



**CITY OF MILLBRAE
STATE OF CALIFORNIA**

**CONTRACT DOCUMENTS
AND
SPECIFICATIONS**

FOR

JANITORIAL SERVICE CONTRACT 2017

**MANDATORY PRE-BID MEETING:
TUESDAY MAY 2, 2017 at 10:00 AM at
400 East Millbrae Avenue**

BID OPENING: MAY 23, 2017 at 2:00PM

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NOTICE TO BIDDERS

Sealed proposals will be received by the Office of the City Clerk, City of Millbrae, located at 621 Magnolia Avenue, Millbrae, California 94030 until 2:00 P.M. on Tuesday **May 23, 2017** for the **Janitorial Service Contract**.

The work to be performed under this contract consists of janitorial services at various City facilities as described in the Contract Documents.

All proposals must be made on the proposal form included with the Contract Documents for the proposed work.

A certified check or corporate surety bond of not less than ten percent (10%) of the highest amount bid must accompany each proposal.

Contract Documents are available thru the City of Millbrae website at <http://www.ci.millbrae.ca.us/>, select the "Projects Out to Bid" tab. Bidder shall provide Bidder's Proposal, Statement of Experience and Qualifications, and Non-Collusion Affidavit as identified in these Contract Documents. Each bidder shall also submit with his/her bid, the names, addresses, portion of work, and quotations of all subcontractors, if any.

There is a **MANDATORY** pre-bid conference scheduled for Tuesday **May 2, 2017** at 10:00 AM to be held at the City of Millbrae Public Works Corporation Yard located at 400 East Millbrae Avenue, Millbrae, California 94030.

The State of California has adopted a schedule of the general prevailing rates of per diem wages to be paid to the various craftsmen and laborers required to perform said work and improvements, a copy of which may be obtained from the Department of Industrial Relations, Division of Apprenticeship Standards, 455 Golden Gate Avenue, 10th Floor, San Francisco, CA 94102, (415) 703-4920/1128; or can be download at their website at <http://www.dir.ca.gov/das>.

The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations. All bids must cover the entire work required under this contract.

The award (if an award is made) will be made as provided in the Proposal. The award shall be made to the lowest responsive and responsible bidder, provided that if the City believes that the public interest will be best served by accepting other than the lowest bid, it shall have the authority to accept the bid that will best serve the public interest.

No bidder may withdraw his/her bid for a period of ninety (90) days after the date set for the opening thereof. All bids shall remain valid for that period of time.

Bidders' attention is directed to the Special Provisions of the Contract Documents which require the Contractor, to whom the contract for the work is awarded, to file with the City Clerk at the time of executing said contract, a Contractor's Performance Bond, in the amount of 100% of the contract amount, meeting all requirements of said Contract Documents and approved by the City Attorney.

The Millbrae City Council reserves the right to accept or reject any and all bids, alternate bids, or unit prices and/or waive any irregularities in any bid received.

Bidders shall have fully inspected the project site in all particulars and become thoroughly familiar with the terms and conditions of the Contract Documents and local conditions affecting the performance and costs of the work prior to submitting their bid proposal.

By order of the Council of the City of Millbrae.

CITY COUNCIL
City of Millbrae
State of California

By: Elena D. Suarez
City Clerk

Dated: 4/19/17

PROPOSAL

TO: City of Millbrae
Office of the City Clerk
621 Magnolia Avenue
Millbrae, CA 94030

PROJECT TITLE:

JANITORIAL SERVICES CONTRACT 2017

BIDDER'S DECLARATIONS AND AGREEMENTS

The undersigned, hereinafter called the Bidder, hereby proposes to perform all work and to furnish all labor, services, materials, tools, equipment, supplies, transportation and all other items and facilities necessary to complete all work for the above-named project as specified or indicated in the Contract Documents for the prices set forth below in this Proposal.

The Bidder has carefully examined all of the Contract Documents for the Project, including the Notice to Bidders, this Proposal and documents submitted together with it, the Contract, the General Conditions, the Special Provisions, the Technical Provisions, the Contract Drawings and all Addenda, if any. All conditions/provisions of the Contract Documents are hereby accepted and all representations and warranties required thereby are hereby affirmed.

The Bidder has by investigation of the site of the work and otherwise satisfied himself/herself as to the nature, scope and location of the work and has fully informed himself/herself as to all conditions and matters which can in any way affect the work or the cost thereof, including quantities of materials and equipment required. The Bidder has exercised his/her own judgment regarding the interpretation of available information and has utilized all data, which he/she believes pertinent from the City and other sources in arriving at his conclusions.

The Bidder has carefully checked all words and figures inserted in this Proposal and understands that it may not be revoked or withdrawn for ninety (90) days after the date on which Proposals are opened and all bids shall be subject to acceptance by the City of Millbrae.

CONTRACT EXECUTION AND BONDS

The Bidder agrees that if this Proposal is accepted, the bidder will, within fifteen (15) calendar days after having received notice of award, sign and deliver the Contract in the form included in their Contract Documents and will at that time deliver to the City the Performance Bond required herein.

CERTIFICATES OF INSURANCE

The Bidder agrees that if this Proposal is accepted, he/she will, within fifteen (15) calendar days after receiving Notice of Award, furnish the City with all certificates and/or policies of insurance as specified in the Contract Documents.

TERM OF CONTRACT

This contract for services is for a one-year term beginning on **July 1, 2017**. The work specified herein shall be completed on or before **June 30, 2018**, unless specifically extended by the City in writing. The Contract may be extended for an additional two one-year option terms at the sole discretion of the City. If the City determines to exercise the option term(s), the City will give the Contractor at least 60 days' written notice of its determination. The rates shall remain fixed for the first year of the Contract. For subsequent years, if requested by the Contractor prior to the commencement of the option term, the rates may be adjusted in accordance with the percentage change of the Consumer Price Index (CPI-U) for the San Francisco/Oakland/San Jose area, subject to a maximum annual increase of 3.5%.

LIQUIDATED DAMAGES

Liquidated damages of \$250 per calendar day will be assessed for contractor's failure to perform duties as described in the bid documents.

ADDENDA

The Bidder hereby acknowledges that he/she has received the following attached Addenda No (s): __ and agrees that all Addenda issued are a part of the Contract Documents. The Bidder agrees that this Proposal includes all impacts resulting from these Addenda.

NON-COLLUSION DECLARATION

The Bidder declares that the only persons or parties interested in this Proposal as principals are those named herein, that such Proposal is not made in the interest of or on behalf of any undisclosed person, firm or organization, that the Proposal is genuine and not collusive or sham, and that the undersigned has not directly or indirectly induced or solicited any other bidders to put in a sham bid, or to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself/herself an advantage over any other bidders. Further, Bidder has executed the Non-Collusion Declaration included with the proposal documents.

SALES AND USE TAXES

The Bidder agrees that all federal, state and local sales and use taxes are included in the price for the work set forth below.

BID SECURITY

Bidder has accompanied this proposal with a Bid Security in the amount and in the form required by these Contract Documents. The Bid Security and the proceeds therefrom shall become the property of the City in the event that Bidder's proposal is accepted by the City and Bidder fails to sign and deliver the Contract and to furnish the required bonds and certificates of insurance within the time period set forth in this Proposal and in the Contract Documents.

AWARD OR REJECTION OF BIDS

Award will be made to the lowest responsive and responsible bidder or all proposals will be rejected

by the City within the time specified in the Special Provisions or proposal documents, or if not specified, within a reasonable time after bids have been opened. The City may reject any or all bids, and shall reject a bid of any party who has been delinquent or unfaithful in any former contract with the City. The City also reserves the right to waive any irregularities or informalities in any bid or in the bidding procedures. All bidders shall be notified of the award.

PROPOSAL DOCUMENTS

Accompanying this Proposal are the following completed and signed documents, which have been properly completed and executed, and the same hereby are made a part of this Contract by reference:

- Bid Schedule
- Bid Security/Bidder's Bond
- Statement of Experience and Qualifications
- Non-Collusion Declaration
- List of Subcontractors
- Addenda (if any).

BID SCHEDULE

The Bidder agrees to accept as full payment for the services the amount computed in accordance with the bid schedule amounts, which include all costs for labor, materials, tools, equipment, services, taxes, insurance, overhead, profit, warranty performance, bonding, subcontractor costs, and all other costs necessary to perform the work in accordance with the Contract Documents. The intent is that work will be complete and fully functional when listed bid items are accomplished.

The Bidder shall compute the item total by multiplying the estimated quantity by the unit price and shall enter the resulting figures in the columns to the nearest cent. In the event of any discrepancy between the "Monthly Price" and "Total Yearly Price" as computed by bidder and the result of multiplying the estimated quantity by the unit price, the result of multiplying the estimated quantity by the unit price shall control.

The Total Bid Amount shall be shown in numbers and words. **In case of discrepancy between words and numbers for the total amount, the words shall prevail. If erasures or other changes appear on this proposal, each such erasure or change must be initialed by the person signing the bid.**

CITY OF MILLBRAE

JANITORIAL SERVICE CONTRACT 2017

BID SUMMARY

ITEM NO.	DESCRIPTION	UNIT	QTY	MONTHLY PRICE (\$)	TOTAL YEARLY PRICE (\$)
1	Janitorial Service at City Hall & Council Chambers	MONTH	12		
2	Janitorial Service at Police Bureau & David Chetcuti Community Room	MONTH	12		
3	Janitorial Service at Interim Community Center	MONTH	12		
4	Janitorial Service at Library	MONTH	12		
5	Janitorial Service at Corporation Yard	MONTH	12		
6	Janitorial Service at WPCP Control House	MONTH	12		
7	Janitorial Service at PW Ops Center	MONTH	12		
8	Janitorial Service at Fire Station No. 37	MONTH	12		
9	Janitorial Service at Museum	MONTH	12		
10	Janitorial Service at Parks Shop and Trailer	MONTH	12		
11	Janitorial Service at Millbrae Youth Center	MONTH	12		
TOTAL BID AMOUNT (Add numbers 1 to 11)					

TOTAL (Numbers): \$ _____

TOTAL (Words): _____

BIDDERS NAME: _____

SIGNATURE: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SURETY

If the Bidder is awarded the Contract, the surety who will provide the Performance Bond will be _____ whose address is

(Street) (City) (State) (Zip Code)

BIDDER

The name of the Bidder submitting this Proposal is _____

The address to which all communications concerned with this Proposal and the contract shall be sent

to _____
(Street) (City) (State) (Zip Code)

The Bidder declares under penalty of perjury that the Bidder's Contractor's License No. is:

_____ and this license expires on _____.
(Date)

The Bidder's Telephone Number is _____

SIGNATURE

1. If Sole Owner

I sign as sole owner of the business named above as Bidder.

Signature of Bidder

Name: _____ Date: _____

2. If Partnership

The undersigned certifies that he/she is a general partner in the Partnership named above as Bidder and that he/she has full authority to sign this Proposal on behalf of the Partnership.

Signature of Partner

Name: _____ Date: _____

3. If Corporation*

The undersigned certify that they are officers of the Corporation named above as Bidder and have full authority to sign this Proposal on behalf of the Corporation.

Name of Corporation

(1) BY: _____ Date: _____
(Signature)

Name: _____ Title: _____
(Printed)

(2) BY: _____ Date: _____
(Signature)

Name: _____ Title: _____
(Printed)

Attest: _____
Secretary

* If the Contractor is a corporation, two corporate officers must sign on behalf of the corporation as follows: (1) The Chairman of the Board, President, or Vice President, and (2) The Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.

(If person executing on behalf of Corporation is not the President or Vice President, attach evidence of authority to sign on behalf of Corporation.)

4. If Joint Venture

The Undersigned certify that they have full authority to sign this Proposal on behalf of the Joint Venture named above as Bidder.

_____ Name of Joint Venture	
BY: _____ Signature	BY: _____ Signature
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

(Submit statement explaining the nature of the individual entities which comprise the Joint Venture and evidence of authority of individuals who sign this Proposal to do so on behalf of the Joint Venture.)

JANITORIAL SERVICE CONTRACT

**NON-COLLUSION DECLARATION
(To be executed by Bidder and Submitted with Bid)**

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state]."

Signature of Bidder

Title

Date

CONTRACT

THIS CONTRACT, was made this _____ day of _____, 2017, by and between the CITY OF MILLBRAE, a public agency ("City") and _____ ("Contractor").

WHEREAS, the City desires to obtain janitorial services at various city facilities (City Hall, Police Bureau, Fire Station No. 37, Public Works Corporation Yard, Water Pollution Control Plant, Public Works Operations Center, Interim Community Center, Millbrae Library, Museum, Parks Shop & Trailer and Millbrae Youth Center); and

WHEREAS, the Contractor desires to furnish such work and submitted a proposal dated _____.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. SCOPE OF WORK. The Contractor shall perform all the work and furnish all the labor, materials and equipment required to complete the work as described in the contract documents and specifications for Janitorial Service Contract, as more particularly described in Exhibit A, which is attached and incorporated herein.

2. TERM OF CONTRACT. This contract for services is for a one-year term beginning on **July 1, 2017**. The work specified herein shall be completed on or before **June 30, 2018**, unless specifically extended by the City in writing. The Contract may be extended for an additional two one-year option terms at the sole discretion of the City. If the City determines to exercise the option term(s), the City will give the Contractor at least 60 days' written notice of its determination. The rates shall remain fixed for the first year of the Contract. For subsequent years, if requested by the Contractor prior to the commencement of the option term, the rates may be adjusted in accordance with the percentage change of the Consumer Price Index (CPI-U) for the San Francisco/Oakland/San Jose area, subject to a maximum annual increase of 3.5%.

3. COMPENSATION. The Contractor shall furnish and install the equipment and faithfully perform all of the work required under this Contract for a total monthly sum of \$_____, (_____) as more particularly described in the cost proposal attached and incorporated as Exhibit B ("Total Contract Price"). The Total Contract Price shall include any and all costs for materials, labor, subcontractors, insurance, bonds, taxes, delivery, profit and any other element of expense or compensation arising out of the work performed hereunder.

4. MANNER OF PAYMENT. Contractor shall submit invoices to City on a monthly basis for services performed during the designated month on the tenth (10th) working day of the following month. City shall render payment within thirty (30) days of receipt of an approved invoice.

5. CHANGES. The City may, at any time, by written order, make changes within the scope of work described in this Contract. If such changes cause an increase in the budgeted cost or the time required for the performance of the agreed upon work, an equitable adjustment as mutually agreed upon shall be made in the compensation and/or schedule of performance. In the event that the Contractor encounters any unanticipated conditions or contingencies that may affect the scope of work and result in an adjustment in the amount of compensation or time required for performance of the work specified herein, Contractor shall so advise the City immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation and/or schedule resulting therefrom. Such

notice shall be given the City prior to the time that Contractor performs work related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Contract prior to implementation of such changes.

6. TERMINATION. The City may terminate the Contract upon ten (10) days' written notice. Upon termination, City shall pay Contractor the allowable costs incurred to the date of termination and those costs reasonably necessary, as determined by the City, to effect the termination. In the event Contractor breaches the terms of the Contract, the City may immediately terminate the Contract and shall pay Contractor only its allowable costs to the date of termination. In the event of termination, Contractor shall cooperate with the City's reasonable instructions to terminate the work and furnish requested materials and records.

7. INSPECTION OF SITE OF WORK. Contractor shall examine carefully the site of work and shall inform itself of the conditions relating to the execution of the work. If the Contractor does not inspect the site, the Contractor is responsible for all site conditions had the Contractor performed a reasonable site inspection.

8. RESPONSIBILITY: INDEMNIFICATION. Contractor shall indemnify, defend, keep and save harmless the City, and its council members, officers, agents and employees against any and all liability, damages, costs, claims or actions, including reasonable attorneys fees and charges, arising out of any injury to persons or property that may occur, or that be alleged to have occurred, in the course of the performance of this Contract by the Contractor caused by any act or omission of the Contractor or its employees, subcontractors or agents. Contractor further agrees if any judgment be rendered against City or any of the other individuals enumerated above in any such action, Contractor shall, at its expense, satisfy and discharge the same. This indemnification obligation shall survive the termination or suspension of this contract.

9. INSURANCE.

A. Workers' Compensation. Contractor shall procure and maintain at all times during the performance of such work Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable and Employers' Liability Insurance, which shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

B. Commercial General Liability Insurance. Contractor also shall procure and maintain at all times during the performance of this Contract Commercial General Liability Insurance with a limit for each occurrence of One Million Dollars (\$1,000,000) naming as additional insureds, in connection with the Contractor's activities hereunder, the City, and its council members, officers, employees and agents. The Insurer(s) shall endorse that its policy (ies) is Primary Insurance and it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering City.

C. Automobile Liability Insurance. Contractor shall also procure and maintain at all times during the performance of this Contract Automobile Liability Insurance covering all automobiles owned, hired, or leased by Contractor with a limit of One Million Dollars (\$1,000,000) for each accident naming the City, and its council members, officers, employees and agents as additional insureds.

With respect to coverage under Subsections B and C above, inclusion of City as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or

judgment made, brought or recovered against Contractor. Said policy shall protect Contractor and City in the same manner as though a separate policy had been issued to each. These requirements shall not operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

Prior to commencement of work hereunder, Contractor shall deliver to City Certificate(s) of Insurance which shall indicate compliance with all the insurance requirements above and shall stipulate that 30 days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to City.

10. FINAL INSPECTION AND ACCEPTANCE.
Not applicable.

11. GUARANTY OF WORK. Contractor warrants to the City that all materials and equipment furnished under the Contract will be of good quality and new, that the work will be free from defects in material or workmanship, and that the work will conform to the requirements of the Contract. Work not conforming to the Contract requirements may be considered defective.

If the Contractor fails to correct the defective work, the City may correct it at the Contractor's expense. The requirements of this section relate only to the specific obligation to correct defective work and nothing in this section shall be construed to establish a period of limitation with respect to other obligations of Contractor under the Contract.

12. CONDITIONS OF USE AND PRESERVATION OF PROPERTY. Contractor shall assume full responsibility for protection and safekeeping of the materials and equipment stored on the site. In the event that any stored items or activities of the Contractor interfere with the City's operations, the Contractor shall move the items or modify the activities at its expense in accordance with City's direction.

Contractor shall exercise due care to avoid injury to existing improvements or facilities, utility facilities and adjacent property. Any injury to the property of the City or any other third party caused by Contractor's operations shall be restored or replaced at Contractor's expense.

13. LIQUIDATED DAMAGES. Liquidated damages of \$250 per calendar day will be assessed for contractor's failure to perform duties as described in the bid documents.

14. NON-COLLUSION DECLARATION. Contractor shall execute a Non-Collusion Declaration, in a form provided by City, which is attached and incorporated herein.

15. COMPLIANCE WITH ALL APPLICABLE LAWS. Contractor shall comply with all the applicable requirements of federal, state and local laws, statutes and ordinances relative to the execution of the work. In the event Contractor fails to comply with these requirements, the City may stop any work until such noncompliance is remedied. No part of the time lost due to any such cessation of the work shall be made the subject of a claim for an extension of time or increase in the compensation.

16. CONTRACTOR'S STATUS. Neither Contractor nor any party contracting with the Contractor shall be deemed an agent or employee of the City. The Contractor is and shall be an independent contractor, and the legal relationship of any person performing services for Contractor shall be one solely between said parties.

17. ASSIGNMENT. Contractor shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of City.

18. RECORDS. During the term of this Contract, Contractor shall permit representatives of City to have access to, examine and make copies, at City's expense, of its books, records and documents relating to this Contract at all reasonable times.

19. CITY WARRANTIES. The City makes no warranties, representations, or agreements, either express or implied, beyond such as are explicitly stated herein.

20. CITY REPRESENTATIVE. Except when approval or other, action is required to be given or taken by the City Council, the City Manager, or the City Manager's designee, shall represent and act for the City.

21. NOTICES. All notices and communications deemed by either party to be necessary or desirable to be given to the other party shall be in writing and may be given by personal delivery to a representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the City:	City of Millbrae 621 Magnolia Avenue Millbrae, CA 94030 Craig Centis, Public Works Superintendent
ATTENTION:	
If to the Contractor:	_____
ATTENTION:	_____

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

22. ATTORNEYS' FEES. If any legal proceeding should be instituted by either of the parties hereto to enforce the terms of this Contract or to determine the rights of the parties hereunder, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable attorneys' fees.

23. APPLICABLE LAW. This Contract, its interpretation and all work performed hereunder, shall be governed by the laws of the State of California.

24. BINDING ON SUCCESSORS. All of the terms, provisions, and conditions of this Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

25. LABOR PROTECTION. The contractor and its subcontractors are responsible for full compliance with the Displaced Janitor Opportunity Act (the "Act"), California Labor Code section 1060, et seq. Pursuant to the law, the Contractor and its subcontractors represent and warrant that they will retain for a sixty (60) day transition period all janitorial/building management employees of the contractor(s) currently providing building management services and their subcontractors if any, (but not including managerial, supervisory, or confidential employees, including those employees who could be so defined under the Federal Fair Labor

Standards Act) who have worked at least four months at the locations specified in Exhibit A. The only exception to such requirements shall be if the Contractor or its subcontractors have reasonable and substantiated cause not to hire a particular employee based upon that employee's performance or conduct while working under the current contractor(s) and/or their subcontractors, if any. The Contractor and its subcontractors shall give a written offer of employment to each retained employee as required under Labor Code Section 1061 (b) (2).

Within three (3) working days after the Contract has been awarded, the prior contractor and its subcontractors shall provide to the Contractor and its subcontractors the name, date of hire and job classification of each employee employed at the City as covered by the prior contractor's contract at the time of termination. The City shall notify the prior contractor and its subcontractors of the identity of the Contractor and its subcontractors as soon as practicable to facilitate the transfer of this information. The Act has numerous recordkeeping and other requirements that the Contractor must follow. The Contractor should review the Act to ensure that they comply with the law.

In addition to the requirements of the Act, the City will also require, upon the commencement of the Contract and throughout the full term of the Contract, that the Contractor and its subcontractors maintain a list of all employees providing the services required under the Contract. This list of employees must indicate which employees were employed by the prior contractor(s) and subcontractor(s) providing janitorial and building management services, if any. The Contractor and its subcontractors must also maintain a list of all janitorial/building management employees of the prior contractor(s) and subcontractor(s) that were not retained by the Contractor and/or its subcontractors, and such list must indicate the reasons why such employees were not retained.

Upon request from the City, the Contractor and its subcontractors must provide such lists to the City within ten (10) days of having such request. The city has the ability to request such lists through the term of the Contract.

The Contractor shall be responsible for defending, and shall hold the City harmless from all claims or controversies alleging any violation or breach of Labor Code Section 1060 et. seq., whether made by the Contractor's own employees, the employees of its subcontractors, or employees of the prior contractor or its subcontractors, arising from or related to the terms and conditions of employment of employees hired for work for the Contractor as of the effective date of this Contract. Notwithstanding any other provision of this Contract, no cost or liability for which the Contractor is responsible under this paragraph shall be deemed an allowable cost payable to the Contractor or claim or liability for which the Contractor is entitled to indemnification or reimbursement from the City. The Contractor shall be exclusively responsible for satisfaction of all obligations that may be owed to its employees or employees of the prior contractor, pursuant to Labor Code Section 1060 et. seq. both during and subsequent to the term of the Contract.

At least six (6) months before the end of the Contract, the Contractor and its subcontractors shall provide the City a list of all employees working at locations specified in Exhibit A. This list of employees shall indicate the length of service of each employee, their job title and description, and their current salary. This information may be distributed by the City to future bidders for a new contract that will commence whenever the current contract term ends. The Contractor and

its subcontractors must provide updates on a monthly basis of the employee lists after the original employee list has been submitted at least six (6) months prior to the end of the Contract. The Contractor's and its subcontractors' obligation to provide monthly updates of the employees list shall last until the end of the Contract term. If a new contract is awarded to a different contractor at the end of the Contractor's Contract, pursuant to the Act, the Contractor must provide to the new contractor the name, date of hire, and job classification of each employee employed at the locations specified in Exhibit A covered by the Contractor's Contract within three (3) working days after the Contractor has been notified by the City of the identity of the new contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Contract by their duly authorized officers as of the day and year first above written.

CITY OF MILLBRAE:

CONTRACTOR:

By: _____

By _____

Name: _____

Name: _____

Title: _____

Title: _____

By: _____

Name: _____

Title: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

*If Contractor is a corporation, the Contract must be executed by two corporate officers, one from each of the following categories 1) the President, the Vice President or the Chair of the Board, and 2) the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.

JANITORIAL SERVICES CONTRACT

GENERAL CONDITIONS

SECTION 1. USE OF SUBCONTRACTORS. CONTRACTOR shall not subcontract any services to be performed by it under this Agreement without the prior written approval of the CITY. CONTRACTOR shall be solely responsible for reimbursing any subcontractors and the CITY shall have no obligation to them.

SECTION 2. Not used.

SECTION 3. REQUEST FOR QUOTATIONS FOR CHANGE IN WORK. CITY may request CONTRACTOR to provide quotations for performing proposed changes to the work. Such requests for quotations shall not be considered authorization to proceed with the change prior to issuance of an approved Contract Change Order, nor shall such request justify any delay in executing existing work. CONTRACTOR shall, upon such a request, provide quotations for increases or decreases in the Contract Price. Quotations shall be in the form specified by the CONTRACT ADMINISTRATOR and shall include substantiating documentation with an itemized breakdown of CONTRACTOR and subcontractor costs, including labor, materials, rentals, services, overhead and profit. The cost of preparing such quotations is included in the Contract price and CONTRACTOR shall not be entitled to any additional compensation for preparing them. Failure of the CONTRACTOR to submit a quotation in the timeframe or form specified by the CONTRACT ADMINISTRATOR shall limit the effect of any protest to an Approved Change Order as set forth in Section 4.

SECTION 4. PROPOSED CONTRACT CHANGE ORDER. A Contract Change Order may be presented to the CONTRACTOR for his consideration prior to its having been approved. If the CONTRACTOR accepts the terms and conditions of such proposed Contract Change Order, and if the Contract Change Order is thereafter approved and issued to the CONTRACTOR, the Contract Change Order shall be considered to be an executed Contract Change Order for all purposes to the same extent as if the Contract Change Order had been initially issued to the CONTRACTOR as an approved Contract Change Order. The CITY need not present a proposed Contract Change Order to the CONTRACTOR for his review prior to issuing it as an approved Contract Change Order.

SECTION 5. EXECUTED CONTRACT CHANGE ORDER. An approved Contract Change Order which has been signed by the CONTRACTOR is an "executed Contract Change Order." Compensation paid pursuant to Contract Change Orders shall comprise the total compensation for the work described in the Contract Change Order. By signing the Contract Change Order, the CONTRACTOR agrees that the specified compensation constitutes full compensation for the work or change. By signing, the CONTRACTOR specifically waives any reservation or claim for additional compensation or Contract time in respect to the Contract Change Order.

SECTION 6. PROTEST PROCEDURE. If the CONTRACTOR disagrees with any terms or conditions set forth in an approved Contract Change Order which he has not executed, he shall submit a written protest to the CONTRACT ADMINISTRATOR within 15 calendar days after receipt of such approved Contract Change Order. The protest shall state the points of disagreement, Contract Document references, quantities and costs involved, and shall propose a modification of the items with which he does not agree. Such protest shall not be considered complete or acceptable unless and until the quotation requested pursuant to Section 3 has been received by the CONTRACT ADMINISTRATOR in satisfactory form. If a written protest is not submitted within this 15-day period, payment will be made as set forth in the approved Contract Change Order without right of further protest. Approved Contract Change Orders which are not protested within 15 days or protests not supported by the requested quotation in satisfactory form within 15 days of request will be considered as executed Contract Change Orders and such payment pursuant to such orders will constitute full compensation for all work included therein or required thereby.

When the protest of an approved Contract Change Order relates to compensation, the CONTRACTOR shall keep full and complete records of such work and shall permit the CITY and the CONTRACT ADMINISTRATOR to have access to all records relating to the protested Contract Change Order to determine the compensation payable. The CONTRACTOR shall cooperate with the CONTRACT ADMINISTRATOR to reach agreement at the earliest practical date on the terms of compensation for the Contract Change Order. When agreement has been reached, a revised Contract Change Order may be approved by the CITY and issued to the CONTRACTOR for signature. Unless and until the CITY and CONTRACTOR agree upon other terms of compensation incorporated in a revised executed Contract Change Order, the compensation shall be as specified under the protested approved Contract Change Order.

SECTION 7. AUTHORITY OF CONTRACT ADMINISTRATOR. THE CONTRACT ADMINISTRATOR shall decide all questions which may arise as to the quality or acceptability of materials furnished and work performed and as to the manner of performance of the work; all questions which may arise as to the interpretation of the Contract Documents; all questions as to the acceptable fulfillment of the Contract on the part of the CONTRACTOR; and all questions as to compensation. The CONTRACT ADMINISTRATOR will have authority to reject work that does not conform to the Contract Documents. His decision shall be final and he shall have authority to enforce and make effective such decisions and orders which the CONTRACTOR fails to carry out promptly.

SECTION 8. SUPERINTENDENT. The CONTRACTOR shall supervise and direct the work using his best skill and attention. The CONTRACTOR shall designate, in writing, before starting work, a superintendent who shall be an employee of CONTRACTOR and shall have complete authority to represent and act for the CONTRACTOR. The CONTRACTOR shall notify the CONTRACT ADMINISTRATOR in writing prior to any change in superintendent assignment.

The CONTRACTOR shall be solely responsible for and have control over means, methods, techniques and procedures for providing adequate safety precautions and coordinating all portions of the work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

SECTION 9. Not used.

SECTION 10. Not used.

SECTION 11. **EQUIPMENT.** The CONTRACTOR shall use or permit only equipment suitable to produce the quantity and quality of work required, and such equipment shall meet all State and Federal safety requirements.

When ordered by the CONTRACT ADMINISTRATOR, the CONTRACTOR shall remove unsuitable equipment from the work.

SECTION 12. **CHARACTER OF WORKERS.** The CONTRACTOR shall enforce strict discipline and good order among the CONTRACTOR'S employees and other persons carrying out the Contract. The CONTRACTOR shall not permit employment of unfit persons nor persons not properly skilled or trained in tasks assigned to them.

SECTION 13. **CITY-FURNISHED MATERIALS.** Materials or supplies furnished by the CITY will be available at locations designated in the Specifications. The cost of handling and placing CITY-furnished material shall be considered as included in the price paid for the Contract item involving such City-furnished material.

The CONTRACTOR shall be held responsible for all materials and supplies furnished to him. City-furnished materials and supplies lost or damaged from any cause whatsoever shall be replaced by the CONTRACTOR, at his expense. The CONTRACTOR will be liable to the CITY for the cost of replacing CITY-furnished material and supplies, and such costs may be deducted from any monies due or to become due the CONTRACTOR. All CITY-furnished materials and supplies that are not used on the work shall remain the property of the CITY.

SECTION 14. **STORAGE OF MATERIALS AND SUPPLIES.** Materials and supplies shall be stored by the CONTRACTOR in such a manner as to ensure their security and the preservation of their quality and fitness for the work.

SECTION 15. **AIR POLLUTION CONTROL.** The CONTRACTOR shall comply with all air pollution control rules, regulations, ordinances and statutes which apply to any work performed pursuant to the Contract, including any air pollution control rules, regulations, ordinances and statutes specified in Section 11017 of the Government Code.

SECTION 16. **WATER POLLUTION CONTROL.** In order to provide effective and continuous control of water pollution, CONTRACTOR shall use the best management practices.

If the measures being taken by the CONTRACTOR are inadequate to control water pollution effectively, the CONTRACT ADMINISTRATOR may direct the CONTRACTOR to revise his operations. Such directions will be in writing and will specify the items of work for which the CONTRACTOR'S water pollution control measures are inadequate. No further work shall be performed on said items until the water pollution control measures are adequate.

Full compensation for conforming to the requirements of this paragraph shall be considered as included in the prices paid for the various items of work and no additional compensation will be allowed therefore.

SECTION 17. PUBLIC CONVENIENCE. The CONTRACTOR shall so conduct his operations as to offer the least possible obstruction and inconvenience to the public and office staff.

All costs of complying with public convenience requirements of the City shall be included in the Contract price.

The CONTRACT ADMINISTRATOR shall have the authority, but not the duty, to stop the CONTRACTOR from beginning work until the provisions of this paragraph have been met.

SECTION 18. PUBLIC SAFETY. The CONTRACTOR shall assume all responsibility for public safety during his work.

SECTION 19. Not used.

SECTION 20. COOPERATION. Should work be under way by other forces or by other contractors within or adjacent to the limits of the work specified, or should work of any other nature be under way by other forces within or adjacent to said limits, the CONTRACTOR shall cooperate with all such other contractors or other forces to the end that any delay or hindrance to their work will be avoided.

SECTION 21. PERSONAL LIABILITY. Neither the City's Council members, City Administrator, City Clerk, CONTRACT ADMINISTRATOR, officers, agents, representatives nor employees shall be personally responsible for any liability arising under or by virtue of this Contract.

SECTION 22. THIRD PARTY RIGHTS. Nothing in the Contract is intended to create any member of the public as third party beneficiary hereunder.

SECTION 23. HAZARDOUS CHEMICALS AND WASTES. The CONTRACTOR shall bear full and exclusive responsibility for any release of hazardous or nonhazardous chemicals or substances during the course of performance of this Contract and for all proper and required reporting, cleanup and disposal and other activities as may be required by law or regulation. The CONTRACTOR shall immediately report any such release to the CONTRACT ADMINISTRATOR. The CONTRACTOR shall be solely responsible for all claims and expenses associated with the response to, removal and remediation of the release, including, without limit, payment of any fines or penalties levied against the City by any agency as a result of such release and shall hold harmless, indemnify and defend the City from any claims arising from such release. For purposes of this paragraph only, the term "claims" shall include (i) all notices, orders, directives, administrative or judicial proceedings, fines, penalties, fees or charges imposed by any governmental agency with jurisdiction, and (ii) any claim, cause of action, or administrative or judicial proceeding brought against the CITY, its Council members, officers, agents or employees, or for any loss, cost (including reasonable attorney's fees), damage or liability, sustained or suffered by any person or entity, including CITY.

If the performance of the work outlined by these Contract documents creates any hazardous wastes, those wastes shall be properly disposed of according to federal, state and local laws, at the expense of the CONTRACTOR. The CONTRACTOR shall dispose of the wastes under its own EPA Generator Number. In no event shall the City be identified as the generator. The CONTRACTOR shall notify the CONTRACT ADMINISTRATOR of any such hazardous wastes and the CITY reserves the right to a copy of any tests conducted on the wastes and, at its cost, to perform additional tests or examine those wastes, prior to its disposition. The CONTRACTOR shall hold harmless, indemnify and defend the CITY from any claims arising from the disposal of the hazardous wastes, regardless of the absence of negligence or other malfeasance by CONTRACTOR.

SECTION 24. Not used.

SECTION 25. Not used.

SECTION 26. **WORK PERFORMED BY SPECIAL FORCES OR OTHER SPECIAL SERVICES.** When the CONTRACT ADMINISTRATOR and the CONTRACTOR, by agreement, determine that a special service or an item of extra work cannot be performed by the forces of the CONTRACTOR or those of any of his subcontractors, excluding any provisions called out in the Special Provisions and Specifications, such service or extra work item may be performed by a specialist. Invoices for such service or item of extra work on the basis of the current market price thereof may be accepted without complete itemization of labor, materials and equipment rental costs when it is impracticable and not in accordance with the established practice of the special service industry to provide such complete itemization. Invoices shall be billed to the CITY at cost plus 5% markup on the invoices to compensate the CONTRACTOR for administration of the work. Invoices shall include copies of the invoice for the reimbursable work.

SECTION 27. Not used.

SECTION 28. Not used.

SECTION 29. Not used.

SECTION 30. Not used.

SECTION 31. Not used.

SECTION 32. Not used.

SECTION 33. Not used.

SECTION 34. Not used.

SECTION 35. Not used.

SECTION 36. Not used.

SECTION 37. EQUAL EMPLOYMENT OPPORTUNITY. In connection with the performance of this Agreement CONTRACTOR shall not discriminate against an employee or applicant for employment because of race, religion, color, sex, disability, age, ancestry, national origin, medical condition or marital status. CONTRACTOR shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex, disability, age, ancestry, national origin, medical condition or marital status. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

SECTION 38. FINGERPRINTING & BACKGROUND CHECKS. All employees hired by CONTRACTOR to perform the work specified in this contract must satisfactorily submit to and pass a fingerprinting and background check performed by the County of San Mateo and at the expense of the CONTRACTOR. These results must be submitted to the CITY prior to an employee commencing work under this contract at city facilities.

END OF GENERAL CONDITIONS

JANITORIAL SERVICE CONTRACT

SPECIAL PROVISIONS AND SPECIFICATIONS

SP 1. BUILDINGS TO BE SERVICED AND THEIR SCHEDULE FOR GENERAL CLEANING.

- A. **City Hall & Council Chambers.** Five days per week, Mon. - Fri.
- B. **Police Bureau & David Chetcuti Community Room.** Six days per week, Mon. - Sat.
- C. **Interim Community Center.** Six days per week, Mon. – Sat.
- D. **Library.** Seven days per week
- E. **Corp Yard.** Three days per week, Mon., Wed., & Fri.
- F. **WPCP Control House.** Three days per week, Mon., Wed., & Fri.
- G. **PW Operations Center.** Three days per week, Mon., Wed. & Fri.
- H. **Fire Department (Fire Station # 37).** Three days per week, Mon., Wed., & Fri.
- I. **Museum.** One day per week, Saturday
- J. **Parks Shop & Trailer** Three days per week, Mon., Wed., & Fri.
- K. **Millbrae Youth Center.** Five days per week, Mon. – Fri.

SP 2. GENERAL CLEANING DUTIES. General cleaning duties are prescribed in **Attachment 1**. Where Attachment 1 calls for disinfecting, a germicidal cleaner will be used for the final clean up/wipe down after the initial washing. These supplies shall be in accordance with the requirements in SP 6.

SP 3. OTHER SPECIAL CLEANING DUTIES.

- A. Windows (Interior & Exterior) on each building will be washed twice per year. The first washing for all buildings shall be performed during the month of April, the second washing for all buildings will be the month of October.
- B. Carpets on each building will be shampooed clean two times per year, in March and September. Note: Library Rooms A & B as well as the Chetcuti Room carpets will be shampooed clean the first week of every month.
- C. Spot Carpet Cleaning will be performed:
 - 1. During the first week of each month spot carpet cleaning will occur on each building.
- D. All restrooms and other floor drain traps will be flushed with clean water as indicated in Attachment 1.
- E. Fresh smelling fragrance cleaner will be used when wiping/washing down bathroom walls and partitions. These supplies shall be in accordance with the requirements in SP 6.
- F. Police Department Holding Cells will be maintained as a restroom being cleaned and disinfected daily.

- G. Recycling materials will not be commingled. These materials will be kept separate and placed in their separate recycling containers in the dumpster's area.
- H. The outside Library dumpster area will be kept clean and orderly.
- I. Strip tile floors, wax and machine buff all buildings twice per year, in February and August.

SP 4. WORK HOURS.

- A. CONTRACTOR shall not begin work before 5:00 p.m. at any City Building except that work shall not begin before or shall be arranged for certain buildings as follows:
 - 1. Not before 8:30 p.m. at the Community Center.
 - 2. Due to weekend private rentals at the Community Center, weekend cleaning hours must be arranged on a weekly basis with the Parks and Recreation Department Service Manager.
 - 3. Due to weekend private rentals at the David Chetcuti Community Room, weekend cleaning hours must be arranged on a weekly basis with the Parks and Recreation Department Service Manager.
 - 4. Cleaning hours for the Library will be arranged with the Librarian.
- B. The following holidays will be observed: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Cleaning will not be accomplished on these days unless prior arrangements have been made in accordance with paragraph (A) above.

SP 5. SECURITY.

- A. Buildings should be checked to ensure they are locked and if not, they should be locked. Windows and exterior doors should be checked that they are closed and locked. Access to buildings should not be provided to anyone. CITY employees should have a key to enter buildings in which they need to enter.
- B. Notify the Police Dispatcher if a building cannot be secured or if an alarm cannot be activated.
- C. Lights should be turned off in each space as in that space is completed.

SP 6. SUPPLIES.

Contractor shall furnish and only use non-toxic and earth friendly cleaning supplies needed to satisfactorily complete operations at prescribed frequencies. (These include items such as cleaners, window cleaner, disinfectants, dust control items, floor polish and wax).

- A. The CITY shall furnish all paper products, hand cleaners and trash liners needed by the CONTRACTOR to supply the building facilities. The CONTRACTOR shall be responsible for ensuring that building facility storage spaces are adequately supplied and stocked. These supplies shall be available at the Millbrae Corporation Yard. The cost of handling, transporting, and placing these supplies in the appropriate storage spaces shall be considered incidental work and no additional payment will be made.
- B. Storage space for reasonable quantity of supplies will be provided by the CITY to the CONTRACTOR, however, the CONTRACTOR will be responsible for maintaining these storage spaces in an orderly fashion at all times.
- C. Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers.
- D. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.
- E. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.

Products Used/Purchased:

Glass Cleaner: Triple S Sunray non ammoniated Glass Cleaner Eco logo Certified
Degreaser/multipurpose Cleaner: Triple S US EPA designed for environment and Green Seal
Restroom Cleaner: Triple S Earthcare Greenwaves Organic Acid Eco Logo Certified
Hand Soap: GoJO Green Seal and Eco Logo certified

SP 7. EQUIPMENT.

- A. CONTRACTOR shall furnish and maintain all equipment needed to accomplish the work (including, but not limited to, such items as vacuum cleaners, floor polishers, Floor shampoers, brushes, dust cloths, and feather dusters.)
- B. Storage space for a reasonable quantity of equipment will be provided by the CITY to the CONTRACTOR, however, the CONTRACTOR will be responsible for maintaining these storage spaces in an orderly fashion at all times.

SP 8. SPECIAL CONDITIONS.

- A. CONTRACTOR agrees to perform all services to the satisfaction of the CONTRACT ADMINISTRATOR or his representative(s) who will be designated in writing.
- B. The CONTRACT ADMINISTRATOR (Facilities Supervisor) will be notified of repair needs that are observed by the janitor workers as they come up.
- C. The CONTRACT ADMINISTRATOR will be notified of any graffiti that are observed by janitor workers as they are encountered.

SP 9. LABOR PROTECTION.

The Displaced Janitor Opportunity Act (the Act), California Labor Code Section 1060, et seq, applies to this contract.

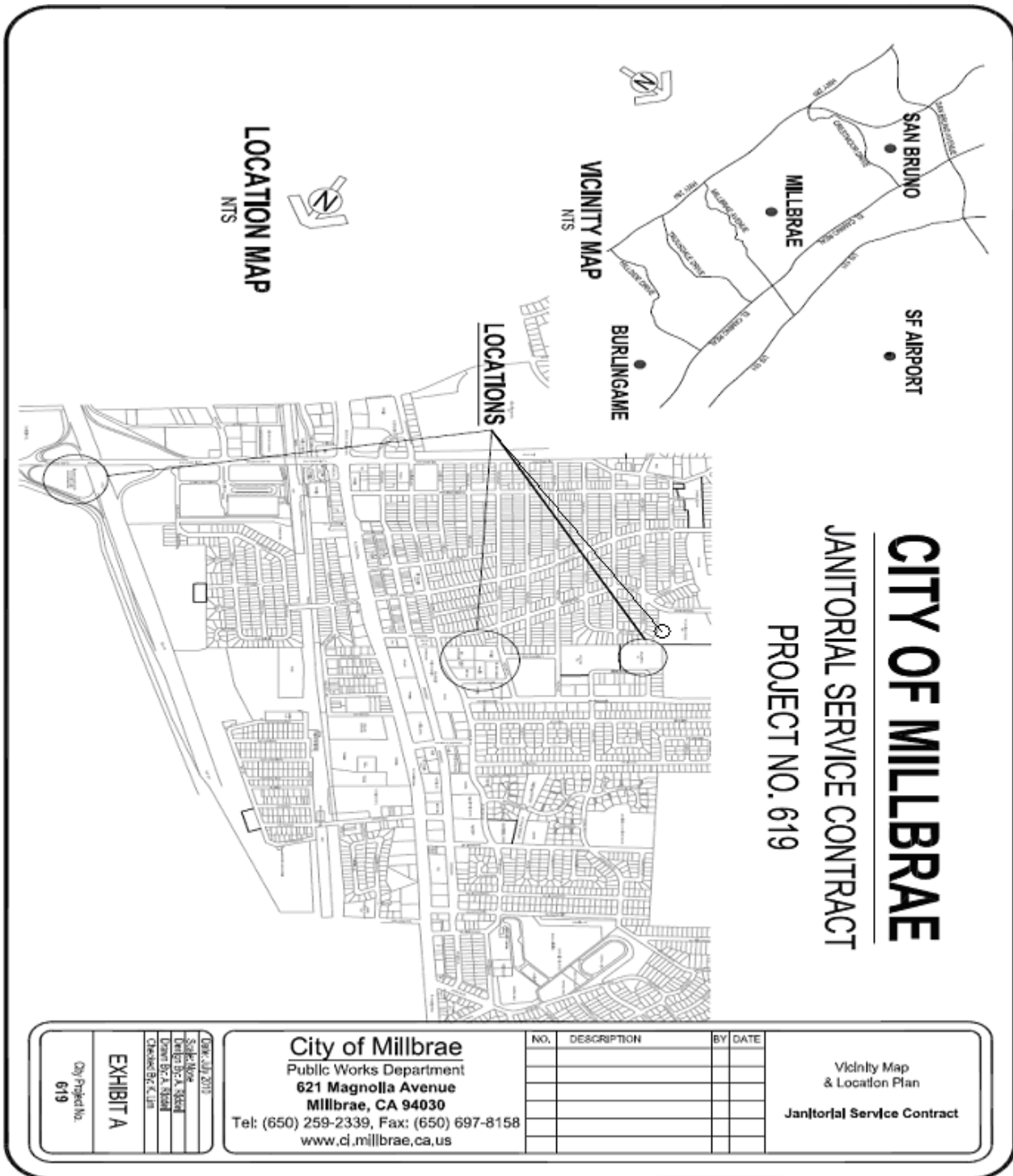
Pursuant to the Act, the Proposer and its subcontractors represent and warrant that they will retain for a sixty (60) day transition period all janitorial/building management employees of the contractor(s) currently providing janitorial services and their subcontractors if any, (but not including managerial, supervisory, or confidential employees, including those employees who could be so defined under the Federal Fair Labor Standards Act) who have worked at least four months at the location specified in the specifications. The only exception shall be if the Proposer or its subcontractors have reasonable and substantiated cause not to hire a particular employee based upon that employee's performance or conduct while working under the current contractor(s) and/or their subcontractors, if any.

Further details concerning the Act are included in the Sample Contract.

By submitting a proposal, the proposer represents and warrants that it shall comply with all requirements of the Act, including requirement to give a written offer of employment to each retained employee.

END OF SPECIAL PROVISIONS

APPENDIX 1- Vicinity/Location Map



LOCATION MAP
NTS

VICINITY MAP
NTS

LOCATIONS

CITY OF MILLBRAE
JANITORIAL SERVICE CONTRACT
PROJECT NO. 619

DATE: 03/20/2013
SCALE: NONE
DRAWN BY: A. SERRA
CHECKED BY: T. SERRA
DESIGNED BY: C. LEE
EXHIBIT A
City Project No. 619

City of Millbrae
 Public Works Department
 621 Magnolia Avenue
 Millbrae, CA 94030
 Tel: (650) 259-2339, Fax: (650) 697-8158
 www.ci.millbrae.ca.us

NO.	DESCRIPTION	BY	DATE

Vicinity Map
 & Location Plan
 Janitorial Service Contract

City Hall

ATTACHMENT #1

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	5		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	5		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	5		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	5		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	5		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Drinking Faucets			
Wash sides and disinfect tops of drinking fountains	5		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	5		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	5		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	5		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	5		
Dust tables and office furniture (Tables and office furniture are free of dust)	5		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	5		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces <i>less than 6' high</i> are free of dust)	5		
Dust sills, partition ledges, moldings, walls and ceilings (All ledges and moldings are free of dust and cobwebs)	5		
Windows			
Remove finger prints and smudge marks from all windows	5		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	5		
Clean/Wash Kick Plates & Door Thresholds (Free from scuffs and marks)	5		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	5		
Spot Clean Partitions, Walls, & Doors (Free from scuffs and marks)	5		

City Hall

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Steam Clean all Fabric Furniture (January)			1
Floor Care			
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	5		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	5		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	5		
Strip tile floors, wax and machine buff (2x per year) February and August			2
Carpet Cleaning			
Spot Carpet Cleaning (First week of month)		1	
Carpet Cleaning (2x per year) March and September			2
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Council Chambers			
Clean Council Chambers, Council tables, chairs, ledges, and carpets are free of dust and dirt and wood is polished	5		
Restrooms			
Restrooms cleaned	5		
Clean restroom fixtures (Fixtures are clean and shiny)	5		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	5		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	5		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	5		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	5		
Clean and disinfect sinks (Sinks are clean and disinfected)	5		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	5		
Clean/disinfect toilets & urinals. Toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	5		
Empty waste baskets (All baskets are emptied of trash)	5		
	5		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Police Department

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	6		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	6		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	6		
Empty trash cans in parking lot	6		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	6		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	6		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Drinking Faucets			
Wash sides and disinfect tops of drinking fountains	6		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	6		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	6		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	6		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	6		
Dust tables and office furniture (Tables and office furniture are free of dust)	6		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	6		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces <i>less than 6' high</i> are free of dust)	6		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	6		
Windows			
Remove finger prints and smudge marks from all windows	6		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	6		
Clean/Wash Kick Plates & Door Thresholds	6		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	6		
Spot Clean Partitions, Walls, & Doors	6		

Police Department

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Floor Care			
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	6		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	6		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	6		
Strip tile floors, wax and machine buff (2x per year) February and August			2
Carpet Cleaning			
Spot Carpet Cleaning at Police Department (First week each month)		1	
Carpet Cleaning at Police Department (2x per year) March and September			2
Carpet Cleaning at Chetcuti Room (Monthly) (First week of month)		1	
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Restrooms cleaned	6		
Clean restroom fixtures (Fixtures are clean and shiny)	6		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	6		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	6		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	6		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	6		
Clean and disinfect sinks (Sinks are clean and disinfected)	6		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	6		
Clean/disinfect toilets & urinals inside. Toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	6		
Empty waste baskets (All baskets are emptied of trash)	6		
Clean showers and maintain tile & grout (Showers are free of soap scum on walls & floor & are disinfected)	6		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Parks Department

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	3		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	3		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	3		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	3		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	3		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	3		
Dust tables and office furniture (Tables and office furniture are free of dust)	3		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	3		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces <i>less than 6' high</i> are free of dust)	3		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	3		
Windows			
Remove finger prints and smudge marks from all windows	3		
Window cleaning (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	3		
Clean/Wash Kick Plates & Door Thresholds	3		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	3		
Spot Clean Partitions, Walls, & Doors	3		
Floor Care			
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	3		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	3		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	3		
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	

Parks Department

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Restrooms			
Restrooms cleaned	3		
Clean restroom fixtures (Fixtures are clean and shiny)	3		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	3		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	3		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	3		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	3		
Clean and disinfect sinks (Sinks are clean and disinfected)	3		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	3		
Clean/disinfect toilets & urinals inside & outside (Inside of toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	3		
Empty waste baskets (All baskets are emptied of trash)	3		
Clean showers and maintain tile & grout (Showers are free of soap scum on walls & floor & are disinfected)	3		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Recreation Center

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	6		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	6		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	6		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	6		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	6		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Drinking Faucets			
Wash sides and disinfect tops of drinking fountains	6		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	6		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	6		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	6		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	6		
Dust tables and office furniture (Tables and office furniture are free of dust)	6		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	6		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces less than 6' high are free of dust)	6		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	6		
Windows			
Remove finger prints and smudge marks from all windows	6		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	6		
Clean/Wash Kick Plates & Door Thresholds	6		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	6		
Spot Clean Partitions, Walls, & Doors	6		

Recreation Center

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Floor Care			
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	6		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	6		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	6		
Carpet Cleaning			
Spot Carpet Cleaning (First week each month)		1	
Carpet Cleaning (2x per year) March and September			2
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Restrooms cleaned	6		
Clean restroom fixtures (Fixtures are clean and shiny)	6		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	6		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	6		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	6		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	6		
Clean and disinfect sinks (Sinks are clean and disinfected)	6		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	6		
Clean/disinfect toilets & urinals. Toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	6		
Empty waste baskets (All baskets are emptied of trash)	6		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Library

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	7		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	7		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	7		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	7		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	7		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Drinking Faucets			
Wash sides and disinfect tops of drinking fountains	7		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	7		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	7		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	7		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	7		
Dust tables and office furniture (Tables and office furniture are free of dust)	7		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	7		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces less than 6' high are free of dust)	7		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	7		
Windows			
Remove finger prints and smudge marks from all windows	7		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	7		
Clean/Wash Kick Plates & Door Thresholds	7		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	7		
Spot Clean Partitions, Walls, & Doors	7		
Cleaning of All tables, computer desk stations, desks and chairs throughout the Library (Sunday)	1		

Library

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Steam Clean all Fabric Furniture (January)			1
Strip tile floors, wax and machine buff (February and August)			2
Floor Care			
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	7		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	7		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	7		
Carpet Cleaning			
Spot Carpet Cleaning (First week of month)		1	
Carpet Cleaning (2x per year) (March and September)			2
Carpet Cleaning in Rooms A&B (Monthly) (First week of month)		1	
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Outside Restrooms & Interior Restrooms cleaned	7		
Clean interior restroom fixtures (Fixtures are clean and shiny)	7		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	7		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	7		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	7		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	7		
Clean and disinfect sinks (Sinks are clean and disinfected)	7		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	7		
Clean/disinfect toilets & urinals inside & outside (Inside of toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	7		
Empty waste baskets (All baskets are emptied of trash)	7		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Corp Yard

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	3		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	3		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	3		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	3		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	3		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	3		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	3		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	3		
Lights			
Clean light covers and fixtures within 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	3		
Dust tables and office furniture (Tables and office furniture are free of dust)	3		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	3		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces less than 6' high are free of dust)	3		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	3		
Windows			
Remove finger prints and smudge marks from all windows	3		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	3		
Clean/Wash Kick Plates & Door Thresholds	3		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	3		
Spot Clean Partitions, Walls, & Doors	3		
Floor Care			
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	3		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and areshiny)	3		

Corp Yard

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Strip tile floors, wax and machine buff (February and August)			2
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Outside Restrooms & Interior Restrooms cleaned	3		
Clean interior restroom fixtures (Fixtures are clean and shiny)	3		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	3		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	3		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	3		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	3		
Clean and disinfect sinks (Sinks are clean and disinfected)	3		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	3		
Clean/disinfect toilets & urinals inside & outside (Inside of toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	3		
Empty waste baskets (All baskets are emptied of trash)	3		
Clean showers and maintain tile & grout (Showers are free of soap scum on walls & floor & are disinfected)	3		
Floor drain traps flushed with clean water (First week of month)		1	

WPCP Control House

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	3		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	3		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	3		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	3		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	3		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	3		
Lights			
Clean light covers and fixtures within 6' high		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	3		
Dust tables and office furniture (Tables and office furniture are free of dust)	3		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	3		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces <i>less than 6' high</i> are free of dust)	3		
Dust sills, partition ledges and molding (All ledges and moldings are free of dust and cobwebs)	3		
Windows			
Remove finger prints and smudge marks from all windows	3		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	3		
Clean/Wash Kick Plates & Door Thresholds	3		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	3		
Spot Clean Partitions, Walls, & Doors	3		
Floor Care			
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	3		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	3		
Strip tile floors, wax and machine buff (February and August)			2
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. 9First week of month)		1	

WPCP Control House

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Restrooms			
Outside Restrooms & Interior Restrooms cleaned	3		
Clean interior restroom fixtures (Fixtures are clean and shiny)	3		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	3		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	3		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	3		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	3		
Clean and disinfect sinks (Sinks are clean and disinfected)	3		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	3		
Clean/disinfect toilets & urinals inside & outside (Inside of toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	3		
Empty waste baskets (All baskets are emptied of trash)	3		
Clean showers and maintain tile & grout (Showers are free of soap scum on walls & floor & are disinfected)	3		
Floor drain traps flushed with clean water	3		
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

PW Operations Center

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	3		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	3		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	3		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	3		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	3		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Drinking Faucets			
Wash sides and disinfect tops of drinking fountains	3		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	3		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	3		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	3		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	3		
Dust tables and office furniture (Tables and office furniture are free of dust)	3		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	3		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces less than 6' high are free of dust)	3		
Dust sills, partition ledges and molding (All ledges and moldings are free of dust and cobwebs)	3		
Windows			
Remove finger prints and smudge marks from all windows	3		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	3		
Clean/Wash Kick Plates & Door Thresholds	3		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	3		
Spot Clean Partitions, Walls, & Doors	3		
Floor Care			

PW Operations Center

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	3		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	3		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and areshiny)	3		
Strip tile floors, wax and machine buff (February and August)			2
Carpet Cleaning			
Spot Carpet Cleaning (First week each month)		1	
Carpet Cleaning (2x per year) (March and September)			2
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Outside Restrooms & Interior Restrooms cleaned	3		
Clean interior restroom fixtures (Fixtures are clean and shiny)	3		
Clean and refill restroom dispensers: toilet paper, soap, paper towels Dispensers are full, extra paper is available)	3		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	3		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	3		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	3		
Clean and disinfect sinks (Sinks are clean and disinfected)	3		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	3		
Clean/disinfect toilets & urinals inside & outside (Inside of toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	3		
Empty waste baskets (All baskets are emptied of trash)	3		
Clean showers and maintain tile & grout (Showers are free of soap scum on walls & floor & are disinfected)	3		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Fire Station #37

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	3		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	3		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	3		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	3		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	3		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Drinking Faucets			
Wash sides and disinfect tops of drinking fountains	3		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	3		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	3		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	3		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	3		
Dust tables and office furniture (Tables and office furniture are free of dust)	3		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	3		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces less than 6' high are free of dust)	3		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	3		
Windows			
Remove finger prints and smudge marks from all windows	3		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	3		
Clean/Wash Kick Plates & Door Thresholds	3		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	3		
Spot Clean Partitions, Walls, & Doors	3		

Fire Station #37

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Floor Care			
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	3		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	3		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and areshiny)	3		
Strip tile floors, wax and machine buff (February and August)			2
Carpet Cleaning			
Spot Carpet Cleaning (Done the 1st week each month)		1	
Carpet Cleaning (2x per year) (March and September)			2
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Restrooms cleaned	3		
Clean restroom fixtures (Fixtures are clean and shiny)	3		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	3		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	3		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	3		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	3		
Clean and disinfect sinks (Sinks are clean and disinfected)	3		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	3		
Clean/disinfect toilets & urinals inside & outside (Inside of toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	3		
Empty waste baskets (All baskets are emptied of trash)	3		
Clean showers and maintain tile & grout (Showers are free of soap scum on walls & floor & are disinfected)	3		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Museum

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	1		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	1		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	1		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	1		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	1		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	1		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	1		
Dust tables and office furniture (Tables and office furniture are free of dust)	1		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	1		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces <i>less than 6' high</i> are free of dust)	1		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	1		
Windows			
Remove finger prints and smudge marks from all windows	1		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	1		
Clean/Wash Kick Plates & Door Thresholds	1		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	1		
Spot Clean Partitions, Walls, & Doors	1		
Floor Care			
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	1		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	1		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	1		
Carpet Cleaning			
Spot Carpet Cleaning (First week month)		1	
Carpet Cleaning (2x per year) March and September			2

Museum

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Wash-Out Garbage/Recycling Bins			
Wash interior and exterior of waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Restrooms cleaned	1		
Clean restroom fixtures (Fixtures are clean and shiny)	1		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	1		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	1		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	1		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	1		
Clean and disinfect sinks (Sinks are clean and disinfected)	1		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	1		
Clean/disinfect toilets & urinals inside & outside (Inside of toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	1		
Empty waste baskets (All baskets are emptied of trash)	1		
Clean showers and maintain tile & grout (Showers are free of soap scum on walls & floor & are disinfected)	1		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	

Youth Center

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Trash Cans, Recycling Bins & Garbage Enclosures			
Empty all waste paper baskets	5		
Change waste basket liners when necessary (liners are changed when they become soiled, wet, or ripped)	5		
Recycling materials will be kept separate from other trash at all times and placed in appropriate recycling receptacles	5		
Kitchens/Lunchrooms			
Wash and disinfect lunchroom tables and counters. (Tables are washed, free of food and drink spills and disinfected)	5		
Clean and disinfect lunchroom sink (Sink is free of food, drink, dirt and is disinfected)	5		
Janitors Closet			
Keep janitor closet clean and orderly, free of dirt, smells, excess cleaning products or unused equipment	AT ALL TIMES		
Drinking Faucets			
Wash sides and disinfect tops of drinking fountains	5		
Entryways			
Sweep concrete floors and stairwells (Entryway floors are free of dirt and dust)	5		
Clean front, rear, side door exterior entryways and mats (Entrances to be free of dirt, debris and cobwebs)	5		
Clean entrance doors glass and metal (Entrance glass and metal areas are free of fingerprints and smudges)	5		
Lights			
Clean light covers and fixtures less than 6' high (First week of month)		1	
Dusting			
Dust desks and chairs (Chairs and desks are free of dust)	5		
Dust tables and office furniture (Tables and office furniture are free of dust)	5		
Dust counters and file cabinets (Counters and filing cabinets are free of dust)	5		
Dust sills, ledges and other flat surfaces within reach (All ledges and other flat surfaces less than 6' high are free of dust)	5		
Dust sills, partition ledges and moldings (All ledges and moldings are free of dust and cobwebs)	5		
Windows			
Remove finger prints and smudge marks from all windows	5		
Window cleaning interior and exterior (2x per year) (April and October)			2
Cleaning			
Wash down and dry tops and edges of all counters (Counters are free of dirt/debris and smudges)	5		
Clean/Wash Kick Plates & Door Thresholds	5		
Clean baseboards and door jams (Baseboards and door jams are free of dust and smudge marks)	5		
Spot Clean Partitions, Walls, & Doors	5		
Floor Care			

Youth Center

CLEANING TASKS	Times Weekly	Times Monthly	Times Annually
Vacuum and clean all carpeted areas, edges and corners (Carpets are free of dust, dirt, and debris)	5		
Sweep/dust mop all non-carpeted floors (Tile and hardwood floors are free of dust, dirt, debris, scuff marks & spill stains)	5		
Wet mop all waxed floors (Tile floors are clean of dirt, dust and are shiny)	5		
Strip tile floors, wax and machine buff (February and August)			2
Carpet Cleaning			
Spot Carpet Cleaning (Done the 1st week each month)		1	
Carpet Cleaning (2x per year) (March and September)			2
Wash-Out Garbage/Recycling Bins			
Wash interior waste baskets, Wastebaskets are clean and dry, inside and out. (First week of month)		1	
Restrooms			
Restrooms cleaned	5		
Clean restroom fixtures (Fixtures are clean and shiny)	5		
Clean and refill restroom dispensers: toilet paper, soap, paper towels (Dispensers are full, extra paper is available)	5		
Wash down and disinfect walls, partitions and doors (Walls, partitions, and doors are clean and disinfected)	5		
Clean restroom mirrors (Mirrors are free of water marks and smudges)	5		
Wet mop and disinfect restroom floors (Floors are clean, free of dust, dirt, and debris and are disinfected)	5		
Clean and disinfect sinks (Sinks are clean and disinfected)	5		
Clean and disinfect counters and cabinets (Counters and cabinets are wiped down and disinfected)	5		
Clean/disinfect toilets & urinals. Toilets & urinals are brush scrubbed with cleanser, seats are washed & dried)	5		
Empty waste baskets (All baskets are emptied of trash)	5		
Floor drain traps flushed with clean water (First week of month)		1	
Additional Vacuuming			
Vacuum shades, vertical & horizontal blinds & picture frames (Shades, blinds and picture frames are free of dust) (First week of month)		1	
Vacuum air register grills (Ensure grills are free of dust and dust accumulation) (First week of month)		1	
Vacuum all fabric furniture (Furniture is free of dust and dirt on surfaces, in crevices and under cushions) (First week of month)		1	