

221-220
STATE USE CONTRACT BETWEEN
CITY OF SAN MARCOS AND GOODWILL TEMPORARY SERVICES, INC.
THROUGH WORKQUEST.

This Contract for janitorial services for the City of San Marcos is entered into by and between the City of San Marcos, “City” and Goodwill Temporary Services, Inc., “Contractor” pursuant to the authority granted in compliance with the provisions of Chapter 122, Human Resources Code, and certified by WorkQuest as a contract in compliance with the provisions of Chapter 122, Human Resources Code.

AGREEMENT

In consideration of the premises and of the mutual covenants and agreements of the parties hereto to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

ARTICLE 1. CONTRACTING PARTIES

Receiving Party: City of San Marcos, Texas, “City”
Performing Party: Goodwill Temporary Services, Inc., “Contractor”
Certifying Party: WorkQuest

ARTICLE 2. CONTRACT PERIOD

The contract period for this Agreement shall begin on January 1, 2022, and shall end on December 31, 2022

ARTICLE 3. SERVICES TO BE PERFORMED

Contractor will perform the following services for the following facilities located in San Marcos, Texas:

1.	Activity Center (60,000 square feet) located at 501 East Hopkins Street
2.	Animal Shelter (1,600 square feet) located at 750 River Road
3.	Calaboose Building (1,200 square feet) located at 200 West Martin Luther King (“MLK”) Drive
4.	Cephas House (1,180 square feet) located at 401 West MLK Drive
5.	City Hall Building (17,280 square feet) located at 630 East Hopkins Street
6.	City Park Recreation Hall (6,415 square feet) located at 170 Charles Austin Drive
7.	Discovery Center (2,400 square feet) located at 430 Riverside Drive
8.	Dunbar Recreation Center (5,250 square feet) located at 801 West MLK Drive
9.	Fire Station #5 Administration (3,470 square feet) located at 100 Carlson Circle
10.	Grant Harris, Jr., Building (5,000 square feet) located at 401 East Hopkins Street
11.	Office of Emergency Management (3,000 square feet) located at 1402 West Hopkins Street
12.	Municipal Building (19,000 square feet) located at 630 East Hopkins St. Bldg. #3
13.	Neighborhood Services Building (2,128 square feet) located at 630 East Hopkins St. Bldg. #5
14.	Purchasing & Contracting Building (4,800 square feet) located at 630 East Hopkins St. Bldg. #4
15.	Old Fish Hatchery Community Building (1,000 square feet) located at 206 North CM Allen Parkway
16.	Park Ranger Station (565 square feet) located at Rio Vista Park, 555 Cheatham Street
17.	Police Department (43,000 square feet) located at 2300 IH 35 South
18.	Public Library (55,000 square feet) located at 625 East Hopkins Street
19.	Public Services Building (7,000 square feet) located at 630 East Hopkins St. Bldg. #2

20.	San Marcos Electric Utility (9,500 square feet) located at 1040 North State Highway 123
21.	Traffic/Sign Shop Restroom (80 square feet) located at 634 East Hopkins Street
22.	Water Quality Building (1,861 square feet) located at 720 River Road
23.	Concrete Crew Building (600 square feet) located at 750B River Road
24.	Tourist Information (1800 square feet) located at 617 North IH35
25.	Water/Wastewater Warehouse Office/Restroom (72 square feet) located at 632 East Hopkins Street
26	Public Service Center (Approx. 55,000 square feet) located at 2217 E McCarty Lane

1. SPECIFICATIONS

- A. **SCOPE:** Contractor will provide all labor, equipment, tools, materials, chemicals, janitorial supplies, supervision, and other items or services necessary to perform janitorial services as outlined below. City will provide all paper supply products necessary for each facility as required below.
- B. **QUALITY CONTROL:** Contractor will establish a complete quality control program to assure the requirements of this contract are provided as specified. The program will include the following as a minimum:
1. An inspection system covering all services listed herein. This system will specify the areas to be inspected.
 2. The methods for identifying deficiencies in the quality of services performed before the level of performance becomes unsatisfactory.
 3. A file of all inspections conducted by Contractor and the corrective action taken. This documentation will be made available to the Contract Administrator upon request.
- C. **KEYS:** Contractor will establish and implement methods of ensuring that all keys issued by the City are not lost, misplaced, or used by unauthorized persons. No keys issued to Contractor may be duplicated. **Contractor will immediately report any lost keys to:**
- Sandra McKenzie, Administrative Coordinator, Facilities, Public Works Department,
phone: 512-393-8408, email: smckenzie@sanmarcostx.gov**
- D. **SECURITY AND MAINTENANCE:** Contractor will be responsible for reasonable protection and safeguarding all the City property within the work areas during performance under this contract. Upon completion of the work period, Contractor will ensure that the facilities and equipment are secured. Any defective or inoperative building equipment such as leaking or problem plumbing, defective lights, door locks, etc., are to be reported to the City's Contract Administrator, if detected during performance of work under this contract. Contractor will be required to replace, re-key, or reimburse the City for replacement of locks or re-keying as a result of lost keys. In some cases, keys will be provided to Contractor. Contractor will be briefed on area accessibility prior to the contract start date.
- E. **EXTENDED SERVICES HOURS/SPECIAL OR EMERGENCY SITUATIONS:** Special or emergency situations (i.e., structural fire, accidents, rescue operations, civil disturbances, disasters, and scheduled events) may necessitate Contractor operating on an extended basis. Contractor will provide these services as requested by the City's Contract Administrator. Payment for such services will be negotiated on an individual basis as they may occur by the City's Contract

Administrator. Negotiations will be conducted based upon the applicable hourly wage rates for the appropriate employee classifications as substantiated by Contractor's payroll data.

- F. EXTENDED SERVICES HOURS/SPECIAL EVENTS: Special Events may necessitate Contractor operating on an extended basis. Contractor will provide these services as requested by the City's Contract Administrator. Payment for such services will be negotiated on an individual basis as they may occur by the City's Contract Administrator. Negotiations will be conducted based upon the applicable hourly wage rates for the appropriate employee classifications as substantiated by Contractor's payroll data.
- G. CONSERVATION OF UTILITIES: Contractor will use conservation practices and avoid waste of utilities. As a minimum, the following steps will be taken:
1. Lights will be used only in areas where and at times work is actually being performed.
 2. Mechanical equipment controls for heating, ventilation, and air conditioning systems will not be adjusted by the workers.
 3. Water faucets or valves will be turned off after use.
 4. City telephones will not be used for personal, toll, or long-distance calls. Contractor will be assessed \$50.00 for each violation of telephone use, plus actual costs.
- H. STORAGE AREAS:
1. Contractor will be provided storage space for equipment and supplies as available. All areas provided to Contractor will be kept clean and neat. The City is not responsible for any loss or damage to any Performing Party supplies or equipment while stored in City facilities.
 2. A daily cleaning check-off sheet will be completed and on display at each location in the storage area. This will be used to verify that the schedule of services is being met.
 3. Material Safety Data Sheets (MSDS)/Globally Harmonized System of Classification and Labeling of Chemicals (GHS) will be on display in each janitorial closet in the building for all cleaning materials being used.
 4. Adequate supplies and hand soap will be stored in the locked closet in the facility. Designated City and Performing Party staff will have keys to these closets in the event supplies become short during the day and need replenishment.
 5. All equipment such as brooms, mops, and vacuums will be available for use by the City staff during the day.
 6. A yearly interior glass maintenance schedule will be provided to the Contract Administrator prior to commencement of the contract. A schedule of services to be performed at the location will be posted in the janitorial closet.
- I. LOST AND FOUND PROPERTY: All items of possible personal or monetary value found by Contractor's employees are to be turned in to the City's Contract Administrator.

J. RECYCLING MATERIAL: Contractor will collect recycling material at each desk in each department and the kitchen area at each building listed below:

1. Activity Center – 501 East Hopkins Street, with two (2) 96-gallon carts;
2. Animal Shelter – 750 River Road, with five (5) 96-gallon carts;
3. Calaboose Building – 200 MLK Drive, with one (1) 96-gallon cart;
4. Cephas House – 217 MLK Drive, with one (1) 96-gallon cart;
5. City Hall Building – 630 East Hopkins Street, with two (2) 96-gallon carts;
6. City Park Recreation Hall – 170 Charles Austin Drive, with one (1) 96-gallon cart;
7. Dunbar Recreation Center – 801 MLK Drive, with one (1) 96-gallon cart;
8. Old Fish Hatchery – 206 North CM Allen Parkway, with one (1) 96-gallon cart;
9. Park Ranger Station - 312 Reynolds Street, with one (1) 96-gallon cart;
10. Discovery Center – 430 Riverside Drive, with one (1) 96-gallon cart;
11. Fire Station #5 Administration – 100 Carlson Circle, with two (2) 96-gallon carts;
12. Grant Harris, Jr., Building – 401 East Hopkins Street, with three (3) 96-gallon carts;
13. Office of Emergency Management – 1402 West Hopkins Street, with one (1) 96-gallon cart;
14. Municipal Building – 630 East Hopkins Street Bldg. #3, with four (4) 96-gallon carts;
15. Purchasing & Contracting - 630 East Hopkins St. Bldg. #4 utilize Municipal Building carts
16. Neighborhood Services Building – 630 East Hopkins Street, with two (2) 96-gallon carts;
17. Police Department – 2300 IH 35 South, with five (5) 96-gallon carts;
18. Public Library – 625 East Hopkins Street, with two (2) 96-gallon carts;
19. Public Services Building – 630 East Hopkins Street, with two (2) 96-gallon carts;
20. San Marcos Electric Utility – 1040 North State Highway, with four (4) 96-gallon carts;
21. Traffic/Sign Shop Restroom – 634 East Hopkins Street, with one (1) 96-gallon cart;
22. Water Quality Building – 720 River Road, with four (4) 96-gallon carts; and
23. Water/Wastewater Warehouse Office/Restroom – 632 East Hopkins Street, with two (2) 96-gallon carts.
24. Concrete Crew Building - 750B River Road, with one (1) 96-gallon cart;
25. Tourist Information - 617 North IH35 with one (1) 96-gallon cart and;
26. Public Services Center – 2217 E McCarty Lane, (4) 96-gallon carts

The materials will be collected in 96-gallon wheeled carts inside the buildings. The 96-gallon carts will be provided by the City. Once a week (on a day to be determined), the carts will be rolled to a designated location outside the building for pickup by a recycling provider.

K. WORK HOURS/TASKS ACCOMPLISHMENT: Contractor may coordinate with the City's Contract Administrator and obtain approval to deviate from those hours established during holidays

or other special occasions, or establish a schedule that is mutually agreed to by Contractor and the City's Contract Administrator. For those major periodic tasks such as floor maintenance and carpet shampoo, Contractor will make prior arrangements to work during times other than those specified. The City has the option to change work schedule hours.

1. Janitorial services (except for additional restroom services) will be performed on the days outlined below. Contractor will coordinate service with meetings that are scheduled at these facilities. These hours are subject to change by the City's Contract Administrator.

Sunday through Saturday

Activity Center.....	12:00 a.m. until 11:00 p.m.
Cephas House.....	6:00 p.m. until 7:00 a.m.
City Park Recreation Hall.....	6:00 p.m. until 7:00 a.m.
Dunbar Recreation Center.....	6:00 p.m. until 7:00 a.m.
Old Fish Hatchery Community Building.....	6:00 p.m. until 7:00 a.m.
Police Department.....	12:00 a.m. until 11:59 p.m.
Public Library.....	9:00 p.m. until 7:00 a.m.

Monday through Friday

Calaboose Building.....	6:00 p.m. until 7:00 a.m.
City Hall Building.....	6:00 p.m. until 7:00 a.m.
Discovery Center.....	6:00 p.m. until 7:00 a.m.
Fire Station #5 Administration.....	6:00 p.m. until 7:00 a.m.
Grant Harris, Jr., Building.....	6:00 p.m. until 7:00 a.m.
Office of Emergency Management.....	8:00 a.m. until 5:00 p.m.
Municipal Building.....	6:00 p.m. until 7:00 a.m.
Purchasing & Contracting.....	6:00 p.m. until 7:00 a.m.
Neighborhood Services Building.....	8:00 a.m. until 5:00 p.m.
Park Ranger Station.....	6:00 p.m. until 7:00 a.m.
Public Services Building.....	6:00 p.m. until 7:00 a.m.
San Marcos Electric Utility.....	6:00 p.m. until 7:00 a.m.
Traffic/Sign Shop Restroom.....	6:00 p.m. until 7:00 a.m.
Water Quality Building.....	6:00 p.m. until 7:00 a.m.
Water/Wastewater Warehouse Office/Restroom.....	6:00 p.m. until 7:00 a.m.
Concrete Crew	6:00 p.m. until 7:00 a.m.
Tourist Information	6:00 p.m. until 7:00 a.m.
Public Services Center.....	6:00 p.m. until 7:00 a.m.

Monday through Saturday

Animal Shelter.....	10:00 a.m. until 12:00 p.m.
---------------------	-----------------------------

2. Day Porter Services will be provided Monday through Friday from 8:00 a.m. until 4:30 pm at the locations listed below. Additionally, Day Porter Services will be provided at the Activity Center and the Public Library on weekends during regular business hours. Contractor staff will provide services in a manner that will minimize disruption of daily City activities. These hours are subject to change by the City's Contract Administrator.

1.	Activity Center (60,000 square feet) located at 501 East Hopkins Street
2.	City Hall Building (17,280 square feet) located at 630 East Hopkins Street
3.	City Park Recreation Hall (6,415 square feet) located at 170 Charles Austin Drive
4.	Discovery Center (2,400 square feet) located at 430 Riverside Drive
5.	Municipal Building (19,000 square feet) located at 630 East Hopkins St. Bldg. #3
6.	Public Library (27,000 square feet) located at 625 East Hopkins Street
7.	Public Services Building (7,000 square feet) located at 630 East Hopkins St. Bldg. #2
8.	San Marcos Electric Utility (9,500 square feet) located at 1040 North State Highway 123
9.	Traffic/Sign Shop Restroom (80 square feet) located at 634 East Hopkins Street
10.	Tourist Information (1800 square feet) located at 617 North IH35
11.	Water/Wastewater Warehouse Office/Restroom (72 square feet) located at 632 East Hopkins Street
12.	Public Services Center (Approx. 55,000 square feet) located at 2217 McCarty Lane

L. SPECIAL REQUIREMENTS/INSTRUCTIONS: Contractor will comply with the following special requirements:

1. Except for periods involving water conservation as established by the City Manager, steps and ramps to all entrances at all buildings will be hosed or washed as necessary if water faucets are available, or swept in the absence of available water faucets, prior to business hours on operating days.
2. All wood and tile floors will be swept with treated dust mops or brooms. Chemically treated dust cloths and mops will be used for dusting.

M. ITEMS FURNISHED BY CONTRACTOR: The following is a list of supplies, equipment, and materials that will be furnished by Contractor, as a minimum:

1. Window cleaner, disinfectant, deodorant, polish for brass, and detergents;
2. Buffers, high-efficiency particulate air (“HEPA”) filter vacuum cleaners, etc.;
3. Dust cloths, wiping cloths, mops, brooms, ladders, etc.;
4. Plastic liners for all waste and desk recycle receptacles;
5. Soap for all restroom soap dispensers;
6. CDC approved hand sanitizer for all approved dispensers and;
7. Any other chemicals, cleaning material, supplies, and equipment required.

N. APPROVAL OF PRODUCTS: The City is committed to achieving “Green Procurement”. Green Procurement minimizes negative environmental and social effects through the use of environmentally friendly products. All products used during this contract will be environmentally friendly products that meet the Green Seal and the U.S. Environmental Protection Agency’s Design for the Environment certification programs. No cleaning compound without the Green Seal of

approval on the label will be allowed without the written prior approval of the City's Contract Administrator. The City reserves the right to reject the use of any cleaners, waxes, polishes, or other agents used in the performance of this contract if such product creates objectionable odors, health problems, allergic reactions, or are otherwise determined to be unacceptable as determined by the City's Contract Administrator.

- O. MONTHLY REPORT: Contractor will submit to the City's Contract Administrator a monthly report showing the quantity of each of the supplies named above which were used during the previous month. The report will be mailed or otherwise delivered not later than the fifteenth (15th) day of each month. Payment of monthly invoice is contingent upon receipt and approval of monthly report.
- P. SUPERVISION AND INSPECTION: Contractor's supervisory personnel will make inspections every two (2) weeks of the services being performed, along with the City's Contract Administrator, to assure maximum efficiency and full compliance with the provisions of this contract. Work performance records will be completed by Contractor's supervisor and will be reviewed, signed, and dated weekly. The written inspection reports will be turned in to the City's Contract Administrator within forty-eight (48) hours of the inspection. Payment of monthly invoice is contingent upon receipt and acceptance of weekly performance records and bi-monthly inspections.
- Q. LOCAL HIRE REQUIREMENTS: Contractor's employees performing any services called for by this contract will consist of at least sixty percent (60%) local employees. "Local employees" can be defined as employees that reside at a physical address within the City of San Marcos or within the City's extraterritorial jurisdiction (ETJ).
- R. CONTRACTOR'S EMPLOYEES: All janitorial services will be performed by trained personnel using current, acceptable janitorial industry standards and practices. Contractor's employees will present a neat appearance and be easily recognized while performing work on City property. This will be accomplished by wearing appropriate uniforms along with a name badge and/or photo identification distinguishing them as an employee of Contractor. Contractor will provide the current and complete name, address, date of birth, and social security number of each employee performing any services called for by this contract to the City's Contract Administrator. The City reserves the right to perform a background investigation in accordance with Texas Government Code, Chapter 411, on all employees to ascertain existence of any criminal records and reserves the right to reject any employees not considered suitable because of investigation results or other circumstances which make that person undesirable for work under this contract.
- S. VISITORS: At no time will Contractor allow visitors, spouses, or children of Contractor's employees in the building during working hours, unless they are employees of Contractor.
- T. PAYMENTS: Monthly payments will be made by the City upon the satisfactory completion and acceptance of all services called for under this contract, and submission of a proper and correct invoice to City of San Marcos, Accounts Payable, 630 East Hopkins Street, San Marcos, Texas 78666, or cosmap@sanmarcostx.gov. No partial or advance payments will be made.

- U. UNAUTHORIZED USE OF CITY EQUIPMENT: Contractor will not allow their employees, at any time, to open desk drawers, cabinets, or to use office equipment, including the use of non-pay telephones, for any purpose other than a local emergency 911 telephone call.
- V. SMOKING: In accordance with San Marcos Ordinance No. 2013-57, all City-owned and rented/leased properties are smoke-free properties. All contractors, subcontractors, and their employees are prohibited from smoking while on City property. This includes the enclosed areas of public places and workplaces, within ten (10) feet of doors and windows, City-owned or rented/leased property, including parks and facilities. This prohibition includes e-cigarettes and other inhaled vapor devices. The City reserves the right to terminate a contract(s) if the Contractor is found in noncompliance. The City reserves the right to direct the Contractor to remove or replace any employee for just cause.
- W. STERILIZATION/ENHANCED CLEANING: Following guidance from the CDC, Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA), routine housekeeping practices should continue and may include cleaning and disinfecting work surfaces, equipment and other elements of the work environment. **Only EPA registered disinfectants or products effective for human coronavirus shall be used.**

In the event a COVID-19 positive case is identified, and at the request of the Contract Administrator, the contractor will need to implement housekeeping and janitorial protocols for maintaining a healthy environment and inhibiting the spread of the contagion on facility premises. COVID19 protocols are listed below:

- a) Clean & Disinfect ALL contact surfaces including, but not limited to; door handles and knobs, hand rails, light switches/cover plates, drinking fountains, counter tops, restroom fixtures, controls and dispensers, tables & chairs, furniture, trash containers, copiers, microwaves, refrigerators & ice machines
- b) Following thorough hand cleaning and disinfecting, perform area disinfecting utilizing a spray mist disinfectant recommended by the Centers for Disease Control and approved by Contract Administrator

These services will be in addition to the regularly scheduled cleaning.

- X. PRORATING: The Contractor will not be entitled to payment for any service(s) not performed. The monthly payment will be prorated based on the number of days that service was provided.

2. TASK AND SCHEDULE

A. DESCRIPTION OF SERVICES:

- 1. Day Porter Services: Services provided will include dry and wet mopping as necessary to remove spills, emptying garbage/recycle cans, and spot cleaning around light switches and door levers. Day Porters will also ensure all daily services are provided as described in Part B. SCHEDULE OF SERVICES

2. Windows: Clean interior window surfaces. Remove all traces of film, dirt, smudges, water, and other foreign matter from frames, casings, sills, and glass.
3. Waste: All wastebaskets, cigarette but receptacles (ashtrays, butt cans, etc.), and other trash containers will be emptied and returned to their proper locations. Soiled or torn plastic trash receptacle liners will be replaced. All trash will be deposited in the nearest outside trash collection container provided by the City.
4. Vacuumping: All carpeted floors will be vacuumed. After being vacuumed, the carpeted floor will be free of all visible litter and soil. Any spots will be removed using carpet extraction equipment when noticed.
5. Sweeping: All floors, except carpeted areas, will be swept. After the floor has been swept, the entire floor surface, including corners and abutments, will be free of litter, dust, cobwebs and foreign debris. Chairs, trash receptacles, and easily moveable items will be moved to sweep underneath.
6. Mopping: All floors, except wood and carpeted areas, will be mopped clean and free of dirt and debris. Chairs, trash receptacles, and easily moveable items will be moved to enable mopping underneath. After mopping, the floor will have a uniform appearance with no streaks, swirl marks, detergent residue, standing water, or evidence of soil, stains, or film.
7. Entrance Mats: Carpet-type entrance mats will be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats will be swept, vacuumed, or hosed down to remove soil and grit. Soil and moisture under entrance mats will be removed and mats returned to their normal location.
8. Low Dusting: After low dusting, all dust, lint, litter, and dry soil will be removed from the surface of desks, chairs, file cabinets, and other types of office furniture and equipment and from horizontal ledges, windowsills, handrails, etc., to a line six (6) feet above floor level. Venetian blinds, where installed, are included in low dusting.
9. High Dusting: After high dusting, all dust, lint, litter, and dry soil will be removed from all surfaces above six (6) feet.
10. Light Fixtures: After cleaning, light fixtures will be free of bugs, dirt, dust, grease, and other foreign matter. The Contract Administrator will be notified of light fixture damage or lighting which is not functioning properly.
11. Spot Cleaning: Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, and fixtures. Germicidal detergent will be used in restrooms, break areas, and drinking fountains. Brass hardware, aluminum bars, and other metal on doors and cigarette urns will be polished with a polishing compound. After spot cleaning, the surface will have a clean, uniform appearance free of streaks, spots, and other marks.
12. Resupply Restrooms: Restrooms will be stocked with a minimum of twenty-four (24) hours supply of toilet paper, towels, soap, etc.

13. Glass Cleaning: Glass includes but is not limited to glass partitions, interior glass doors, interior windows, display cases, directory boards, mirrors, and adjacent trim. After glass cleaning, there will be no traces of film, dirt, smudges, water, and other foreign matter.
14. Clean and Disinfect Restrooms: Contractor will perform the following tasks for all restrooms covered hereunder:
- a. Remove trash;
 - b. Mop floor;
 - c. Sweep floor;
 - d. Low dusting;
 - e. Spot clean;
 - f. Restock restroom supplies;
 - g. Glass cleaning;
 - h. Clean toilet bowls;
 - i. Clean lavatories;
 - j. Clean urinals;
 - k. Refill dispensers;
 - l. Clean partitions;
 - m. Clean stalls;
 - n. Clean walls;
 - o. Clean all other fixtures; and
 - p. Clean and sanitize showers and shower stalls.
15. Recyclable Boxes: Contractor will be required to pick up and break down recyclable boxes and empty them into the recycling bin in the building.

B. SCHEDULE OF SERVICES:

A Schedule of Services to be provided for each facility is provided in ATTACHMENT A.

ARTICLE 4. CONTRACT AMOUNT

The estimated total amount to be paid by City of San Marcos to Contractor for services under this contract will be the annual sum of \$995,741.80, as follows:

Building	Sq. Ft.	Qty	Unit	Unit Price (Month)	Extension (Annual)
Activity Center	60,000	10	Months	\$16,690.22	166,902.19
Animal Shelter	1,600	12	Months	\$445.07	\$5,340.87
Calaboose Building	1,200	12	Months	\$333.80	\$4,005.65
Cephas House	1,180	12	Months	\$328.24	\$3,938.89
City Hall Building	17,280	12	Months	\$4,806.78	\$57,681.40
City Park Recreation Hall	6,415	12	Months	\$1,784.46	\$21,413.55

Concrete Crew Building	600	12	Months	\$166.90	\$2,002.83
Discovery Center	2,400	12	Months	\$667.61	\$8,011.31
Dunbar Recreation Center	5,250	12	Months	\$1,460.39	\$17,524.73
Fire Station #5 Administration	3,470	12	Months	\$965.25	\$11,583.01
Grant Harris, Jr., Building	5,000	12	Months	\$1,390.85	\$16,690.22
Office of Emergency Management	3,000	12	Months	\$834.51	\$10,014.13
Municipal Building	19,000	12	Months	\$5,285.24	\$63,422.83
Neighborhood Services Building	2,128	12	Months	\$591.95	\$7,103.36
Old Fish Hatchery Community Building	1,000	12	Months	\$278.17	\$3,338.04
Park Ranger Station	565	12	Months	\$157.17	\$1,885.99
Police Department	43,000	12	Months	\$11,961.32	\$143,535.88
Public Library	55,000	12	Months	\$15,299.37	\$183,592.41
Old Public Services Building	7,000	12	Months	\$1,947.19	\$23,366.31
New Public Services Center	55,000	12	Months	\$15,327.18	\$183,926.21
Purchasing & Contracting Building	4,800	12	Months	\$1,335.22	\$16,022.61
San Marcos Electric Utility	9,500	12	Months	\$2,642.62	\$31,711.42
Tourist Information	1,800	12	Months	\$500.71	\$6,008.48
Traffic/Sign Shop Restroom	80	12	Months	\$22.25	\$267.04
Water Quality Building	1,861	12	Months	\$517.67	\$6,212.10
Water/Wastewater Warehouse Office/Restroom	72	12	Months	\$20.03	\$240.34
Total	308,301			\$85,760.17	\$995,741.60
Additional Services - Sanitizing & Enhanced Cleaning		As Needed		Min. \$40.00 per cleaning.	\$.40/ sq. ft.

ARTICLE 5. PAYMENT FOR SERVICES

City of San Marcos shall pay Contractor, or as directed, to WorkQuest, as the assignee and servicing agent of Contractor's interest in the payment under this contract. Such payment shall be for goods and services received, shall be made upon receipt of a proper invoice or voucher prepared by Contractor's Assigned Sheltered Work Center or WorkQuest, and shall be made within thirty (30) days from receipt of such proper invoice or voucher.

Payment by City of San Marcos to Contractor, or WorkQuest, as its assignee, shall be based upon bills presented monthly, with billing based upon the actual performance of the specified work by location.

ARTICLE 6. TERMINATION

This Agreement may be terminated under any one of the following conditions:

1. By mutual agreement and consent of both parties;
2. By City of San Marcos giving written notice to Contractor and WorkQuest as a consequence of failure by Contractor to satisfactorily perform the services and obligations set forth in this Agreement, with proper allowances being made for circumstances beyond the control of Contractor; or
3. By either party upon thirty (30) calendar days written notice to the other.

ARTICLE 7. REMEDIES

Violation or breach of contract terms by Contractor shall be grounds for termination of the Agreement, and any increased costs arising from Contractor’s default, breach of contract, or violation of terms shall be paid by Contractor. This Agreement shall not be considered as specifying the exclusive remedy for any default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

ARTICLE 8. SUBLETTING

Contractor shall not sublet or transfer any portion of its responsibilities and obligations under this Agreement unless specifically authorized to do so in writing by City of San Marcos.

ARTICLE 9. SUCCESSORS AND ASSIGNS

Contractor shall not assign or otherwise transfer its rights or obligations under this Agreement except with the prior written consent of City of San Marcos.

ARTICLE 10. LEGAL CONSTRUCTION

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE 11. GOVERNING LAWS AND VENUE

This Agreement shall be construed under and in accordance with the laws of the State of Texas. Any legal actions regarding the parties’ obligations and any matters whatsoever arising from this Agreement shall be filed and maintained in Hays County, Texas.

ARTICLE 12. PRIOR AGREEMENTS SUPERCEDED

This Agreement constitutes the sole and only agreement of the parties hereto and supercedes any prior understandings or written or oral agreements between the parties respecting this subject matter.

ARTICLE 13. INSURANCE AND INDEMNITY

Contractor will hold harmless, indemnify, and defend City of San Marcos and its employees, agents, officers, and servants from any and all lawsuits, claims, demands, and causes of action of any kind arising from the negligent or intentional acts, errors, or omissions of Contractor, its officers, employees, or agents. This will include, but not be limited to, the amounts of judgments, penalties, interest, court costs, reasonable legal fees, and all other expenses incurred by City of San Marcos arising in favor of any party, including the amounts of any damages or awards resulting from claims, demands, and causes of action for personal injuries, death, or damages to property.

Contractor will procure and maintain at its expense insurance with insurance companies authorized to do business in the State of Texas, covering all operations under this Agreement, whether performed by Contractor or its agents, subcontractors, or employees. Before commencing work, Contractor will furnish to City of San Marcos a certificate or certificates in a form satisfactory to City of San Marcos showing that Contractor has complied with this paragraph. All certificates will provide that the policy will not be changed or cancelled until at least thirty (30) days written notice will have been given to City of San Marcos. Commercial general liability insurance and motor vehicle insurance will be written with the City of San Marcos, Texas, as an additional insured and will be endorsed to provide a waiver of the carrier's right of subrogation against the City. The kinds and amounts of insurance required are as follows:

Workers' Compensation Insurance: In accordance with the provisions of the Workers' Compensation Act of the State of Texas.

Liability Insurance: (1) Commercial general liability insurance with a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate, and (2) motor vehicle liability insurance in an amount not less than \$1,000,000 for injuries to any one person, \$1,000,000 on account of any one accident and in an amount of not less than \$1,000,000 for property damage.

The stated limits of insurance required by this Paragraph are **minimum only** and it will be Contractor's responsibility to determine what limits are adequate. These limits may be met by basic policy limits or any combination of basic limits and umbrella limits. City of San Marcos's acceptance of certificates of insurance that do not comply with these requirements in any respect does not release Contractor from compliance with these requirements.

ARTICLE 14. NOTICE TO PARTIES

Notice to be effective under this contract must be in writing and received by the party against whom it is to operate. Notice is received by a party as follows: (1) when it is delivered to the party personally; (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address specified in this Article 14 and signed on behalf of the party; or (3) three business days after its deposit in the United States mail, with a first-class postage affixed, addressed to the party's

address specified in this Article 14. Any party may change its address by providing notice of such change in accordance with the requirements of this Article 14.

City of San Marcos's address is as follows:

Sabas Avila, Director
Public Works
630 East Hopkins Street
San Marcos, Texas 78666

Lynda Williams, Purchasing Manager
Purchasing & Contracting | Finance
630 East Hopkins Street
San Marcos, Texas 78666

Contractor's address is as follows:

Mark Hiemstra, President
Goodwill Temporary Services, Inc.
1015 Norwood Park Boulevard
Austin, Texas 78753

The Certifying Party's address is as follows:

Abby Monk, Regional Marketing Manager
WorkQuest
1011 East 53 ½ Street
Austin, Texas 78751

ARTICLE 15. MISCELLANEOUS

Each individual signing this contract on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.

This Agreement represents the entire agreement of the parties, and an amendment to this agreement is not effective for any purpose unless in writing and signed by all parties.

This contract is binding on and inures to the benefit of the parties' successors in interest.

IN WITNESS WHEREOF, the parties have signed triplicate originals of this Agreement on the respective dates below.

CERTIFICATIONS

THE UNDERSIGNED PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected parties of Local and State Government, and (2) the services and goods on contract are not required by Section 21 of Article XVI of the Constitution of the State of Texas to be supplied under contract given to the lowest responsible bidder.

The undersigned signatory for Contractor hereby represents and warrants that he or she is an authorized representative of the organization for which he or she has executed this contract, and that such authorized representative has full and complete authority to enter into this contract on behalf of Contractor, and Contractor has legal authority to perform the activities provided for herein.

**PERFORMING PARTY:
GOODWILL TEMPORARY SERVICES, INC.**

By: _____
Authorized Signature

Printed Name, Title

Date: _____

The City of San Marcos, Texas further certifies that it has the authority to contract for the above services by authority granted by Chapter 122, Human Resources Code.

**RECEIVING PARTY:
CITY OF SAN MARCOS, TEXAS**

By: _____
Bert Lumbreras, City Manager

Date: _____

The undersigned signatory for the WorkQuest hereby represents and warrants that he or she is an authorized representative of the organization for which he or she has executed this contract, and that such authorized representative has full and complete authority to enter into this contract on behalf of the WorkQuest, and has legal authority to perform the activities provided for herein.

**CERTIFYING PARTY:
WORKQUEST**

By: _____

Printed Name, Title

Date: _____

ATTACHMENT A SCHEDULE OF SERVICES

1. ACTIVITY CENTER	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
DAILY SERVICES – RESTROOMS/LOCKER ROOMS:	
Clean a minimum of four (4) times per day – once during the hours of 12:00 a.m. until 6:00 a. m., once at 10:00 a.m., once at 2:00 p.m. and once at 7:00 p.m.	
1.	Clean and sanitize all sinks, cupboards and lockers
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
7.	Clean and sanitize showers and shower stalls
DAILY SERVICES – KITCHEN:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
DAILY SERVICES – NATATORIUM:	
1.	Sweep and dust mop pool deck with clean/treated mop and remove all foreign substances
2.	Empty and wipe down all waste receptacles
WEEKLY SERVICES – SUNDAYS DURING FACILITY CLOSURE:	
The Activity Center is closed Sundays providing an opportunity for a thorough cleaning of the facility without interruption and remediate any items not addressed during routine cleaning services.	
1.	Supervisor and/or manager will inspect facility to ensure all daily, weekly, monthly and as needed services have been perform as required, including but not limited to, inspecting all activity and meeting rooms to ensure complete and thorough cleaning from weekend events
2.	Address all items identified during inspections to prepare the facility for the coming week

3.	Thorough and complete cleaning of all areas necessary to ensure facility presents the best appearance possible for the coming week
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby, ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances with disinfecting solution
WEEKLY SERVICES – NATATORIUM:	
1.	Clean all baseboards, dust and damp wipe windowsills and ledges, remove cobwebs throughout pool area
2.	Polish door handles and other metal surfaces
3.	Clean interior windows ten (10) feet and below
4.	High level dusting above six (6) feet
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows and sills ten (10) feet and below including the natatorium area
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

2. ANIMAL SHELTER	
The Animal Shelter will be cleaned between the hours of 10:00 a.m. and 12:00 p.m. Monday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in lobby ten (10) and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 10:00 a.m. and 12:00 p.m.	
1.	Clean and sanitize all sinks, cupboards and lockers
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby, ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution

MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

3. CALABOOSE BUILDING	
The Calaboose Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	

1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

4. CEPHAS HOUSE	
The Cephas House will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of two (2) times per day, once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals

4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
Clean a minimum of once per day	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
AS NEEDED SERVICES:	
1.	Thoroughly wash all waste and recycle receptacles
2.	Additional cleaning as necessary due to events, emergencies, etc.

5. CITY HALL BUILDING	
The City Hall Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures

4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in lobby ten (10) and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of three (3) times per day. Twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks, cupboards and lockers
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN/BREAK ROOM:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby, ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles

3.	Additional cleaning as necessary due to events, emergencies, etc.
----	--

6. CITY PARK RECREATION HALL

The City Park Recreation Hall will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility
--

DAILY SERVICES - INTERIOR:

- | | |
|----|--|
| 1. | Empty all waste and recycle receptacles |
| 2. | Clean, polish and sanitize door push plates, door rails, etc. |
| 3. | Spot clean fingerprints on doors, railings, partition glass and light fixtures |
| 4. | Remove scuff marks from door plates, door rails etc. |
| 5. | Vacuum door mats |
| 6. | Vacuum all carpeted areas with a HEPA filter vacuum machine |
| 7. | Clean interior glass in lobby ten (10) and below |

DAILY SERVICES – RESTROOMS:

Clean a minimum of two (2) times per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.
--

- | | |
|----|---|
| 1. | Clean and sanitize all sinks, cupboards and lockers |
| 2. | Wash toilets and urinals inside and out with disinfectant solution |
| 3. | Wash walls and partitions around toilets and urinals |
| 4. | Wash all sinks, counter and mirrors |
| 5. | Damp-wipe all plumbing fixtures to prevent lime deposits |
| 6. | Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks |

DAILY SERVICES – MISCELLANEOUS:
--

- | | |
|----|--|
| 1. | Sweep all building entryways excluding sidewalks leading up to entryways |
| 2. | Sweep and/or dust mop hard floors with clean/treated mops |
| 3. | Mop hard floors and remove all foreign substances |

WEEKLY SERVICES – INTERIOR:

- | | |
|----|--|
| 1. | High level dusting above six (6) feet |
| 2. | Dust window coverings and window blinds |
| 3. | Clean exterior glass in the lobby, ten (10) feet and below |

WEEKLY SERVICES – MISCELLANEOUS:

- | | |
|----|---|
| 1. | Polish door kick plates |
| 2. | Damp wipe windowsills and blinds |
| 3. | Polish handrails, door handles, and other metal surfaces |
| 4. | Dust light fixture shades |
| 5. | Detail damp mop all hard surface floors taking care to get along edges in corners and beneath any furniture |
| 6. | Clean all baseboards |
| 7. | Wipe down all appliances in the kitchen area with disinfecting solution |

MONTHLY SERVICES:

- | | |
|----|---|
| 1. | Wipe down clean air diffusers and air return grills |
|----|---|

2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Thoroughly wash all waste and recycle receptacles
2.	Additional cleaning as necessary due to events, emergencies, etc.

7. DISCOVERY CENTER	
The Discovery Center will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of three (3) times per day, twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
Clean a minimum of once per day	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	

1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

8. DUNBAR RECREATION CENTER	
The Dunbar Recreation Center will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. The building will be ready for use by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
Clean a minimum of once per day	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles

DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

9. FIRE STATION #5 - ADMINISTRATION	
Fire Station #5 Administration Area will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in lobby ten (10) and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	

1.	Clean and sanitize all sinks, cupboards and lockers
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
Clean a minimum of once per day	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby, ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

10. GRANT HARRIS JR. BUILDING

The Grant Harris Jr. Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. The building will be ready for use by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
7.	Clean and sanitize shower and stall
DAILY SERVICES – KITCHEN:	
Clean a minimum of once per day	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean bathroom walls and partitions
7.	Clean all baseboards

8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

11. OFFICE OF EMERGENCY MANAGEMENT (formerly Marshall's Office)	
The Office of Emergency Management will be cleaned between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 8:00 a.m. and 5:00 p.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds

4.	Clean exterior glass in the lobby ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean bathroom walls and partitions
7.	Clean all baseboards
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Thoroughly wash all waste and recycle receptacles
2.	Additional cleaning as necessary due to events, emergencies, etc.

12. MUNICIPAL BUILDING	
The Municipal Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in lobby ten (10) and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of three (3) times per day. Twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks, cupboards and lockers
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
Clean a minimum of once per day	
1.	Clean and sanitize all sinks and cupboards

2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
4.	Sweep, mop and sanitize all stairwells and stairwell rails
5.	Clean, polish and sanitize plates and rails in elevator
6.	Sweep and mop elevator floors
7.	Dust and clean walls in elevator
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby, ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

13. NEIGHBORHOOD SERVICES BUILDING

The Neighborhood Services Building will be cleaned between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility

DAILY SERVICES - OFFICES:

1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.

5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in lobby ten (10) and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 8:00 a.m. and 5:00 p.m.	
1.	Clean and sanitize all sinks, cupboards and lockers
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
Clean a minimum of once per day	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby, ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles

3.	Additional cleaning as necessary due to events, emergencies, etc.
----	--

14. PURCHASING & CONTRACTING BUILDING
--

The Purchasing & Contracting Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. The building will be ready by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility
--

DAILY SERVICES - OFFICES:

- | | |
|----|--|
| 1. | Empty all waste and recycle receptacles |
| 2. | Clean, polish and sanitize door push plates, door rails, etc. |
| 3. | Spot clean fingerprints on doors, railings, partition glass and light fixtures |
| 4. | Remove scuff marks from door plates, door rails etc. |
| 5. | Vacuum door mats |
| 6. | Vacuum all carpeted areas with a HEPA filter vacuum machine |
| 7. | Clean interior glass ten (10) and below |

DAILY SERVICES – RESTROOMS:

Clean a minimum of two (2) times per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.
--

- | | |
|----|---|
| 1. | Clean and sanitize all sinks, cupboards and lockers |
| 2. | Wash toilets and urinals inside and out with disinfectant solution |
| 3. | Wash walls and partitions around toilets and urinals |
| 4. | Wash all sinks, counter and mirrors |
| 5. | Damp-wipe all plumbing fixtures to prevent lime deposits |
| 6. | Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks |

DAILY SERVICES – KITCHEN:

Clean a minimum of once per day
--

- | | |
|----|--|
| 1. | Clean and sanitize all sinks and cupboards |
| 2. | Empty and wipe all waste and recycle receptacles |

DAILY SERVICES – MISCELLANEOUS:
--

- | | |
|----|--|
| 1. | Sweep all building entryways excluding sidewalks leading up to entryways |
| 2. | Sweep and/or dust mop hard floors with clean/treated mops |
| 3. | Mop hard floors and remove all foreign substances |

WEEKLY SERVICES – OFFICES:

- | | |
|----|---|
| 1. | Spray clean/wax all desks, bookcases, and file cabinets |
| 2. | High level dusting above six (6) feet |
| 3. | Dust window coverings and window blinds |
| 4. | Clean exterior glass ten (10) feet and below |

WEEKLY SERVICES – MISCELLANEOUS:

- | | |
|----|--|
| 1. | Polish door kick plates |
| 2. | Damp wipe windowsills and blinds including kitchen area |
| 3. | Polish handrails, door handles, and other metal surfaces |
| 4. | Dust light fixture shades |

5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

15. OLD FISH HATCHERY COMMUNITY BUILDING	
The Old Fish Hatchery Community Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Sunday through Saturday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
4.	Sweep, clean, mop, and sanitize stairwells and stairwell rails
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates

2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
6.	Clean all baseboards
7.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
	Clean exterior areas and windows to remove foreign matter such as dirt, spiderwebs etc.
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

16. PARK RANGER STATION	
The Park Ranger Station will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Building will be ready by 7:00 a.m. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counter and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops

3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean exterior areas and windows to remove foreign matter such as dirt, spiderwebs etc.
4.	Clean interior windows including mullions and sills
5.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

17. POLICE DEPARTMENT	
The Police Department will be cleaned between the hours of 12:00 a.m. and 11:59 p.m. Sunday through Saturday. This includes the Firing Range with two (2) restrooms and office space. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES - OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of three (3) time per day. Twice during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 5:00 p.m. and 8:00 a.m.	

1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
7.	Clean and sanitize showers, shower stalls, and shower curtains
DAILY SERVICES – KITCHEN:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
5.	Sweep bay area
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Miscellaneous light maintenance including changing light bulbs and swapping out damaged ceiling tiles
4.	Firing Range – Access to the Firing Range shall be coordinated with the Facility Manager or his/her designee. Cleaning staff shall not access the Firing Range without approved

	City staff supervision. As need services to include cleaning and restocking two (2) restrooms and the office area.
5.	Additional cleaning as necessary due to events, emergencies, etc.

18. PUBLIC LIBRARY	
The Public Library will be cleaned between the hours of 9:00 p.m. and 7:00 a.m. Sunday through Saturday. The building will be ready by 7:00 a.m. daily. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICES/MEETING ROOMS/READING ROOM:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of three (3) time per day. Twice during the hours of 10:00 a.m. and 9:00 p.m. and once during the hours of 9:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades

5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

19. PUBLIC SERVICES BUILDING	
The Public Services Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	

1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

20. SAN MARCOS ELECTRIC UTILITY (SMEU)	
The San Marcos Electric Utility Building and warehouse buildings will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of two (2) time per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals

4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

21. TRAFFIC/SIGN SHOP RESTROOM	
The Traffic/Sign Shop Restroom will be cleaned once per day between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday.	
DAILY SERVICES – RESTROOMS:	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals

4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

22. WATER QUALITY BUILDING	
The Water Quality Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – KITCHEN:	
Clean a minimum of one (1) time per day	
1.	Clean and sanitize all sinks and cupboards
2.	Empty and wipe all waste and recycle receptacles
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass in the lobby ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades

5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
8.	Wipe down all appliances in the kitchen area with disinfecting solution
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Spot clean carpet using commercial carpet extraction equipment
2.	Thoroughly wash all waste and recycle receptacles
3.	Additional cleaning as necessary due to events, emergencies, etc.

23. CONCRETE CREW BUILDING	
The Concrete Crew Building will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds

4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills, ledges and blinds including kitchen area
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Thoroughly wash all waste and recycle receptacles
2.	Additional cleaning as necessary due to events, emergencies, etc.

24. TOURIST INFORMATION CENTER	
The Tourist Information Center will be cleaned between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICES:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Clean interior glass in the lobby ten (10) feet and below
DAILY SERVICES – RESTROOM:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances

WEEKLY SERVICES – OFFICES:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
WEEKLY SERVICES – MISCELLANEOUS:	
1.	Polish door kick plates
2.	Damp wipe windowsills, ledges and blinds
3.	Polish handrails, door handles, and other metal surfaces
4.	Dust light fixture shades
5.	Detail damp mop all hard surface floors taking care to get along edges in corners and beneath furniture
6.	Clean all bathroom walls and partitions
7.	Clean all baseboards
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Thoroughly wash all waste and recycle receptacles
2.	Additional cleaning as necessary due to events, emergencies, etc.

25. WATER/WASTEWATER WAREHOUSE	
The Water/Wastewater Warehouse Office and Restroom will be cleaned once per day between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICE:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOM:	
Clean a minimum of one (1) time per day during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks

DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops
3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICE:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Thoroughly wash all waste and recycle receptacles
2.	Additional cleaning as necessary due to events, emergencies, etc.

26. PUBLIC SERVICES CENTER	
The Public Services Center will be cleaned once per day between the hours of 6:00 p.m. and 7:00 a.m. Monday through Friday. Contractor will coordinate service with any scheduled meetings at this facility	
DAILY SERVICES – OFFICE:	
1.	Empty all waste and recycle receptacles
2.	Clean, polish and sanitize door push plates, door rails, etc.
3.	Spot clean fingerprints on doors, railings, partition glass and light fixtures
4.	Remove scuff marks from door plates, door rails etc.
5.	Vacuum door mats
6.	Vacuum all carpeted areas with a HEPA filter vacuum machine
7.	Clean interior glass ten (10) feet and below
DAILY SERVICES – RESTROOMS:	
Clean a minimum of two (2) times per day. Once during the hours of 8:00 a.m. and 5:00 p.m. and once during the hours of 6:00 p.m. and 7:00 a.m.	
1.	Clean and sanitize all sinks and cupboards
2.	Wash toilets and urinals inside and out with disinfectant solution
3.	Wash walls and partitions around toilets and urinals
4.	Wash all sinks, counters, and mirrors
5.	Damp-wipe all plumbing fixtures to prevent lime deposits
6.	Refill toilet tissue, paper towel dispensers, soap dispensers and urinal blocks
DAILY SERVICES – MISCELLANEOUS:	
1.	Sweep all building entryways excluding sidewalks leading up to entryways
2.	Sweep and/or dust mop hard floors with clean/treated mops

3.	Mop hard floors and remove all foreign substances
WEEKLY SERVICES – OFFICE:	
1.	Spray clean/wax all desks, bookcases, and file cabinets
2.	High level dusting above six (6) feet
3.	Dust window coverings and window blinds
4.	Clean exterior glass ten (10) feet and below
MONTHLY SERVICES:	
1.	Wipe down clean air diffusers and air return grills
2.	Wash fluorescent light fixture shades and reflectors
3.	Clean interior windows including mullions and sills
4.	Vacuum upholstered fabric furniture
AS NEEDED SERVICES:	
1.	Thoroughly wash all waste and recycle receptacles
2.	Additional cleaning as necessary due to events, emergencies, etc.