

STATE USE CONTRACT BETWEEN
CITY OF SAN MARCOS AND GOODWILL TEMPORARY SERVICES, INC.
THROUGH TIBH INDUSTRIES, INC.

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 TIBH Industries, Inc. (“TIBH”) 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: TIBH Industries, Inc.

ARTICLE 2. CONTRACT PERIOD

The contract period for this Agreement shall begin on December 1, 2018, and shall end on November 30, 2019.

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.	Main Street Office (1,600 square feet) located at 317 North LBJ Drive
12.	Marshal’s Office (3,000 square feet) located at 1402 West Hopkins Street
13.	Municipal Building (19,000 square feet) located at 630 East Hopkins Street
14.	Neighborhood Services Building (2,128 square feet) located at 630 East Hopkins Street
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 (27,000 square feet) located at 625 East Hopkins Street
19.	Public Services Building (7,000 square feet) located at 630 East Hopkins Street
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

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:**
- Oscar Hairell, Community Services Assistant Director, office phone: 512-393-8410, email: ohairell@sanmarcostx.gov or Thane Newman, Community Services Business Operations Manager, office phone: 512-393-8043, email: tnewman@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. Main Street Office – 317 North LBJ Drive, with one (1) 96-gallon cart;
 14. Marshal's Office – 1402 West Hopkins Street, with one (1) 96-gallon cart;
 15. Municipal Building – 630 East Hopkins Street, with four (4) 96-gallon 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; and
 25. Tourist Information - 617 North IH35 with one (1) 96-gallon cart;

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.
Main Street Office.....	6:00 p.m. until 7:00 a.m.
Marshal's Office.....	8:00 a.m. until 5:00 p.m.
Municipal Building.....	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.

Monday through Saturday

Animal Shelter.....	10:00 a.m. until 12:00 p.m.
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- 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 receptacles;
 5. White soap for all restroom soap dispensers; and
 6. 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.

2. TASK AND SCHEDULE

A. DESCRIPTION OF SERVICES:

1. Windows: Clean interior window surfaces. Remove all traces of film, dirt, smudges, water, and other foreign matter from frames, casings, sills, and glass.
2. Waste: All wastebaskets, cigarette butt 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.
3. Vacuuming: 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 when noticed.
4. 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, and foreign debris. Chairs, trash receptacles, and easily moveable items will be moved to sweep underneath.
5. 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.
6. 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.
7. 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, window sills, hand rails, etc., to a line six (6) feet above floor level. Venetian blinds, where installed, are included in low dusting.
8. High Dusting: After high dusting, all dust, lint, litter, and dry soil will be removed from all surfaces above six (6) feet.
9. Light Fixtures: After cleaning, light fixtures will be free of bugs, dirt, dust, grease, and other foreign matter.
10. Spot Clean: 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.

11. Resupply Restrooms: Restrooms will be stocked with a minimum of a twenty-four (24) hours supply of toilet paper, towels, soap, etc.
12. Glass Cleaning: Glass includes all 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.
13. 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.
14. Recyclable Boxes: Contractor will be required to pick up recyclable boxes and empty them into the recycling bin in the building.

B. SCHEDULE OF SERVICES:

1. Activity Center: The Activity Center will be cleaned between the hours of 12:00 a.m. and 11:00 p.m., Sunday through Saturday. The building will be ready by 6:00 a.m. Contractor will coordinate service with meetings that are scheduled at this building.
 - a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;

- 5) Vacuum doormats;
 - 6) Vacuum all carpet areas with a HEPA filter vacuum machine;
 - 7) Clean interior glass in the lobby, ten (10) feet and below;
 - 8) Clean racquetball glass walls; and
 - 9) Clean all hardwood floors a minimum of three (3) times per day following the manufacturer's recommendations. Cleaning will be coordinated with Activity Center staff.
- b. Daily Services – Restrooms: 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;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits;
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed; and
 - 7) Clean and sanitize showers and shower stalls.
- c. Daily Services – Kitchen: Clean a minimum of once per day.
- 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove all foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hard floors throughout using low maintenance process;

- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean interior windows, including mullions and sills, ten (10) feet and below, to include interior windows located in the pool area; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet;
- 2) Wash all waste and recycle receptacles; and
- 3) Additional cleaning services 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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. 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 and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Kitchen: Clean a minimum of once per day.

- 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:
- 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;
 - 3) Clean window interiors, including mullions and sills; and
 - 4) Vacuum or whisk upholstered fabric furniture.
- h. As-needed Services:
- 1) Spot clean carpet; and
 - 2) Wash all waste and recycle receptacles.
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 meetings that are scheduled at this building.
- a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats;
 - 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
 - 7) Clean interior glass in the lobby, ten (10) feet and below.
- b. Daily Services – Restrooms: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.
- 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Kitchen: Clean a minimum of once per day.
- 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;

- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats; and
- 6) Clean interior glass, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of two (2) times per day – once during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Kitchen: Clean a minimum of once per day.

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

d. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:
- 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors; and
 - 3) Clean window interiors, including mullions and sills.
- h. As-needed Services:
- 1) Wash all waste and recycle receptacles.
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 meetings that are scheduled at this building.
- a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats;

- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
 - 7) Clean interior glass in the lobby, ten (10) feet and below.
- b. Daily Services – Restrooms: Clean a minimum of three (3) times per day – twice during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 6:00 p.m. until 7:00 a.m.
- 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Kitchen: Clean a minimum of once per day.
- 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats; and
- 6) Clean interior glass, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of two (2) times per day – once during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Kitchen: Clean a minimum of once per day.

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

d. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Sweep and/or dust mop hard floors with clean/treated mops; and
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

- e. Weekly Services – Interior:
 - 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
 - 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:
 - 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors; and
 - 3) Clean window interiors, including mullions and sills.
- h. As-needed Services:
 - 1) Wash all waste and recycle receptacles.
- 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 meetings scheduled at this building.
 - a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats;
 - 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
 - 7) Clean interior glass in the lobby, ten (10) feet and below.

- b. Daily Services – Restrooms: Clean a minimum of three (3) times per day – twice during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 6:00 p.m. until 7:00 a.m.
 - 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Kitchen: Clean a minimum of once per day.
 - 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
 - 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
 - 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
 - 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:
 - 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;

- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

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 by 7:00 a.m. Contractor will coordinate service with meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Kitchen:

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

d. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Sweep and/or dust mop hard floors with clean/treated mops; and
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

e. Weekly Services – Offices:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:
- 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;
 - 3) Clean window interiors, including mullions and sills; and
 - 4) Vacuum or whisk upholstered fabric furniture.
- h. As-needed Services:
- 1) Spot clean carpet; and
 - 2) Wash all waste and recycle receptacles.
9. Fire Station #5 Administration: Fire Station #5 Administration will be cleaned between the hours of 6:00 p.m. and 7:00 a.m., Monday through Friday. Contractor will coordinate service with meetings that are scheduled at this building.
- a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats;
 - 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
 - 7) Clean interior glass in the lobby, ten (10) feet and below.
- b. Daily Services – Restrooms: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Kitchen: Clean a minimum of once per day.
- 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
- 1) Sweep all building entryways, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:
- 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;
 - 3) Clean window interiors, including mullions and sills; and
 - 4) Vacuum or whisk upholstered fabric furniture.

- h. As-needed Services:
 - 1) Spot clean carpet; and
 - 2) Wash all waste and recycle receptacles.
- 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 by 7:00 a.m. Contractor will coordinate service with meetings that are scheduled at this building.
 - a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats;
 - 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
 - 7) Clean interior glass in the lobby, ten (10) feet and below.
 - b. Daily Services – Restrooms: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.
 - 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits;
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed; and
 - 7) Clean and sanitize shower and shower stall.
 - c. Daily Services – Kitchen: Clean a minimum of once per day.
 - 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
 - d. Daily Services – Miscellaneous:
 - 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
 - e. Weekly Services – Offices:
 - 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];

- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass in the lobby, ten (10) feet and below.

f. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;
- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hardwood floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

11. Main Street Office: The Main Street Office will be cleaned between the hours of 6:00 p.m. and 7:00 a.m., Monday through Friday. Contractor will coordinate service with meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats; and
- 6) Clean interior glass in the lobby, ten (10) feet and below.

b. 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;

- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Dust mop hard floors with clean/treated mops; and
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

d. Weekly Services – Offices:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
- 2) High level dusting [above six (6) feet];
- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass in the lobby, ten (10) feet and below.

e. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;
- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hardwood floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

f. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

g. As-needed Services:

- 1) Wash all waste and recycle receptacles.

12. Marshal's Office: The Marshal's Office will be cleaned between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Contractor will coordinate service with meetings that are scheduled at this building.

- a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats; and
 - 6) Clean interior glass in the lobby, ten (10) feet and below.
- b. Daily Services – Restroom: Clean a minimum of one (1) time per day during the hours of 8:00 a.m. until 5:00 p.m.
 - 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Miscellaneous:
 - 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- d. Weekly Services – Offices:
 - 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- e. Weekly Services – Miscellaneous:
 - 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- f. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

g. As-needed Services:

- 1) Wash all waste and recycle receptacles.

13. 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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of three (3) times per day – twice during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Kitchens: Clean a minimum of once per day.

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

d. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Sweep and/or dust mop hard floors with clean/treated mops;
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.);
- 4) Sweep, clean, sanitize, and mop all stairwells and stairwell rails;

- 5) Clean, polish, and sanitize plates and rails in elevator;
- 6) Sweep and mop floor in elevator; and
- 7) Dust and clean walls in elevator.

e. Weekly Services – Offices:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
- 2) High level dusting [above six (6) feet];
- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass in the lobby, ten (10) feet and below.

f. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;
- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hardwood floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

14. 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 meetings scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;

- 5) Vacuum doormats;
 - 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
 - 7) Clean interior glass in the lobby, ten (10) feet and below.
- b. 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., Monday through Friday. Contractor will coordinate service with meetings that are scheduled at this building.
- 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Kitchen: Clean a minimum of once per day.
- 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
- 1) Sweep all building entryways daily, excluding the sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.

g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Sweep and/or dust mop hard floors with clean/treated mops;
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.); and
- 4) Sweep, clean, sanitize, and mop all stairwells and stairwell rails.

d. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;
- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hardwood floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

e. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean exterior of building and windows to remove all foreign matter or substances such as dirt, spider webs, etc.;
- 4) Clean window interiors, including mullions and sills; and
- 5) Vacuum or whisk upholstered fabric furniture.

f. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

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. The building will be ready by 7:00 a.m. Contractor will coordinate service with meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;

- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Sweep and/or dust mop hard floors with clean/treated mops; and
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

d. Weekly Services – Offices:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
- 2) High level dusting [above six (6) feet];
- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass in the lobby, ten (10) feet and below.

e. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;
- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hardwood floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

f. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean exterior of building and windows to remove all foreign matter or substances such as dirt, spider webs, etc.;
- 4) Clean window interiors, including mullions and sills; and
- 5) Vacuum or whisk upholstered fabric furniture.

g. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

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 [two (2) restrooms

and the office area]. Contractor will coordinate service with meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of three (3) times per day – twice during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 5:00 p.m. until 8:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits;
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed; and
- 7) Clean and sanitize showers, shower stalls, and shower curtains.

c. Daily Services – Kitchen: Clean a minimum of once per day.

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

d. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Sweep and/or dust mop hard floors with clean/treated mops; and
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

e. Weekly Services – Offices:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
- 2) High level dusting [above six (6) feet];
- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass in the lobby, ten (10) feet and below.

f. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;
- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hard floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills, ten (10) feet and below;
- 4) Vacuum or whisk upholstered fabric furniture; and
- 5) Sweep the bay area.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

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., Sunday through Saturday. Contractor will coordinate service with meetings that are scheduled at this building.

a. Daily Services – Offices/Meeting Room/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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of three (3) times per day – twice during the hours of 10:00 a.m. until 9:00 p.m., and once during the hours of 9:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;

- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Kitchen: Clean a minimum of once per day.
- 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
- d. Daily Services – Miscellaneous:
- 1) Sweep all building entryways, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- e. Weekly Services – Offices:
- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
- f. Weekly Services – Miscellaneous:
- 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hard floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
- g. Monthly Services:
- 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;
 - 3) Clean window interiors, including millions and sills; and
 - 4) Vacuum or whisk upholstered fabric furniture.
- h. As-needed Services:
- 1) Spot clean carpet; and
 - 2) Wash all waste and recycle receptacles.

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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of two (2) times per day – once during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Kitchen: Clean a minimum of once per day.

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

d. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Sweep and/or dust mop hard floors with clean/treated mops; and
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

e. Weekly Services – Offices:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
- 2) High level dusting [above six (6) feet];
- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass in the lobby, ten (10) feet and below.

f. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;

- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hardwood floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;
- 8) Dust window sills and ledges in kitchen area; and
- 9) Dust and wipe all appliances in kitchen area.

g. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

h. As-needed Services:

- 1) Spot clean carpet; and
- 2) Wash all waste and recycle receptacles.

20. San Marcos Electric Utility ("SMEU"): The SMEU building and warehouse buildings will be cleaned between the hours of 6:00 p.m. and 7:00 a.m., Monday through Friday. The buildings will be ready by 7:00 a.m. Contractor will coordinate service with meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats;
- 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
- 7) Clean interior glass in the lobby, ten (10) feet and below.

b. Daily Services – Restrooms: Clean a minimum of two (2) times per day – once during the hours of 8:00 a.m. until 5:00 p.m., and once during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

- c. Daily Services – Kitchen: Clean a minimum of once per day.
 - 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
 - d. Daily Services – Miscellaneous:
 - 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
 - e. Weekly Services – Offices:
 - 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
 - f. Weekly Services – Miscellaneous:
 - 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
 - g. Monthly Services:
 - 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;
 - 3) Clean window interiors, including mullions and sills; and
 - 4) Vacuum or whisk upholstered fabric furniture.
 - h. As-needed Services:
 - 1) Spot clean carpet; and
 - 2) Wash all waste and recycle receptacles.
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.

- a. Daily Services – Restroom: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.
 - 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- 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 meetings that are scheduled at this building.
 - a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats;
 - 6) Vacuum all carpet areas with a HEPA filter vacuum machine; and
 - 7) Clean interior glass in the lobby, ten (10) feet and below.
 - b. Daily Services – Restrooms: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.
 - 1) Clean and sanitize all sinks and cupboards;
 - 2) Wash toilets and urinals inside and out with disinfectant;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
 - c. Daily Services – Kitchen: Clean a minimum of once per day.
 - 1) Clean and sanitize all sinks and cupboards; and
 - 2) Empty and wipe all waste and recycle receptacles.
 - d. Daily Services – Miscellaneous:
 - 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Sweep and/or dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

- e. Weekly Services – Offices:
 - 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass in the lobby, ten (10) feet and below.
 - f. Weekly Services – Miscellaneous:
 - 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges in kitchen area; and
 - 9) Dust and wipe all appliances in kitchen area.
 - g. Monthly Services:
 - 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;
 - 3) Clean window interiors, including mullions and sills; and
 - 4) Vacuum or whisk upholstered fabric furniture.
 - h. As-needed Services:
 - 1) Spot clean carpet; and
 - 2) Wash all waste and recycle receptacles.
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 meetings that are scheduled at this building.
- a. 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 around light switches;
 - 4) Remove scuff marks from door kick plates;
 - 5) Vacuum doormats; and
 - 6) Clean interior glass in the lobby, ten (10) feet and below.

- b. 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;
 - 3) Wash walls and partitions next to toilets and urinals;
 - 4) Wash all sinks, counters, and mirrors;
 - 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
 - 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.
- c. Daily Services – Miscellaneous:
 - 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
 - 2) Dust mop hard floors with clean/treated mops; and
 - 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).
- d. Weekly Services – Offices:
 - 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
 - 2) High level dusting [above six (6) feet];
 - 3) Feather dust standard window coverings and window blinds; and
 - 4) Clean exterior glass, ten (10) feet and below.
- e. Weekly Services – Miscellaneous:
 - 1) Polish door kick plates;
 - 2) Damp-wipe window sills and blinds;
 - 3) Polish hand rails, door handles, and other metal surfaces;
 - 4) Dust fluorescent light fixture shades;
 - 5) Service hardwood floors throughout using low maintenance process;
 - 6) Clean all other bathroom walls and partitions;
 - 7) Clean all baseboards;
 - 8) Dust window sills and ledges; and
- f. Monthly Services:
 - 1) Wipe clean air diffusers and return grills;
 - 2) Wash fluorescent light fixture shades and reflectors;
 - 3) Clean window interiors, including mullions and sills; and
 - 4) Vacuum or whisk upholstered fabric furniture.
- g. As-needed Services:
 - 1) Wash all waste and recycle receptacles.

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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats; and
- 6) Clean interior glass in the lobby, ten (10) feet and below.

b. 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;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Daily Services – Miscellaneous:

- 1) Sweep all building entryways daily, excluding sidewalks that lead up to the entryways;
- 2) Dust mop hard floors with clean/treated mops; and
- 3) Mop hard floors and remove foreign substances (i.e., gum, etc.).

d. Weekly Services – Offices:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
- 2) High level dusting [above six (6) feet];
- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass, ten (10) feet and below.

e. Weekly Services – Miscellaneous:

- 1) Polish door kick plates;
- 2) Damp-wipe window sills and blinds;
- 3) Polish hand rails, door handles, and other metal surfaces;
- 4) Dust fluorescent light fixture shades;
- 5) Service hardwood floors throughout using low maintenance process;
- 6) Clean all other bathroom walls and partitions;
- 7) Clean all baseboards;

8) Dust window sills and ledges; and

f. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

g. As-needed Services:

- 1) Wash all waste and recycle receptacles.

25. Water/Wastewater Warehouse Office/Restroom: The Water/Wastewater Warehouse Office/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 meetings that are scheduled at this building.

a. 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 around light switches;
- 4) Remove scuff marks from door kick plates;
- 5) Vacuum doormats; and
- 6) Clean interior glass, ten (10) feet and below.

b. Daily Services – Restroom: Clean a minimum of one (1) time per day during the hours of 6:00 p.m. until 7:00 a.m.

- 1) Clean and sanitize all sinks and cupboards;
- 2) Wash toilets and urinals inside and out with disinfectant;
- 3) Wash walls and partitions next to toilets and urinals;
- 4) Wash all sinks, counters, and mirrors;
- 5) Damp-wipe all plumbing fixtures to avoid lime deposits; and
- 6) Refill toilet tissue, towel dispensers, soap dispensers, and urinal blocks as needed.

c. Weekly Services – Office:

- 1) Clean and spray-clean/wax all desks, bookcases, and file cabinets;
- 2) High level dusting [above six (6) feet];
- 3) Feather dust standard window coverings and window blinds; and
- 4) Clean exterior glass, ten (10) feet and below.

d. Monthly Services:

- 1) Wipe clean air diffusers and return grills;
- 2) Wash fluorescent light fixture shades and reflectors;
- 3) Clean window interiors, including mullions and sills; and
- 4) Vacuum or whisk upholstered fabric furniture.

e. As-needed Services:

- 1) Wash all waste and recycle receptacles.

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 \$481,642.95, as follows:

Description	Sq. Ft.	Contract Amount MONTHLY	Contract Amount ANNUAL
Activity Center	60,000	\$ 10,847.77	\$ 130,173.18
Animal Shelter	1,600	\$ 289.27	\$ 3,471.28
Calaboose Building	1,200	\$ 216.96	\$ 2,603.46
Cephas House	1,180	\$ 213.34	\$ 2,560.07
City Hall	17,280	\$ 3,124.16	\$ 37,489.88
City Park Recreation Hall	6,415	\$ 1,159.81	\$ 13,917.68
Dunbar Recreation Center	5,250	\$ 949.18	\$ 11,390.15
Fire Station #5 Admin	3,470	\$ 627.36	\$ 7,528.35
Grant Harris Building	5,000	\$ 903.98	\$ 10,847.77
Main Street Office	1,600	\$ 289.27	\$ 3,471.28
Municipal Building	19,000	\$ 3,435.13	\$ 41,221.51
Discovery Center	2,400	\$ 433.91	\$ 5,206.93
Marshall Office	3,000	\$ 542.39	\$ 6,508.66
Old Fish Hatchery	1,000	\$ 180.80	\$ 2,169.55
Park Ranger Station	565	\$ 102.15	\$ 1,225.80
Neighborhood Services	2,128	\$ 384.73	\$ 4,616.81
Police Department	43,000	\$ 7,774.23	\$ 93,290.78
Public Library	27,000	\$ 4,881.49	\$ 58,577.94
Public Services	7,000	\$ 1,265.57	\$ 15,186.87
San Marcos Electric Utility	9,500	\$ 1,717.56	\$ 20,610.76
Traffic/Sign Shop Restroom	80	\$ 14.46	\$ 173.56
Water Quality Building	1,861	\$ 336.46	\$ 4,037.54
Concrete Crew Bldg.	600	\$ 108.48	\$ 1,301.73
Tourist Information	1,800	\$ 325.43	\$ 3,905.20
Water/Wastewater Warehouse	72	\$ 13.02	\$ 156.21

ARTICLE 5. PAYMENT FOR SERVICES

City of San Marcos shall pay Contractor, or as directed, to TIBH Industries, Inc., 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 TIBH Industries, Inc., 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 TIBH Industries, Inc., 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 the TIBH Industries, Inc. 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:

Rodney Cobb, Executive Director
Community Services Department
City of San Marcos, Texas
630 East Hopkins Street
San Marcos, Texas 78666

Office of the Purchasing Manager
Finance Division
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
TIBH Industries, Inc.
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 TIBH Industries, Inc. 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 TIBH Industries, Inc., and the TIBH Industries, Inc. has legal authority to perform the activities provided for herein.

**CERTIFYING PARTY:
TIBH INDUSTRIES, INC.**

By: _____

Printed Name, Title

Date: _____