. The Proposer will be responsible for maintaining up to date background checks on his/her employees. Background checks will reside with the Proposer, the City reserves the right to conduct further background checks should the need arise. The Proposer is responsible for the purchase of cleaning products and paper products for this facility. All costs will be reimbursed monthly with receipt attached.

**CONTRACT PARTICIPATION**

The City contracts with the US General Services Administration (GSA) for the lease of City owned facilities at USGS. Through the City's contractual relationship with GSA, it has established a goal of involvement for Disadvantaged, Minority and Women-owned Business Enterprises (D/M/WBE). This goal may be attained singularly or by any combination thereof to create the overall designated involvement goal. The City goals to satisfy the applicable requirements of Public Law 95-507 as it pertains to the USGS Facilities are as follows,

1. Goals

**The total dollar value of all planned subcontracting under this contract is \$1,005,000.00 Total (\$67,000 per year for a 15 year term).**

- a. The following percentage goals (expressed in terms of a percentage of the total planned subcontracting dollars indicated above) will be applicable to the contract cited above or to the contract awarded under the solicitation cited.
  - i. Small Business Concerns (SBC) Thirty (30)% of total planned subcontracting dollars under this contract that will go to small business concerns (including planned subcontracting to small disadvantaged business).
  - ii. Small Disadvantaged Business Concerns (SDBC) Five (5)% of total planned subcontracting dollars under this contract will go to sub-Proposers who are small business concerns which are owned and controlled by socially and economically disadvantaged individuals. This percentage is included as a subset in 1 (a) (i) above.
    - a. Women Owned Business Concerns: Five (5)%
    - b. Veteran-Owned Small Business Concerns: Three (3)%

c. Hubzone Small Business Concerns: Two (2)%

The Purchasing Division of the City will endeavor to ensure in every possible way that Disadvantaged, Minority and Women-owned Business Enterprises shall have every opportunity to participate in providing professional services, purchased goods, and contractual services to the Purchasing Division without being discriminated against on the grounds of race, sex, age or national origin.

**EXHIBIT B**

**FREQUENCY FORMS**

**MILLIGAN HOUSE  
CHERRY BUILDING  
MUNICIPAL COURT  
UTILITY SHOP**

**USGS #3**

**USGS #4**

**USGS #5**

**USGS #6**

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MILLIGAN HOUSE**

BASIC SERVICES	FREQUENCY		
	PER DAY	WEEKLY	LUMP SUM
<b>Floors/Carpeted</b>			
Vacuum all carpet (under desks, tables, chairs)	X		
Remove debris and vacuum traffic areas	X		
Spot clean carpet (as requested)	X		
<b>Floors/Non-Carpeted</b>			
Dry Mop	X		
Wet Mop	X		
Concrete stair wells, sweep/mop (as requested)	X		
<b>Doors</b>			
Clean all glass doors and entrance side glasses	X		
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).		X	
<b>Stairs &amp; Exterior Walks</b>			
Vacuum	X		
Wet Mop		X	
Vents - Exhaust		X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>			
Vacuum upholstery		X	
Tables - Clean	X		
File Cabinets and Card Files - Dust	X		
Wastebaskets - Empty (change liners as needed)	X		
Trash & Recycle Containers Empty (change liner as needed)	X		
Ledges and Counter Tops - Damp clean and polish	X		
Dusting - Low dust (to 6 foot height)		X	
<b>Rest Rooms</b>			
Clean floor drain cover		X	
Clean and sanitize stalls, commodes and urinals	X		
Clean mirrors and shelves	X		
Wash urinals, walls surrounding urinal & toilet partitions	X		
Clean sinks and chrome, fill soap dispensers	X		
Clean and fill napkin disposal and change liner	X		
Wet mop and disinfect	X		
Fill toilet paper dispenser	X		
Spot clean walls, pipe fixtures	X		
Clean walls		X	
Empty trash containers	X		
Damp clean exterior of trash container	X		
Treat all floor drains - 1 gallon of water and disinfect	X		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MILLIGAN HOUSE**

BASIC SERVICES	FREQUENCY		
	PER DAY	WEEKLY	LUMP SUM
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies and Hallways			
Refrigerator - Clean exterior (damp cloth)		X	
Empty Wastebaskets (and change liners as needed)	X		
Clean ledges and counter tops (damp cloth)	X		
Vacuum carpet thoroughly	X		
Clean sinks	X		
Damp clean exterior of trash container	X		
Floors, mop and disinfect	X		
<b>Microwave</b>			
Exterior	X		
Interior		X	
Outside Foyer - Dry Mop		X	
<b>TOTAL BASIC SERVICES</b>			<b>\$4,570.48</b>

MONTHLY SERVICES	FREQUENCY	
	MONTHLY	LUMP SUM
<b>Doors</b>		
Clean all non-glass doors & door jams	X	\$8.99
Clean all glass panels next to doors	X	\$8.99
<b>Dusting</b>		
Windows - Blinds	X	\$4.50
Vents/Exhaust	X	\$2.50
Book and Magazine Shelves	X	\$2.50
High dust (above 6 feet)	X	\$8.99
Remove all cobwebs	X	\$4.50
<b>Rest Rooms</b>		
Disinfect walls	X	\$8.99
<b>TOTAL MONTHLY SERVICES</b>		<b>\$49.96</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$380.87	2.5	\$4,570.48
Monthly Services	12-MONTHS - Times 12	\$49.96	1.9984	\$599.52
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$5,170.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MILLIGAN HOUSE**

<b>AS REQUESTED SERVICES</b>		
<b>Windows</b>		
Interior		\$75.00
Exterior		\$125.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$250.00
<b>Doors</b>		
Oil all non-glass doors		\$50.00
<b>Dusting</b>		
Beams		\$75.00
Refrigerator - Defrost and clean		\$50.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff		\$300.00
Cement floors, strip and seal		\$300.00
Lights - Clean (wash fixtures & bulbs)		\$250.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$100
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$300.00
Concrete stair wells, sweep/mop		\$35.00
Desks - Cleaning/Waxing of desks		\$100.00
Walls - Spot clean		\$100.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
Clean and dust		\$100.00

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Cherry Building 1st and 2nd Floors**

BASIC SERVICES	FREQUENCY		LUMP SUM
	PER DAY	BI-WEEKLY	
<b>Floors/Non-Carpeted &amp; Stairs</b>			
Dry Mop	X		
Wet Mop	X		
<b>Floors/Carpeted</b>			
Vacuum and spot clean	X		
<b>Wastebaskets</b> - Empty (change liners as needed)	X		
<b>Trash &amp; Recycle Containers</b>			
Trash - Empty and replace liner as needed	X		
Recycling - Empty. Do not use plastic liners in employee offices	X		
<b>Counter Tops</b> - Damp clean and polish	X		
<b>Rest Rooms</b>			
Clean and sanitize stalls, commodes and urinals	X		
Clean mirrors and shelves	X		
Wash urinals, walls surrounding urinal & toilet partitions	X		
Clean sinks and chrome, fill soap dispensers	X		
Wet mop and disinfect	X		
Fill toilet paper dispenser	X		
Empty trash containers	X		
<b>Walls</b> - spot clean		X	
<b>Windows - Interior Office</b> - Spray wipe clean		X	
<b>Kitchen/Breakroom</b> - Clean all sinks, tables and chairs	X		
Clean all appliances		X	
<b>TOTAL BASIC SERVICES</b>			<b>\$2,021.00</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$168.42	1	\$2,021.00
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**Cherry Building 1st and 2nd Floors**

<b>AS REQUESTED SERVICES</b>		
Windows - Interior/Exterior - Clean		\$170.00
Light Fixtures - Clean		\$200.00
Vents - Clean		
<b>Floors/Carpeted</b>		
Shampoo		\$165.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff (2-coats Sealer, 4-coats Wax)		\$200.00

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MUNICIPAL COURT**

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY	LUMP SUM
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)			X	
Remove debris and vacuum traffic areas	X			
Spot clean carpet (as requested)	X			
<b>Floors/Non-Carpeted</b>				
Dry Mop			X	
Wet Mop			X	
Concrete stair wells, sweep/mop (as requested)			X	
<b>Doors</b>				
Clean all glass doors and entrance side glasses			X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted)			X	
Wet Mop			X	
<b>Vents</b> - Exhaust			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery			X	
<b>Tables</b> - Clean and disinfect			X	
<b>File Cabinets and Card Files</b> - Dust			X	
<b>Water Fountains</b> - Clean and Disinfect			X	
<b>Trash &amp; Recycle Containers</b>				
Trash - Empty and replace liner as needed	X			
Recycling - Empty. Do not use plastic liners in employee offices	X			
<b>Ledges and Counter Tops</b> - Damp clean and polish			X	
<b>Dusting</b> - Low dust (to 6 foot height)			X	
<b>Rest Rooms</b>				
Clean floor drain cover	X			
Clean and sanitize stalls, commodes and urinals	X			
Clean mirrors and shelves	X			
Wash urinals, walls surrounding urinal & toilet partitions	X			
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MUNICIPAL COURT**

FREQUENCY TASK LIST				
BASIC SERVICES	PER DAY	SEMI-WEEKLY	WEEKLY	LUMP SUM
Wet mop and disinfect	X			
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures	X			
Clean walls	X			
Empty trash containers	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect			X	
<b>Employee Lunchrooms, Kitchens,</b>				
Clean chairs with damp cloth	X			
Empty Wastebaskets (and change liners as needed)	X			
Clean ledges and counter tops (damp cloth)	X			
Clean tables	X			
Vacuum carpet thoroughly	X			
Damp clean exterior of trash container	X			
Floors, mop and disinfect			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$12,332.72</b>

FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
<b>Doors</b>		
Clean all non-glass doors & door jams	X	\$ 8.99
Clean all glass panels next to doors	X	\$8.99
<b>Dusting</b>		
Windows - Blinds	X	\$8.99
Vents/Exhaust	X	\$4.50
Book and Magazine Shelves	X	\$5.99
High dust (above 6 feet)	X	\$10.00
Remove all cobwebs	X	\$8.99
<b>Floor Mats - Wash</b>	X	\$12.49
<b>Rest Rooms - Disinfect walls</b>	X	\$12.49
<b>TOTAL MONTHLY SERVICES</b>		<b>\$68.94</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,027.73	2	\$12,332.72
Monthly Services	12-MONTHS - Times 12	\$68.94	2.7576	\$827.28

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM**

**MUNICIPAL COURT**

<b>TOTAL ANNUAL CONTRACT AMOUNT</b>		<b>\$13,160.00</b>
<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$125.00
Exterior		\$100.00
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$300.00
<b>Doors</b>		
Oil all non-glass doors		\$50.00
<b>Dusting</b>		
Beams		\$75.00
Refrigerator - Defrost and clean		\$25.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff		\$250.00
Cement floors, strip and seal		\$250.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		
<b>Floors/Carpeted</b>		
Spot clean carpet		\$200
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$25
Concrete stair wells, sweep/mop, vacuum		\$300
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
Desks - Cleaning/Waxing of desks		\$100
Walls - Spot clean		\$100
Clean and dust		\$100

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM  
UTILITIES SHOP AND MATERIALS TESTING LAB**

BASIC SERVICES	FREQUENCY TASK LIST		
	PER DAY	WEEKLY	LUMP SUM
<b>Floors/Carpeted</b>			
Vacuum all carpet (under desks, tables, chairs)		X	
Remove debris and vacuum traffic areas	X		
Spot clean carpet (as requested)		X	
<b>Floors/Non-Carpeted</b>			
Dry Mop	X		
Wet Mop	X		
<b>Doors</b>			
Clean all glass doors and entrance side glasses		X	
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).		X	
<b>Stairs, Stair Landing &amp; Exterior Walks</b>			
Sweep or vacuum (if carpeted)		X	
Wet Mop		X	
<b>Vents</b> - Exhaust		X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b> - Vacuum Upholstery		X	
<b>Tables</b> - Clean	X		
<b>File Cabinets and Card Files</b> - Dust	X		
<b>Water Fountains</b> - Clean and Disinfect	X		
<b>Trash &amp; Recycle Containers</b>			
Empty (change liners as needed)	X		
<b>Ledges and Counter Tops</b> - Damp clean and polish	X		
<b>Lockers and Benches</b> - Clean (damp cloth)		X	
<b>Dusting</b> - Low dust (to 6 foot height)		X	
<b>Exterior Walkway</b> - Sweep	X		
<b>Rest Rooms</b>			
Clean floor drain cover		X	
Clean and sanitize stalls, commodes and urinals	X		
Clean mirrors and shelves	X		
Wash urinals, walls surrounding urinal & toilet partitions	X		
Clean sinks and chrome, fill soap dispensers	X		
Clean and fill napkin disposal and change liner	X		
Wet mop and disinfect	X		
Fill toilet paper dispenser	X		
Spot clean walls, pipe fixtures	X		
Clean walls	X		
Fill and damp clean seat cover dispenser	X		
Damp clean exterior of trash container	X		
Treat all floor drains - 1 gallon of water and disinfect	X		
Empty trash containers	X		

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM  
UTILITIES SHOP AND MATERIALS TESTING LAB**

FREQUENCY TASK LIST			
BASIC SERVICES	PER DAY	WEEKLY	LUMP SUM
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies and Hallways</b>			
<b>Refrigerator</b> - Clean exterior (damp cloth)	X		
Clean chairs with damp cloth	X		
Empty Wastebaskets (and change liners as needed)	X		
Clean ledges and counter tops (damp cloth)	X		
Clean tables	X		
Vacuum carpet thoroughly	X		
Clean sinks	X		
Damp clean exterior of trash container	X		
Floors, mop and disinfect	X		
<b>Microwave</b>			
Exterior	X		
Interior		X	
<b>TOTAL BASIC SERVICES</b>			<b>\$4,729.08</b>

FREQUENCY TASK LIST		
MONTHLY SERVICES	MONTHLY	LUMP SUM
<b>Floors/Non-Carpeted</b>		
Buffing of floors	X	\$11.99
<b>Doors</b>		
Clean all non-glass doors & door jams	X	\$8.99
Clean all glass panels next to doors	X	\$8.99
<b>Dusting</b>		
Windows - Blinds	X	\$8.99
Vents/Exhaust	X	\$4.99
Book and Magazine Shelves	X	\$4.99
High dust (above 6 feet)	X	\$10.99
Remove all cobwebs	X	\$4.99
<b>Rest Rooms</b>		
Disinfect and clean all walls	X	\$10.99
<b>TOTAL MONTHLY SERVICES</b>		<b>\$75.91</b>

COST SUMMARY				
SERVICE	FREQUENCY	UNIT COST	ESTIMATED HOURS PER SERVICE	EXTENDED PRICE
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$394.09	2.5	\$4,729.08
Monthly Services	12-MONTHS - Times 12	\$75.91	3.0364	\$910.92
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$5,640.00</b>

**CUSTODIAL SERVICES  
PROPOSAL AND FREQUENCY FORM  
UTILITIES SHOP AND MATERIALS TESTING LAB**

AS REQUESTED SERVICES		
		LUMP SUM
<b>Windows</b>		
Interior		\$125.00
Exterior		\$175.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$300.00
<b>Base-Boards - Clean</b>		\$65.00
<b>Doors</b>		
Oil all non-glass doors		\$40.00
<b>Dusting</b>		
All exposed beams		\$70.00
<b>Refrigerator - Defrost and clean</b>		\$25.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff		\$250.00
Cement floors, strip and seal		\$250.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$175.00
<b>Floors/Carpeted</b>		
Spot clean carpet		100
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		300
Concrete stair wells, sweep/mop		\$35
<b>Desks - Cleaning/Waxing of desks</b>		\$125
<b>Walls - Spot clean</b>	\$	165.00
<b>Sofas, Chairs, office chairs, Council Chambers &amp; Conference areas</b>		
Clean and dust		\$ 75.00

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 3**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)		X		
Remove debris and vacuum traffic areas	X			
Spot clean carpet (as requested)	X			
<b>Floors/Non-Carpeted</b>				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop (as requested)	X			
<b>Doors</b>				
Clean all glass doors and entrance side glasses	X			
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted)	X			
Wet Mop			X	
Vents - Exhaust			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery			X	
Tables - Clean and disinfect	X			
File Cabinets and Card Files - Dust		X		
Water Fountains - Clean and Disinfect	X			
Wastebaskets - Empty (change liners as needed)	X			
Trash & Recycle Containers Empty (change liners as needed)		X		
Ledges and Counter Tops - Damp clean and polish	X			
Dusting - Low dust (to 6 foot height)			X	
Rest Rooms - Clean floor drain cover			X	
Clean and sanitize stalls, commodes and urinals	X			
Clean mirrors and shelves	X			
Wash urinals, walls surrounding urinal & toilet partitions	X			
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect	X			

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 3**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>			<b>LUMP SUM</b>
	<b>DAILY</b>	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	
Spray wax and disinfect			X	
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures	X			
Clean walls			X	
Empty trash containers	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect	X			
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>				
Sand Urns - empty		X		
Refrigerator - Clean exterior (damp cloth)			X	
Clean chairs with damp cloth	X			
Empty Wastebaskets (and change liners as needed)	X			
Clean ledges and counter tops (damp cloth)	X			
Clean tables	X			
Vacuum carpet thoroughly	X			
Clean sinks	X			
Damp clean exterior of trash container	X			
Floors, mop and disinfect	X			
<b>Microwave - Clean</b>				
Exterior	X			
Interior			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$15,543.18</b>

<b>MONTHLY SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>MONTHLY</b>		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$8.99
Clean all glass panels next to doors	X		\$8.99
<b>Dusting</b>			
Windows - Blinds	X		\$9.99
Vents/Exhaust	X		\$6.49
Book and Magazine Shelves	X		\$7.99
High dust (above 6 feet)	X		\$11.99
Remove all cobwebs	X		\$6.99
<b>Rest Rooms</b>			
Disinfect walls	X		\$10.99
<b>TOTAL MONTHLY SERVICES</b>			<b>\$72.42</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 3**

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,295.27	3.5	\$15,543.18
Monthly Services	12-MONTHS - Times 12	\$72.42	2.89	\$869.04
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$16,412.22</b>
<b>AS REQUESTED SERVICES</b>				
				<b>LUMP SUM</b>
<b>Windows</b>				
Interior				\$125.00
Exterior				
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.				\$300.00
<b>Floors/Non-Carpeted</b>				
Strip, Wax and Buff				\$250.00
Cement floors, strip and seal				\$250.00
<b>Doors</b>				
Oil all non-glass doors				\$55.00
<b>Dusting</b>				
Beams				\$65.00
Refrigerator - Defrost and clean				\$25.00
Lights - Clean (wash fixtures & bulbs)				\$125.00
<b>Floors/Carpeted</b>				
Spot clean carpet				\$95.00
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.				\$300.00
Concrete stair wells, sweep/mop				\$25.00
Desks - Cleaning/Waxing of desks				\$100.00
Walls - Spot clean				\$100.00
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>				
Clean and dust				\$100.00

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 4**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)		X		
Remove debris and vacuum traffic areas	X			
Spot clean carpet (as requested)	X			
<b>Floors/Non-Carpeted</b>				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop (as requested)	X			
<b>Doors</b>				
Clean all glass doors and entrance side glasses	X			
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted)	X			
Wet Mop			X	
<b>Vents - Exhaust</b>			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery			X	
<b>Tables - Clean</b>	X			
<b>File Cabinets and Card Files - Dust</b>		X		
<b>Water Fountains - Clean and Disinfect</b>	X			
<b>Wastebaskets - Empty (change liners as needed)</b>	X			
<b>Trash &amp; Recycle Containers</b> Empty (change liners as needed)		X		
<b>Ledges and Counter Tops - Damp clean and polish</b>	X			
<b>Dusting - Low dust (to 6 foot height)</b>			X	
<b>Rest Rooms</b>				
Clean floor drain cover			X	
Clean and sanitize stalls, commodes and urinals	X			
Clean mirrors and shelves	X			
Wash urinals, walls surrounding urinal & toilet partitions	X			
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect	X			
Spray wax and disinfect			X	
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures	X			
Clean walls			X	
Empty trash containers	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect	X			

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 4**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>			<b>LUMP SUM</b>
	<b>DAILY</b>	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	
Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices				
Sand Urns - empty		X		
Refrigerator - Clean exterior (damp cloth)			X	
Clean chairs with damp cloth	X			
Empty Wastebaskets (and change liners as needed)	X			
Clean ledges and counter tops (damp cloth)	X			
Clean tables	X			
Vacuum carpet thoroughly	X			
Clean sinks	X			
Damp clean exterior of trash container	X			
Floors, mop and disinfect	X			
<b>Microwave</b>				
Exterior	X			
Interior			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$22,316.46</b>

<b>MONTHLY SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>MONTHLY</b>	<b>LUMP SUM</b>	
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$8.99
Clean all glass panels next to doors	X		\$8.99
<b>Dusting</b>			
Windows - Blinds	X		\$10.99
Vents/Exhaust	X		\$9.99
Book and Magazine Shelves	X		\$9.99
High dust (above 6 feet)	X		\$12.99
Remove all cobwebs	X		\$9.99
<b>Rest Rooms</b>			
Disinfect walls	X		\$12.99
<b>TOTAL MONTHLY SERVICES</b>			<b>\$84.92</b>

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$1,859.71	5	\$22,316.46
Monthly Services	12-MONTHS - Times 12	\$84.92	3.397	\$1,019.04
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$23,335.50</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 4**

AS REQUESTED SERVICES		LUMP SUM
<b>Windows</b>		
Interior		\$185.00
Exterior		\$165.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note: The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.</b>		
		\$300.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff		\$240.00
Cement floors, strip and seal		\$240.00
<b>Doors</b>		
Oil all non-glass doors		\$75.00
<b>Dusting</b>		
Beams		\$75.00
Refrigerator - Defrost and clean		\$25.00
Lights - Clean (wash fixtures & bulbs)		\$125.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$95.00
<b>Shampoo Carpets - Note: Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.</b>		
		\$225.00
Concrete stair wells, sweep/mop		\$25.00
Desks - Cleaning/Waxing of desks		\$95.00
<b>Walls - Spot clean</b>		
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$100.00

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 5**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)		X		
Remove debris and vacuum traffic areas	X			
Spot clean carpet (as requested)	X			
<b>Floors/Non-Carpeted</b>				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop (as requested)	X			
<b>Doors</b>				
Clean all glass doors and entrance side glasses	X			
<b>Stainless Steel</b> - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted)	X			
Wet Mop			X	
<b>Vents</b> - Exhaust			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery			X	
<b>Tables</b> - Clean	X			
<b>File Cabinets and Card Files</b> - Dust		X		
<b>Water Fountains</b> - Clean and Disinfect	X			
<b>Wastebaskets</b> - Empty (change liners as needed)	X			
<b>Trash &amp; Recycle Containers</b> Empty (change liners as needed)		X		
<b>Ledges and Counter Tops</b> - Damp clean and polish	X			
<b>Dusting</b> - Low dust (to 6 foot height)			X	
<b>Rest Rooms</b>				
Clean floor drain cover			X	
Clean and sanitize stalls, commodes and urinals	X			
Clean mirrors and shelves	X			
Wash urinals, walls surrounding urinal & toilet partitions	X			
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect	X			

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 5**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>			<b>LUMP SUM</b>
	<b>DAILY</b>	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	
Spray wax and disinfect			X	
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures	X			
Clean walls			X	
Empty trash containers	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect	X			
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>				
<b>Sand Urns - Empty</b>		X		
<b>Refrigerator - Clean exterior (damp cloth)</b>			X	
Clean chairs with damp cloth	X			
Empty Wastebaskets (and change liners as needed)	X			
Clean ledges and counter tops (damp cloth)	X			
Clean tables	X			
Vacuum carpet thoroughly	X			
Clean sinks	X			
Damp clean exterior of trash container	X			
Floors, mop and disinfect	X			
<b>Microwave</b>				
Exterior	X			
Interior			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$4,728.96</b>

<b>MONTHLY SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>MONTHLY</b>		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$9.99
Clean all glass panels next to doors	X		\$8.99
<b>Dusting</b>			
Windows - Blinds	X		\$9.99
Vents/Exhaust	X		\$8.99
Book and Magazine Shelves	X		\$6.99
High dust (above 6 feet)	X		\$10.99
Remove all cobwebs	X		\$8.99
<b>Rest Rooms</b>			
Disinfect walls	X		\$10.99
<b>TOTAL MONTHLY SERVICES</b>			<b>\$75.92</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 5**

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$394.08	1.04	\$4,728.96
Monthly Services	12-MONTHS - Times 12	\$75.92	3.03	\$911.04
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$5,640.00</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 5**

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$80.00
Exterior		\$135.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$300.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff		\$250.00
Cement floors, strip and seal		\$250.00
<b>Doors</b>		
Oil all non-glass doors		\$65.00
<b>Dusting</b>		
Beams		\$75.00
<b>Refrigerator - Defrost and clean</b>		\$25.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$135.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$95.00
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$250.00
Concrete stair wells, sweep/mop		\$25.00
<b>Desks - Cleaning/Waxing of desks</b>		\$95.00
<b>Walls - Spot clean</b>		\$110.00
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$95.00

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 6**

BASIC SERVICES	FREQUENCY			LUMP SUM
	DAILY	SEMI-WEEKLY	WEEKLY	
<b>Floors/Carpeted</b>				
Vacuum all carpet (under desks, tables, chairs)		X		
Remove debris and vacuum traffic areas	X			
Spot clean carpet (as requested)	X			
<b>Floors/Non-Carpeted</b>				
Dry Mop	X			
Wet Mop	X			
Concrete stair wells, sweep/mop (as requested)	X			
<b>Doors</b>				
Clean all glass doors and entrance side glasses	X			
Stainless Steel - All kick plates, doors, partitions, etc. Clean and polish (leaving no streaks).			X	
<b>Stairs, Stair Landing, Elevator &amp; Exterior Walks</b>				
Sweep or vacuum (if carpeted)	X			
Wet Mop			X	
Vents - Exhaust			X	
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>				
Vacuum upholstery			X	
Tables - Clean	X			
File Cabinets and Card Files - Dust		X		
Water Fountains - Clean and Disinfect	X			
Wastebaskets - Empty (change liners as needed)	X			
Trash & Recycle Containers Empty (change liners as needed)		X		
Ledges and Counter Tops - Damp clean and polish	X			
Dusting - Low dust (to 6 foot height)			X	
Patio - Sweep	X			
<b>Rest Rooms</b>				
Clean floor drain cover			X	
Clean and sanitize stalls, commodes and urinals	X			
Clean mirrors and shelves	X			
Wash urinals, walls surrounding urinal & toilet partitions	X			
Clean sinks and chrome, fill soap dispensers	X			
Clean and fill napkin disposal and change liner	X			
Wet mop and disinfect	X			

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 6**

<b>BASIC SERVICES</b>	<b>FREQUENCY</b>			<b>LUMP SUM</b>
	<b>DAILY</b>	<b>SEMI-WEEKLY</b>	<b>WEEKLY</b>	
Spray wax and disinfect			X	
Fill toilet paper dispenser	X			
Spot clean walls, pipe fixtures	X			
Clean walls			X	
Empty trash containers	X			
Fill and damp clean seat cover dispenser	X			
Damp clean exterior of trash container	X			
Treat all floor drains - 1 gallon of water and disinfect	X			
<b>Employee Lunchrooms, Kitchens, Lounges, Conference Rooms, Lobbies, Hallways and Offices</b>				
Sand Urns- empty		X		
Refrigerator - Clean exterior (damp cloth)			X	
Clean chairs with damp cloth	X			
Empty Wastebaskets (and change liners as needed)	X			
Clean ledges and counter tops (damp cloth)	X			
Clean tables	X			
Vacuum carpet thoroughly	X			
Clean sinks	X			
Damp clean exterior of trash container	X			
Floors, mop and disinfect	X			
<b>Microwave</b>				
Exterior	X			
Interior			X	
<b>TOTAL BASIC SERVICES</b>				<b>\$26,292.72</b>

<b>MONTHLY SERVICES</b>	<b>FREQUENCY</b>		<b>LUMP SUM</b>
	<b>MONTHLY</b>		
<b>Doors</b>			
Clean all non-glass doors & door jams	X		\$9.99
Clean all glass panels next to doors	X		\$9.99
<b>Dusting</b>			
Windows - Blinds	X		\$9.99
Vents/Exhaust	X		\$8.99
Book and Magazine Shelves	X		\$7.99
High dust (above 6 feet)	X		\$11.99
Remove all cobwebs	X		\$9.99
<b>Rest Rooms</b>			
Disinfect walls	X		\$12.99
<b>TOTAL MONTHLY SERVICES</b>			<b>\$81.92</b>

**CUSTODIAL SERVICES  
PROPOSAL FREQUENCY FORM**

**U.S.G.S BLDG 6**

<b>COST SUMMARY</b>				
<b>SERVICE</b>	<b>FREQUENCY</b>	<b>UNIT COST</b>	<b>ESTIMATED HOURS PER SERVICE</b>	<b>EXTENDED PRICE</b>
Basic Services (Daily, Semi-Weekly, Weekly)	MONTHS - Times 12	\$2,191.08	5.08	\$26,292.72
Monthly Services	12-MONTHS - Times 12	\$81.92	3.27	\$983.04
<b>TOTAL ANNUAL CONTRACT AMOUNT</b>				<b>\$27,275.76</b>

<b>AS REQUESTED SERVICES</b>		
		<b>LUMP SUM</b>
<b>Windows</b>		
Interior		\$165.00
Exterior		\$110.00
<b>Sofas, Chairs, office chairs &amp; Conference areas</b>		
<b>Shampoo - Note:</b> The shampooing of furniture will be scheduled by the Facilities Superintendent. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$250.00
<b>Floors/Non-Carpeted</b>		
Strip, Wax and Buff include IT Room		\$275.00
Cement floors, strip and seal		\$275.00
<b>Doors</b>		
Oil all non-glass doors		\$65.00
<b>Dusting</b>		
Beams and HVAC		\$95.00
Refrigerator - Defrost and clean		\$25.00
<b>Lights - Clean (wash fixtures &amp; bulbs)</b>		\$135.00
<b>Floors/Carpeted</b>		
Spot clean carpet		\$95.00
<b>Shampoo Carpets - Note:</b> Facilities Superintendent will schedule the shampooing and/or dry extractions of the carpets. The Facilities Superintendent may request that others perform this work. If requested to provide this service an estimate will be obtained and approved by the Facilities Superintendent prior to performing any work.		\$300.00
Concrete stair wells, sweep/mop		\$25.00
<b>Desks - Cleaning/Waxing of desks</b>		\$95.00
<b>Walls - Spot clean</b>		\$10.00
<b>Sofas, Chairs, office chairs, &amp; Conference areas</b>		
Clean and dust		\$100.00



**CITY OF FLAGSTAFF  
CUSTODIAL SERVICES RFP NO. 2013-23**

**BEST AND FINAL OFFER**

**INFORMATION:** Your firm submitted a proposal to the above referenced Request for Proposal (RFP) issued by the City of Flagstaff. Your firm was short-listed and invited to perform an interview on April 12, 2013. As administered on the Agenda for the interview, each firm will be given an opportunity to submit a Best and Final Offer (BAFO) to the City of Flagstaff Purchasing Division. This being said, the City is offering you and opportunity to amend your proposal with changes that could make your offer more competitive.

**INSTRUCTIONS:** Please fill in the blank box for each facility that your firm is interested in performing the custodial services. Please fill in your firm's current offer from the original RFP response in the column labeled as **Current Offer**. In the column labeled **Best and Final Offer**, please fill in an amount if that amount will be **LESS** than the **Current Offer** amount. An example has been provided below. **A completed form is to be signed, dated and sealed. Deliver all forms to the Purchasing Department at City Hall.**

**EXAMPLE:**

FACILITY NAME	CURRENT OFFER	BEST AND FINAL OFFER
GYMNASIUM	\$14,100	\$13,565
LEGAL OFFICE SPACE	\$7,000	

FACILITY NAME	CURRENT OFFER	BEST AND FINAL OFFER
CITY HALL	\$ 31,653.05	\$ 36,660.00
MUNICIPAL COURT	\$ 8,863.18	\$ 13,160.00
LIBRARY	\$ 41,133.53	\$ 32,112.00
EAST LIBRARY	\$ 18,322.37	\$ 13,253.80
AIRPORT	\$ 63,310.21	\$ 62,179.12
AQUAPLEX	\$ 66,858.59	\$ 67,544.64
VISITOR'S CENTER	\$ 15,819.02	\$ 28,200.00
MILIGAN HOUSE	\$ 10,528.40	\$ 5170.00
PROSECUTOR'S BUILDING	\$ 8,511.88	\$ 3760.00
STREETS DIVISION	\$ 5,782.36	\$ 3370.00
WAREHOUSE	-	NO CHARGE
UTILITY SHOP	\$ 7327.00	\$ 5640.00
CINDER LAKE LANDFILL	\$ 5792.17	\$ 5930.50
HAZARDOUS WASTE CENTER	\$ 5,029.71	\$ 1,128.00
ENVIRONMENTAL SERVICES	\$ 7,327.00	\$ 4,463.00
CHERRY BUILDING	\$ 7307.20	\$ 2,021.00
USGS #3	\$ 15,738.83	\$ 16,415.22
USGS #4	\$ 21,361.90	\$ 23,335.50
USGS #5	\$ 11,615.25	\$ 5640.00
USGS #6	\$ 21,661.80	\$ 28,776.00
BUSINESS INCUBATOR	-	\$ 13,921.25

The City reserves the right to conduct additional discussions, for clarification purposes, after submission of the best and final offers. If proposers do not submit a best and final offer, their previous proposal will be considered their Best and Final Offer.

This BAFO is only an invitation to participate further in the RFP process; it does not convey or imply anything more. This BAFO document is not intended to be a binding commitment to contract, nor will the City of Flagstaff be obligated in any manner until a formal written contract has been fully executed. Accordingly, all activities in furtherance of this process, including your compliance with the conditions set forth in this BAFO document, are considered to be at your sole cost and risk.

Caenation Building Service, Inc.  
FIRM NAME  
04/18/2013  
DATE

JOHN E. VAUGHN  
PRINT NAME  
John E. Vaughn  
SIGNATURE