



City of Palo Alto

City Council Staff Report

(ID # 9514)

Report Type: Consent Calendar

Meeting Date: 12/17/2018

Summary Title: Janitorial Services for Police Department

Title: Approval of Amendment Number 1 to Contract Number C18168154 With SWA Services to Provide Janitorial Services in the Police Department for the Amount of \$377,150 over the Contract's Five-year Term, Including \$335,025 for Basic Services and \$42,125 for Additional Services, for a Total Five-year Contract to Provide Citywide Janitorial Services Not-to-Exceed Amount of \$11,029,765

From: City Manager

Lead Department: Public Works

Recommendation

Staff recommends that Council approve and authorize the City Manager or his designee to execute Amendment 1 to Contract C18168154 with SWA Services Group to increase the contract amount by an amount not to exceed \$377,150 to add janitorial services at the Police Department for the remainder of the original five-year term (September 1, 2017 through August 31, 2022); including \$335,025 for Basic Services and \$42,125 for Additional Services.

Background

Due to security regulations defined by the California Department of Justice, the Police Department has not allowed outside janitorial contractors to work independently in their area. With the ongoing challenge of not being able to provide full janitorial coverage when one or both of the custodians is/are not available, the suggestion to outsource janitorial services for the Police Department was proposed.

These custodians are responsible for janitorial cleaning in the Police Department, City Hall building lockup, taking down the flags, City Hall special event set up, special detail cleaning, floor finishing, and other similar services.

Discussion

The City currently contracts with SWA Services Group for janitorial services across City facilities. For FY 2019, the City wishes to amend the contract with SWA Services Group to add janitorial services at the Police Department, with added requirements reflecting the unique location. The janitorial custodians who work in the Police Department will be required to pass a higher-level background check (including Police Department review and approval), have a higher understanding of work instruction, verbal and written communication skills, additional specialized skills, and the ability to manage work duties independently. Commensurate with these higher requirements, Contractor's rate of compensation for Police Department-assigned custodians will be higher than typical custodial minimum qualifications.

With only two janitors working in the Police Department, a benefit of using a janitorial services contractor is having a pool of qualified staffing (with approved higher-level background checks and skill levels) to provide backup if a primary custodian is absent.

Resource Impact

The vacant Building Service Person full time equivalent position was eliminated in the FY2019 budget, and the associated salary and benefits budget of \$90,149 was added to contract services in the Public Works Facilities operating budget.

The amount of \$90,149 includes \$80,080 for routine cleaning and \$10,069 for additional services if required. Routine cleaning includes nightly service Monday through Friday. Additional services include anticipated overtime hours (based on past data) for backup coverage when the other custodian is absent, holiday weekend cleanings, extra cleanings outside of normal schedule and special event cleanings.

The budget amendment amount of \$90,149 will be increased by 3% each budget year until the end of the contract term to correspond with the annual 3% cost escalation provided in the contract. The new contract total is a not to exceed amount of \$10,480,372 for basic services and \$549,393 for additional services for the five year period, totaling \$11,029,765.

Environmental Review

This project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) under Sections 15301 and 15302 of the CEQA Guidelines as repair, maintenance, and alteration of an existing facility and no further environmental review is necessary.

Attachments:

- Amendment No. 1 with attachments

**AMENDMENT NO. 1 TO CONTRACT NO. C18168154
BETWEEN THE CITY OF PALO ALTO AND
SWA SERVICES GROUP, INC.**

This Amendment No. 1 (this "Amendment") to Contract No. C18168154 ("Contract" as defined below) is entered into December 12, 2018, by and between the CITY OF PALO ALTO, a California chartered municipal corporation ("CITY"), and SWA SERVICES GROUP, INC., a California corporation, located at 68 Harold Avenue, Santa Clara, CA 95050 ("CONTRACTOR").

RECITALS

A. The Contract was entered into between the Parties for Contractor to provide general services for janitorial services for City Hall and other city locations.

B. The City's need for services under the Contract has increased to include the addition of Contractor services at the Police Department, which requires high-level of security background checks and higher skill for all Contractor staff who will access and work in the Police Department;

C. The Parties now desire to amend the Contract to increase the scope of services to include the Police Department; to require the higher level of background checks and increased skills for specified Contractor staff; to increase the "Not-to-Exceed" Amount by Three Hundred Thirty-Five Thousand Twenty Five Dollars (\$335,025) and increase the "Not-to-Exceed" Amount for Additional Services by Forty Two Thousand One Hundred Twenty Five Dollars (\$42,125) over the term of the Contract, for a new total "Not-to-Exceed" Amount of the Contract of Eleven Million Twenty-Nine Thousand Seven Hundred Sixty Five Dollars (\$11,029,765.00).

NOW, THEREFORE, in consideration of the covenants, terms, conditions, and provisions of this Amendment, the Parties agree:

SECTION 1. Definitions. The following definitions shall apply to this Amendment:

- a. **Contract.** The term "Contract" shall mean contract no. C18168154 between CONSULTANT and CITY, made and entered into on August 14, 2017.
- b. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Contract.

SECTION 2. Section 2, "EXHIBITS", of the Contract is hereby amended to add an additional exhibit, as follows:

"EXHIBIT G – BILLABLE RATE SHEET FOR POLICE DEPARTMENT (ADDED)"

SECTION 3. Section 5, "COMPENSATION FOR ORIGINAL TERM", of the Contract is hereby amended to read as follows:

- ☐ The total maximum lump sum compensation of dollars (\$); **OR**
- ☐ The sum of dollars (\$) per hour, not to exceed a total maximum compensation amount of dollars (\$); **OR**
- ☒ A sum calculated in accordance with the fee schedule set forth at Exhibit C, not to exceed a total maximum compensation amount of Eleven Million Twenty-Nine Thousand Seven Hundred Sixty Five Dollars (\$11,029,765.00).

CONTRACTOR agrees that it can perform the Services for an amount not to exceed the total maximum compensation set forth above. Any hours worked or services performed by CONTRACTOR for which payment would result in a total exceeding the maximum amount of compensation set forth above for performance of the Services shall be at no cost to CITY.

- ☒ CITY has set aside the sum of Five Hundred Forty-Nine Thousand Three Hundred Ninety-Three Dollars (\$549,393.00) for Additional Services. CONTRACTOR shall provide Additional Services only by advanced, written authorization from the City Manager or designee. CONTRACTOR, at the CITY's request, shall submit a detailed written proposal including a description of the scope of services, schedule, level of effort, and CONTRACTOR's proposed maximum compensation, including reimbursable expense, for such services. Compensation shall be based on the hourly rates set forth above or in Exhibit C and Exhibit G (whichever is applicable), or if such rates are not applicable, a negotiated lump sum. CITY shall not authorize and CONTRACTOR shall not perform any Additional Services for which payment would exceed the amount set forth above for Additional Services. Payment for Additional Services is subject to all requirements and restrictions in this Agreement.

SECTION 4. The following exhibits to the Contract are hereby amended or added, as indicated below, to read as set forth in the exhibits attached to this Amendment, which are hereby incorporated in full by this reference into this Amendment and into the Contract:

- a. Exhibit "A" entitled "SCOPE OF SERVICES, AMENDMENT NO.1"
(AMENDED – REPLACES PREVIOUS)
- b. Exhibit "B" entitled "SCHEDULE OF PERFORMANCE, AMENDMENT NO.1"
(AMENDED – REPLACES PREVIOUS)
- c. Exhibit "C" entitled "COMPENSATION AND SCHEDULE OF FEES,
AMENDMENT NO.1" (AMENDED – REPLACES PREVIOUS)

- d. Exhibit "G" entitled "BILLABLE RATE SHEET FOR POLICE DEPARTMENT"
(ADDED)

SECTION 5. Legal Effect. Except as herein modified, all other provisions of the Contract, including any exhibits thereto, shall remain in full force and effect.

SECTION 6. Incorporation of Recitals. The recitals set forth above are terms of this Amendment and are hereby fully incorporated herein by this reference.

(SIGNATURE BLOCK FOLLOWS ON THE NEXT PAGE.)

IN WITNESS WHEREOF, the Parties hereto have by their duly authorized representatives executed this Amendment on the date first above written.

CITY OF PALO ALTO

SWA SERVICES GROUP, INC.

City Manager or designee

Officer 1

By:

DocuSigned by:
Solomon Wong
B306834AA9DE4C3...

Name: Solomon Wong

APPROVED AS TO FORM:

Title: CEO & President

City Attorney or designee

Officer 2

By:

DocuSigned by:
Angel Zamora
CDBE98B5A67D475...

Name: Angel Zamora

Director of Public Works

Title: Director of operations

Attachments:

EXHIBIT "A": SCOPE OF SERVICES, AMENDMENT NO.1

EXHIBIT "B": SCHEDULE OF PERFORMANCE, AMENDMENT NO.1

EXHIBIT "C": COMPENSATION AND SCHEDULE OF FEES, AMENDMENT NO.1

EXHIBIT "G": BILLABLE RATE SHEET FOR POLICE DEPARTMENT

EXHIBIT A
SCOPE OF SERVICES, AMENDMENT NO.1
(AMENDED – REPLACES PREVIOUS)

JANITORIAL SERVICES FOR THE CITY OF PALO ALTO

1. INTRODUCTION

The successful contractor shall provide janitorial cleaning and maintenance services (including floor finishing and window washing) to provide a clean, healthy (hygienic), safe, and professional appearance throughout assigned City facilities.

The scope of work of this contract will include complete level 2 janitorial services for the City of Palo Alto. The Contractor shall furnish labor, approved cleaning supplies, supervision, methods and processes, implements, tools, machinery, equipment, transportation, and material for janitorial services.

2. MINIMUM BASIC REQUIREMENTS

- a. The contractor shall be independent and, as such, the hiring, background checks, training, equipping, supervision, directing and discharging of their employees shall be the responsibility of the contractor. The payment of federal, state and local taxes and overtime wages shall also be the responsibility of the contractor.
- d. The contractor must furnish all labor, supplies, cleaning materials (cleaning chemicals, floor wax, wax stripper, and other expendable supplies) and equipment (including, but not limited to, ladders, lifts, vacuum cleaners, extractors, floor machines, mops and buckets) required to perform interior/exterior janitorial service per building service schedules as specified within this document, excluding holidays.

For facilities where the City cannot provide adequate on-site space for custodial supplies, cleaning chemicals, and equipment, the contractor will need to provide alternate means.

- d. The contractor must furnish, and all their employees (including coordinators and supervisors) must wear uniforms. All personnel must have a visible company name, logo, badge, etc., on their uniforms.
- e. All employees of the contractor must at the start of the contract or employment have a City approved background security check (e.g. LifeScan – results to be sent to City for review and approval), and be a minimum of twenty-one (21) years of age and have a minimum of two (2) years janitorial experience and be fully trained in the custodial service trade. Contractor is responsible for the cost of background checks for their employees.

- f. Contractor must provide the Facilities Project Manager with an emergency telephone number where Contractor may be reached at any time, 24 hours a day.
- g. The janitorial contractor will provide twenty-four (24) hour emergency response if requested, and will be allowed up to 2 hours to respond within the time of request.

Contractor must respond to emergency calls relating to deficiency of service by correcting the deficiency within one hours of receipt of the call during normal business hours and within two hours of receipt outside of normal business hours.

- h. The contractor must furnish to City, prior to commencement of any services under this agreement, a list of all chemicals and floor products that the contractor anticipates bringing onto or using in any property belonging to the City, together with Material Safety Data Sheets for each chemical. Contractor must provide updated M.S.D.S. each anniversary of the execution of this contract or sooner when formulation or knowledge of hazards change.
- i. Contractor accepts responsibility for determining that all necessary safeguards for protection of contractor's employees are available or will be furnished to employees. All work performed must conform to CAL-OSHA standards.

8. CONTRACTOR RESPONSIBILITY

- a. Any work completed by the contractor that does not meet the quality standards as determined by the City, shall be re-done by the contractor at no cost to the City. In the event contractor's work repeatedly does not meet the quality standards, the Purchasing Agent and the Facilities Maintenance Manager reserve the right to terminate contract without any cost to the City.
- b. Any and all damage caused by the Contractor will be replaced at their expense.
- c. The contractor must, at all times, maintain adequate staffing to faithfully execute the contract. ***The City is requiring minimum staffing levels service levels.*** If it appears at any time the specifications of the contract are not being completed, the contractor will supply additional staff to successfully meet the terms of the contract. The City may request contractor to remove any janitor from its premises at any time it desires for any reason whatsoever, and the contractor shall provide immediate replacement.
- e. Staffing
The City is requiring a minimum staffing level of 28 full time equivalent custodians (including 2 day custodians 7 days per week), 3 full time utility workers, 1 full time lead person, and 1 full time on-site night supervisor. The contractor is responsible for determining the proper staffing levels to meet the scope of services listed in Exhibit A-1 for each facility.

f. Wages

Contractor must follow the federal, state, and local minimum wage law each year of the contract. On January 1, 2017, the City's minimum wage will be \$12 per hour. On January 1, 2018 the City's minimum wage will be \$13.50 per hour. On January 1, 2019 the City's minimum wage will be \$15 per hour. Thereafter, the City will adjust the minimum wage each January 1 based on the Bay Area Consumer Index as published by the U. S. Department of Labor.

d. Supervision

The Contractor will assign a full time night supervisor to provide quality inspections and work supervision during scheduled cleaning hours at night and special work assignments. This custodial supervisor and lead(s) will be required to speak, read and understand English. Weekly janitorial supervisor's reports are to be submitted to City's Facilities Project Manager or his designee noting any building deficiencies needing correction. At a minimum, the contractor's supervisor and lead person will meet weekly during the day with the City's custodial contract management staff.

Site supervisor and lead person(s) shall carry a cell phone by which the City staff will be able to communicate with him/her 24 hours a day and 7 days per week.

The Contractor shall provide a list of all Contractors' staff assigned to each work site. Also required will be the employee's work schedule and assignment.

e. Training

The Contractor shall provide to its employees' environmental, health and safety training to ensure compliance with all federal, state and local laws or regulations.

At least one month prior to the start of this contract, Contractor shall provide a Supervisor and Lead Person to train with City to learn the location of all facilities, familiarize themselves with the layout of each facility, and scope of work required. This training is to be during normal business hours.

f. Employee Conduct

Employees of the Contractor while performing work under this contract, WILL NOT:

1. Be accompanied in their work area by acquaintances, family members, pets, assistants, or any other person unless such person is an on-duty authorized Contractor employee.
2. Remove any City property or personal property, equipment, monies, form or any other item from the Buildings.
3. Engage in horseplay or loud boisterous behavior.
4. Be prohibited in the use or possession of the following items while working on City premises: guns, knives, other weapons, alcohol, and/or controlled substances.
5. Be under in the influence of alcohol or drugs.
6. Gamble.
7. Smoke in any building.

8. Read or disclose material and documents available in the facilities of the City.
9. Disturb papers on desks, tables, or cabinets.
10. Turn on or use any equipment other than City supplied or Contractor's custodial equipment, such as televisions, computers, typewriters, or radios, etc
11. Use any City telephone except those designated by the Building Services Manager or his/her designee for the purpose of business under this contract and for emergency reporting.
12. Open any desk, file cabinet or storage cabinet.
13. Remove any article from desks.
14. Consume any food or beverage, other than that brought with or purchased by the employee, and in only in areas designated as break or lunchrooms.
15. Engage in non-work related conversations with Contractor employees, City employees or visitors.
16. Come to work late or leave work early.

g. Employee Removal

The Contractor shall remove from service on the premises of the City any employee of the Contractor who, in the opinion of the City, is not performing the services in a proper manner, or who is incompetent, disorderly, abusive, dangerous, or disruptive, or does not comply with rules and regulations of the City. Contractor shall in no way interpret such removal to require dismissal or other disciplinary action of the employee.

h. Employee Appearance and Identification

Contractor personnel shall present a neat appearance and be easily recognized as Contractor employees. The Contractor shall provide each employee with a uniform that displays the name of the Contractor's company. The uniform shall be available prior to entering any City building and shall be worn at all times while working in the City. The uniform at a minimum shall be a uniform shirt with the Contractor's name or logo on it.

Contractor's employees will be issued a City identification/building access card. Contractor personnel shall visible wear City contractor badge at all times during work with the City. **Contractor employees may be required to "badge in" at start of cleaning and "badge out" at end of cleaning at every location that has a badge reader (or location of nearest badge reader).** Any loss of identifications cards must be reported to the City's Facilities Project Manager immediately. Identifications cards are also building access cards and should not be placed with assigned building keys when not being used.

Keys required by the contractor will be provided to designated contractor employee upon a custody receipt and shall be returned to the City on demand. Keys are assigned to specific individuals and are not to be shared between contract staff. Any loss of keys must be reported to the City's Facilities Project Manager immediately. Keys are to only be made by the City. Should a lost or stolen key jeopardize the security of a particular City facility, the contractor shall be responsible for all costs incurred by the City in re-keying the lock system. Contractor will also be responsible for the cost of replacing lost keys and access cards. Only the City can duplicate City keys.

j. Reporting and Inspections

1. Building Inspection/Control Log: The custodial supervisor and/or lead custodian will be responsible for maintaining a "Building Inspection/Control Log" which will be the focal point for communications. The contractor's staff will be responsible for sharing work related issues for analysis.
2. Status Reports: A report is to be given to the Facility contact person daily if, and when, unusual circumstances arise; e.g., suspicious people are observed, lighting inoperable, etc.
3. Regular Inspections: At a minimum, the contractor's account manager or on-site supervisor and lead person will meet with the City's Facility Maintenance representatives, weekly during the day, to review work sites to ensure compliance with contract Specifications.

j. Work Performance

The Contractor will adhere to Level 2 Cleaning, as defined by the quality standards of the janitorial profession and the City's cleaning standards as communicated by the Facilities Project Manager. Level 2 is orderly tidiness. Examples of Level 2 cleaning are washrooms and shower tile and fixtures that gleam and are odor-free, supplies are adequate, floors and base moldings that shine and are bright and clean, no buildup in corners or along walls, all vertical and horizontal surfaces that are clean, trash containers empty, clean, and odor-free. Contractor shall immediately notify the City Facilities Project Manager or Liaison of any occurrence or condition that interferes with the full performance of the Contractor and confirm it in writing within 24 hours. Contractor shall provide additional staff to complete the work required in these specifications.

Major problems that require immediate attention shall be responded to and corrected within one hour of notifications. Examples of major problems are toilets and showers not being cleaned, not stocking sufficient supplies.

Minor problems that don't require immediate attention shall be responded during the next day's normal clean up. Examples of minor problems include but are not limited to: a trash can not emptied, a small area not vacuumed.

Major complaints and a continuing record of minor complaints may result in non-payment or termination of this contract agreement. The City's Facilities Project Manager shall have the authority to classify a complaint as major or minor.

k. Additional Service

The Contractor can expect to support special events during and outside of normal duty hours for additional service cleaning beyond routine services or special functions at City facilities for meetings, social events, open houses or dignitary visits, etc. The Contractor shall adjust the service schedule so that these services will be performed after the event. In cases where the work is outside the normal work schedule, the Contractor shall charge the appropriate hourly rates per person for the special assignment listed in the billing rate schedule they provided in the bid process. Adjusted work schedules that are outside the normal work schedule need to be pre-authorized by the Facilities Project Manager.

l. Emergency Work

This agreement shall cover routine, requested and emergency janitorial work. Requested work shall be defined as any work beyond the general routine janitorial work outlined in this agreement. Emergency work shall require a shortened response time of two (2) hours, depending on the nature of said work. The contractor shall have sufficient labor and call-out procedures to assume that staffing is available to allow for this type of unplanned requirement. The City of Palo Alto will work closely with the contractor to help develop a specific procedure required to react to emergency Situations.

m. Security

Contractor will be required to have available the keys and badge access cards provided by the City at all times while providing service to the City. All doors are to be unlocked and locked as required by each building's specification. The contractor is responsible for after-hours security during performance of janitorial duties. All doors must be locked and shut during the performance of said duties. Doors are not to be propped open and contractor employees are not to let anyone into the building. Lost keys or card-keys will be replaced by the contractor at the rate of \$25.00 per key or card-key, and the contractor will be financially responsible for all costs of re-keying any or all locks affected by lost keys in his/her control. Contractor shall return or account for all issued keys at the end of the contract or upon contract termination.

Electronic security systems shall be properly disarmed and armed each time when after-hours access is made. The contractor may be charged a minimum of one hundred dollars (\$100) for each time the Contractor misuses the alarm system.

Security Clearance

All personnel assigned to work in the City of Palo Alto must have successfully passed a City approved (e.g. LifeScan) background check. At least one (1) month prior (needed to allow completion of a security background clearance check) to an employee being assigned to work, they must provide one (1) a valid California identification and (2) finger prints. No employee who fails the security clearance shall be admitted on the premises. Cost of background check shall be borne by Contractor. In case of an emergency, Contractor may assign personnel who do not have a security clearance who either (1) have an equivalent security clearance from another public agency that is approved by the Santa Clara County Sheriff or (2) are escorted at all time by City personnel, and the Contractor reimburses the City for costs incurred by the City in providing the escort personnel.

n. Care of Facilities

The Contractor and all Contractors' employees shall regularly observe general conditions of all building areas and report problem areas to employee's supervisor. Contractor shall be responsible for the knowledge and use of all building security alarms. In case of emergency, the Contractor's employees shall notify the City's Dispatch Center by dialing 911, then by calling or paging the Facility Maintenance Manager or Liaison immediately. For non-emergency repairs, the Contractor and all Contractors' employees shall contact the Facility Project Manager.

Lights should be turned off and doors secured when cleaning is completed in each area.

o. Custodial Services Tasks

See attached service description.

r. Safety Program

The Contractor shall provide periodic worker training per OSHA regulations on

1. safe work habits
2. safe use of cleaning chemicals
3. how to use MSDS sheets
4. safe use of equipment
5. proper use of cautions signs, barriers, or other devices
6. proper handling of hazardous materials, biological waste, and blood-borne pathogens.

Safety Procedures

All cleaning chemicals shall be stored in properly labeled containers at all times and secured.

s. Supplies and Equipment

1. The contractor shall supply and fully stock each facility for daily use and special events. ***The contractor should expect to spend approximately \$9,000-10,000 per month on cleaning supplies and expendable supplies.***
2. The contractor shall furnish and keep in good working order all necessary tools and equipment such as, but not limited to cleaning supplies, mops, brooms, buffers, ladders, hoses, vacuums, etc. All supplies and/or equipment used by the contractor must be approved by the Facilities Project Manager, or his designee. Any non-complying equipment or supplies shall be changed out at the request of the Supervisor or his designee. Janitorial closets areas shall be kept clean and free of debris and odor at all times. All supplies and equipment shall be stored in a neat and orderly manner and in such a way as to prevent injury to City or contractor's employees. An equipment inventory is to be kept with the contractor's on-site supervisor.

For facilities where the City cannot provide adequate on-site space for custodial supplies, cleaning chemicals, and equipment, the contractor will need to provide alternate means.

3. The contractor shall provide all expendable supplies such as toilet paper; paper towels, toilet seat covers; appropriate trash, compost, recycling, and sanitary napkin can liners; liquid hand soap; feminine hygiene products, and waste collection liners. Contractor shall fill all restroom dispensers daily.

The Contractor shall maintain a minimum of one (1) week's supply of all expendable supplies in all facilities at all times during the life of the contract that can be utilized by City personnel for the purpose of restocking the facilities' dispensers if needed.

All products listed above shall conform to existing dispensers established in all City facilities and approved by the Project Manager of this contract. **City will supply a list of products that they currently specify. These products may be substituted with an equivalent substitute or better with pre-approval from the Facilities Project Manager.** Product and dispenser types may change over the term of the contract.

Compostable Plastic Bags must be used in compost bins and must meet the following standards: Biodegradable Products Institute (BPI), non Genetically Modified Organism (GMO) preferred, www.bpiworld.org <http://www.bpiworld.org/BPI-Public/Approved/1.html>. Bags must be of sufficient thickness and within date shelf-life to prevent breakage during waste collection handling.

Antibacterial hand soaps are not permitted.

- t. Contractor to utilize vacuum cleaners that meet the requirements of the Carpet and Rug Institute “Green Label” Testing Program – Vacuum Cleaner Criteria, that are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines. **Upright vacuum cleaners with brush drive systems must be used unless otherwise approved by City for certain applications and locations.**

- u. Janitorial Products/Supplies

Contractor is to supply, industrial and institutional cleaning products and supplies that are environmentally preferable. The City defines an environmentally preferable cleaning product and supplies as those that are Green Seal Certified. **Cleaning chemicals, liquid hand soap, and floor care products must be certified through Green Seal GS-37 and GS-40.**

Environmentally Preferable Cleaning Products, outlined in these specifications, are to be used during the entire extent of this contract. Contractor shall use only environmental preferable products (Green Seal Certified) in the following categories:

1. General Purpose Cleaners
2. Bathroom Cleaners
3. Glass Cleaners
4. Cleaners/Degreasers
5. Floor Cleaners
6. Floor Care: Finishes and Strippers
7. Liquid Hand Soap
8. Toilet seat covers need to be biodegradable
9. Toilet Paper

Prior to notice to proceed, Contractor must provide a complete final list of products, including Material Safety Data Sheets and Product Data Sheet verifying Green Seal Certification, they will use. Changes to any products and/or product lists used as part of this contract must be submitted in writing to the Facilities Project Manager along with any new Material Safety Data Sheets. Non-compliant chemicals must be removed immediately from the building.

Chemicals used for disinfection of blood and other potentially infectious material shall be on EPA's list of registered antimicrobial products effective against blood borne/body fluid pathogens. Mop heads must be replaced after use for blood and body fluid clean up. Disinfectants and toilet bowl cleaners are not required to be Green Seal certified until they become readily available on the market.

Training

Mandatory Requirements – The selected contractor must provide sufficient training for their personnel for the products and methods outlined in this document that include Green Seal's standard for *Industrial and Institutional Cleaners (GS-37)*.

Packaging

Contractor's primary packaging for selected janitorial cleaning products should be compliant with Green Seal's standard for *Industrial and Institutional Cleaners (GS-37)*.

Labeling Requirements

Contractor selected products must meet the labeling requirements outlined in Green Seal's standard for *Industrial and Institutional Cleaners (GS-37)*.

Dispensing Equipment

Contractor may request the option for dispensing equipment that reduces worker exposure to chemicals and promotes the appropriate use of the cleaners. This option will depend on site conditions and must be pre-approved by the Facilities Project Manager.

Contractor must provide a description of available equipment and information on the features that reduce risk and exposure. A detailed description of the recommended dilution and/or dispensing system, including benefits, should be included.

v. Paper Product Specifications

Recycled Content

For use in City facilities, contractors will purchase products that **contain the highest post-consumer content available that meets the City's Facilities Department performance requirements and approved by the City's Facilities Project Manager**

Prior to notice to proceed, Contractor must provide a complete final list of products, including Material Safety Data Sheets and Product Data Sheets showing amount of recycled content, they will use. Changes to any products and/or product lists used as part of this contract must be submitted in writing to the Facilities Project Manager along with any new Material Safety Data Sheets. Non-compliant products must be removed immediately from the building.

Chlorine-Free

For use in city facilities, Contractor will purchase paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives to minimize dioxin formation and other toxic pollutants. Process chlorine free (PCF) paper is the preferred environmental option, whereas elemental chlorine free (ECF) processes should include enhanced processes such as extended and oxygen delignification wherever possible.

Recycled Content

It is desired that products procured through this contract contain the highest post-consumer content **practicable**, as approved by City's Facilities Project Manager, using the U.S.EPA's Comprehensive Procurement Guidelines that specify ranges of minimum recycled content standards for diverse categories representing product types (www.epa.gov/epaoswer/non-hw/procure/products.htm).

w. Materials Management: Compost, Recycling and City Pickup Specifications

The Contractor will be responsible for the following actions -

Collect and remove all **compost, recyclables, and trash** from all identified facilities per the schedule determined by this Contract. "Entire facility" means the lobby, the indoor and immediate outdoor public areas, the hallways, the conference rooms, the restrooms, the lunchrooms and kitchens, the office areas, etc. Replace appropriate liners in each receptacle. Liners can only be reused if it is clean and intact. Receptacles are to be returned to their initial locations.

Boxes, cans, papers, etc placed near a trash receptacle and marked "trash" or "recycle" shall also be removed. Any other items not marked shall not be removed.

Do not drag waste collection bags. Liquid leaking from plastic bags being removed from waste receptacles shall be immediately cleaned.

Deliver emptied compost, recyclables and trash to the waste collection area located at each facility and place in proper bin to ensure successful sorting of these waste streams. Dumpsters and totes shall be closed after use.

Maintain waste collection areas free of debris and trash.

Breakdown, flatten and place all cardboard in dumpster, toter or other container labeled for cardboard recycling.

Modify waste collection procedures as directed by the Facilities Maintenance Manager. Changes will be made by management in coordination with the janitorial service and the waste collection service.

Revise schedule, location for loading and unloading, waste collection procedures as directed by the Facilities Maintenance Manager.

9. CONTRACT AWARD

As soon as the contract is awarded, Contractor to meet with City's Facilities Project Manager to develop transition plan to start servicing on contract start date. The transition plan is to include items such as a staffing plan, work schedule, chemical and material supply plan, security clearances, badging, keys, site training, etc.

The Contractor shall submit the following items to the City's Facilities Project Manager within fourteen (14) days of the contract award date:

1. A complete work schedule for daily, weekly, monthly, quarterly, semi-annual and annual service for all facilities.
2. The name of the person assigned as the Contractor's Project Manager with full authority to administer the terms of this contract. This Contractor's Project Manager shall have the capability to receive complaints by telephone and email to

facilitate timely corrective actions. This representative shall be available Monday through Friday 7:30am through 5:00pm.

3. The names and contact information for supervisors or lead personnel during all work shifts who can be contacted for notification of schedule changes, emergencies, or other issues that come up after normal business hours.
4. A schedule of all employees of the Contractor and the buildings to which they are assigned, along with the labor-hours to perform the required work at each building.
5. A list of all cleaning and floor products and supplies such as liquid hand soap (must be Green Seal Certified, except disinfectants and toilet bowl cleaners) that will be utilized and a description of what each product will be used for.
6. A copy of the Material Safety Data Sheet (MSDS) and Product Data Sheet verifying Green Seal Certification for all chemicals and liquid hand soap that will be used in the performance of the contract. MSDS to be updated as necessary after the initial submission.
7. Product Data Sheet of all paper products to be provided showing the percentage of post-consumer recycled content for each.

POLICE DEPARTMENT CUSTODIAL SERVICES

In addition to the services detailed above, Contractor shall provide custodial services at the City's Police Department, consistent with the services detailed above in this Exhibit A, except as otherwise detailed below.

Contractor shall provide 1 full time custodian specifically assigned to the Police Department. As with other Contractor custodians, Contractor shall train and supervise the custodian assigned to the Police Department, as detailed in this Agreement.

Contract janitorial custodians who work in the Police Department require higher job qualifications, as they will be working more independently in a secure and confidential environment. These employees must have a higher understanding of work instructions and job assignments, higher level of verbal and written communication skills, make independent decisions, and the ability to manage their work and work performance more independently. In addition to other duties specified herein, they will be responsible for janitorial cleaning, building lockup, taking down the flags, special event set up, detail cleaning, and custodial utility work.

The normal work schedule for the custodian assigned to work in the Police Department will be Monday through Friday between the hours of 5:30 PM and 2:00 AM. This custodian will be required to work overtime as needed on weekdays, weekends, and holidays. Backup custodians who have passed the Police Department's higher level background checks will be allowed to work in the Police Department independently (unescorted) and provide additional or backup coverage for the normal custodian.

Contractor shall ensure that any custodian assigned to the Police Department will be paid at a minimum of \$23 per hour for the second year of the Agreement and increased 3% annually thereafter. See Exhibit G ("Billable Rate Sheet for Police Department").

Security Clearance – Police Department

Custodians and other Contractor staff (e.g. supervisory staff) assigned to work in the Police Department will undergo a higher level and more thorough background check in addition to the Live Scan background check. The Palo Alto Police Department will determine what additional background checks are required, and be responsible for qualifying or disqualifying each candidate.

Contractor shall ensure that all employees (line custodial staff and supervisory staff) of the Contractor who are assigned to work in the Police Department will undergo and qualify under (per City, as above) the more extensive background check. All such Contractor staff will be subject to subsequent background checks at any time upon request by City while assigned to the Police Department.

Equipment and Supplies – Police Department

Contractor is not responsible for providing routine cleaning equipment and supplies in the Police Department; City will supply routine cleaning equipment and supplies. Notwithstanding the foregoing, Contractor is responsible for providing its custodial, supervisory and lead employees with Personal Protective Equipment.

EXHIBIT B
SCHEDULE OF PERFORMANCE, AMENDMENT NO.1
(AMENDED – REPLACES PREVIOUS)

A. SERVICE LOCATIONS AND TECHNICAL SPECIFICATIONS

Contractor must furnish the following services at the designated frequencies at each of the listed facilities. Each servicing must include all duties listed. Contractor shall supply and stock all required products at each facility with each servicing.

B. Work Schedule

Janitorial services for City Hall are to be provided five (5) days per week, Monday through Friday, between the hours of 6:00 PM and 2:30 AM. Janitorial services for all other locations are as listed are to occur between ½ hour after building closure to 2 hours before City Staff starts occupying the building the next day, **unless otherwise specified below or by the City's Facilities Project Manager..** The janitorial contractor will provide twenty-four (24) hour emergency response if requested, and will be allowed up to 2 hours to respond within the time of request.

Work schedules will need to be adjusted as required for special events or meetings that conflict with normal cleaning schedules.

C. Holidays

There are 11 City holidays on which the contractor may need to provide service to City facilities, upon request from the Facility Maintenance Division. Holiday service is listed in the work schedules below.

<u>DATE</u>
January 1 - New Years Day
3 rd Monday in January - Martin Luther King Jr.
3 rd Monday in February - Lincoln's Birthday
Last Monday in May – Memorial Day
4 th of July
1 st Monday of September - Labor Day
2 nd Monday of October – Columbus Day
November 11 - Veteran's Day
Thanksgiving Day (2)
December 25 - Christmas Day

D. Miscellaneous Requirements

1. Codes

Work and materials must conform to the requirements of:

- a. Safety Orders - State of California, Division of Industrial Safety
- b. State Fire Marshall
- c. OSHA Regulations

2. Work Scheduling and Performance

Times of servicing are to be determined by the City's Facilities Project Manager listed under this contract.

Parking

Contractor may utilize existing public parking spaces and must follow posted parking regulations.

E. Responsibility of Contractor

The City assumes no responsibility whatsoever for loss or damage of equipment owned or operated by the Contractor, his agents or employees. The entire responsibility for any and all injury to the public, to individuals and to property resulting or indirectly caused by the performance of the work hereunder must rest upon the Contractor, and he/she agrees to indemnify and hold the City free and harmless from and against any and all liability, expense, claims, costs, suits and damages arising out of negligence on the part of the Contractor.

F. Property Damage

Any private or City property damaged or altered in any way during the performance of the work under the contract shall be reported promptly to the City, and must be rectified in an approved manner back to its former condition prior to damage at the Contractor's expense.

G. Trash, Recycle and Compost Collection Service Detail

Collect trash, recycle, and compost each service day at each location.

Facility: **Airport**

Location: **1925 Embarcadero Rd.**

Total Square Feet: **12,000 Terminal Bldg (lobby, offices 2 restrooms, hall, storage room)
+ 718 Hanger Bldg (lobby, 3 restrooms, storage room, two offices)**

Servicing Frequency: **Seven Days per Week + holidays, (day service)**

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Seven days per week

Type of Service: Entire Facility
Empty counter garbage, all central garbage, and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost and central garbage containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables.

Frequency: Seven days per week

Type of Service: Entire Facility.
Empty all recycling containers each service day. Clean recycling containers when necessary. Replace central recycling liner with proper type, size and depth.

Frequency: Seven days per week

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Animal Services Buildings**

Location: **3281 East Bayshore Blvd.**

Total Square Feet: **5,657**

Servicing Frequency: **Six Days per Week, (Monday through Saturday)**

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Monday through Friday

Type of Service: (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly-Detailed Cleaning Protocol (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Arastradero Gateway Facility**

Location: **1530 Arastradero Rd.**

Total Square Feet: **969**

Servicing Frequency: **Three Days per Week** (Sunday, Tuesday, and Friday, 6 am, including holidays)

Type of Service: Restrooms - Complete servicing.
Empty all recycling containers once per week on Fridays. Empty all garbage and compost containers in all restrooms. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed, all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain. Secure facility after service.

Frequency: **Three Days per Week** (Sunday, Tuesday, and Friday, 6 am, including holidays)

Entire restroom including walls (porous walls excluded), toilet partitions, floors, and fixtures are to be hosed down and scrubbed with disinfectant cleaner monthly.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Type of Service: Meeting Room

The sealed cement floors of the main meeting room (432 square feet) are to be mopped, stripped and resealed.

Frequency: Quarterly

Facility: **The Art Center**

Location: **1313 Newell Rd.**

Total Square Feet: **26,441**

Servicing Frequency: **Six Days per Week, (Tuesday through Sunday) – Full Service Mondays only (extra wet clean of ceramic studio floors)**
Mid-day restroom service in Children's wing (2 months during summer)

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter

tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Tuesday through Sunday

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

- **Ceramic studio floors due to clay dust hazard must be wet cleaned only. Several consecutive cleanings each service day may be required to provide streak free floors.**

Frequency: Tuesday through Sunday

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility

Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Baylands Interpretive Center**

Location: **2775 Embarcadero Rd.**

Total Square Feet: **3,600**

Servicing Frequency: **Five Days per Week, (Monday through Friday)**

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel

dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Monday through Friday

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Monthly

Type of Service: Entire Facility
Strip and refinish all tiled and linoleum floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled and linoleum and floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entrances removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Children's Library**

Location: **1275 Harriet St.**

Total Square Feet: 3,264

Servicing Frequency: **Seven days a week, twice daily**
 (once mid-day (mid-way through operating hours), once after
 closing)
 Mid-day service includes lobbies and restrooms only.
 Full service after business hour closing.

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: All items daily, trash pickup, dispenser filling and any required surface cleaning twice daily.

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean all table tops. Secure facility and set alarm.

Frequency: Daily

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and table top surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean trash and debris from fireplace. Clean exterior entrances removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Children's Theater**

Location: **1305 Middlefield Rd.**

Total Square Feet: **17,619**

Servicing Frequency: **Six Days per Week, (Tuesday through Sunday)**

Type of Service: Restrooms - Complete servicing. Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be

replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Tuesday through Sunday

Type of Service: Entire Facility (including auditorium)
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Tuesday through Sunday

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility Clean all counters and table top surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from walls and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **City Hall**

Location: **250 Hamilton Ave.**

Total Building Square Feet: 104,893

Servicing Frequency: **Five days a week, twice daily
(once mid-day (mid-way through operating hours), once after closing)
Mid-day service includes entry lobbies, elevators, and restrooms only on all floors.
Full service after business hour closing.**

Type of Service: All restrooms not located in the Police Department - Complete servicing. Empty all garbage and compost containers in all restrooms serviced each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Clean all compost and garbage containers when necessary. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill as needed, all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops*, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

***A-Level and 7th floor restroom countertops must only be cleaned with pH neutral chemicals and waxed with an automotive car wax that contains no polishing compounds monthly. Do not allow overspray from glass cleaner for mirror to get on countertop.**

Frequency: Monday through Friday

Type of Service: Entire Facility (including Cafeteria (public area), excluding Police Dept.

Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth (includes cafeteria and break rooms). Clean central compost, central garbage, and all recycling containers when necessary. Vacuum carpeted floors and sweep and mop hard floors including any stairwells, offices, and open space areas daily, M-F. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on building entry and elevator lobby doors, public counter windows, and interior Council Chamber entry doors. Wipe down metal interior and exterior elevator panels with damp cloth and water. (do not spray any liquids on floor selection button panel or use any chemicals to clean elevator cabs). Clean tops of all conference room tables and lobby furniture tables.

Frequency: Monday through Friday

Type of Service: Entire Facility.
Empty all desk side and central recycling containers each service day.
Replace central recycling liner as with proper type, size and depth.

Frequency: Monday through Friday

Type of Service: Entire Facility (office area lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior only.

Frequency: Once Annually

Type of Service: Entire Facility, (cafeteria, restrooms, hallways, elevators and lobby areas only)

Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility, (cafeteria, restrooms, hallways, elevators and lobby areas only)

Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Dust public areas. Polish metal door pulls, door plates, and other metal fixtures. Polish wood furniture in 1st floor reception area and Council Chamber, all conference rooms. Clean marks from glass in conference rooms.

Frequency: Monthly

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **College Terrace Library**

Location: **2300 Wellesley St.**

Total Square Feet: **5,050**

Servicing Frequency: **Four Days per Week, (Tues, Wed, Fri, & Sat), twice daily (once mid-day (mid-way through operating hours), once after closing)**
Mid-day service includes lobbies and restrooms only.
Full service after business hour closing.

One Day per Week, (Monday) Public restroom cleaning only.

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Mon, Tues, Wed, Fri, & Sat
Restrooms shared with adjacent Day Care Center needs to be serviced six days per week, Mon through Sat.

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean all table tops. Secure facility and set alarm.

Frequency: Tues, Wed, Fri, & Sat

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Community Theater**

Location: **1305 Middlefield Rd.**

Total Square Feet: **33,716**

Servicing Frequency: **Six Days per Week, (Tuesday through Sunday)**

Type of Service: Restrooms / Showers- Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. All shower areas are to be kept free of mildew, hair,

dirt and soap scum. Clean and disinfect all floor mats, benches and tiled areas. Pour one gallon of water down each floor drain.

Frequency: Tuesday through Sunday

Type of Service: Entire Facility (including auditorium)
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Tuesday through Sunday

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Development Center**

Location: **285 Hamilton Ave.**

Total Square Feet: **10,700**

Servicing Frequency: **Five Days per Week, (Monday through Friday)**

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility
Empty counter garbage, all central garbage, and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost and central garbage containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Monday through Friday

Type of Service: Entire Facility.
Empty all recycling containers each service day. Clean recycling containers when necessary. Replace central recycling liner with proper type, size and depth. Recycle cardboard to cardboard recycling dumpster. Recycle blueprints to recycle collection bin at outside location. Transport polystyrene “blocks” and “peanuts” to specified containers located at the Civic Center.

Check the designated collector/hauler garbage containers located outside the building, to see if cardboard is present. If cardboard is present, flatten if needed, and recycle on site to recycling dumpster .

Frequency: Monday through Friday.

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility

Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Downtown Library**

Location: **270 Forest Ave.**

Total Square Feet: **8,741**

Servicing Frequency: **Five Days per Week, (Tues, Wed, Thurs, Fri, & Sat), twice daily (once mid-day (mid-way through operating hours), once after closing)**
Mid-day service includes lobbies and restrooms only.
Full service after business hour closing.

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Tues, Wed, Thurs, & Sat

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean all table tops. Secure facility and set alarm.

Frequency: Tues, Wed, Thurs, & Sat

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Foothills Park** (Interpretive Center, Oak Grove, Orchard Glen, Entrance Gate/Toyon Trail)

Location: 3300 Page Mill Road

Total Square Feet: 5,035

Servicing Frequency: **Three Days per Week** (Sunday, Tuesday, and Friday, 7 am, including holidays)

Type of Service: Restrooms - Complete servicing.
Empty all trash and waste containers in all restrooms each service day. All waste containers to be kept lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all dispensers and fixtures clean. Sanitize changing stations. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain. Lock restroom doors after daily service where applicable. All park restrooms are to remain open during daylight hours.

Entire restroom (excluding Interpretive Center) including walls (porous walls excluded), toilet partitions, floors, and fixtures are to be hosed down and scrubbed with disinfectant cleaner monthly.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Frequency: **Three Days per Week** (Sunday, Tuesday, and Friday, 7 am, including holidays)

Type of Service: Entire Facility.
Empty all recycling containers once per week on Fridays. Replace central recycling liner with proper type, size and depth. Clean recycling containers when necessary. Empty all central garbage and central compost containers once per week on Fridays and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary.

Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners) all areas, and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: **Three Days per Week** (Sunday, Tuesday, and Friday, 7 am, including holidays)

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Two Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Golf Course Restrooms**

Location: **1875 Embarcadero Rd.**

Club House Restrooms

Total Square Feet: 900

Frequency: Seven days a week, twice daily + holidays
(once between 11:00 am and noon, once at dusk). Both full services.

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Clean compost and garbage containers when necessary. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain. Lock restrooms doors after final daily service.

Entire restroom including walls (porous walls excluded), toilet partitions, floors, and fixtures are to be hosed down and scrubbed with disinfectant cleaner monthly.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Field Restrooms

Total Square Feet: 242

Frequency: Seven days a week, twice daily + holidays
(once between 11:00 am and noon, once at dusk). Both full services.

Type of Service: Restrooms - Complete servicing.
Empty all trash and waste containers in all restrooms each service day. All waste containers to be kept lined with proper liners, which must be

replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Clean mirrors and keep all chrome fixtures clean. Clean sinks, drains, counter tops, toilet bowls and urinals with brush and disinfectant cleaner.

Entire restroom including walls (porous walls excluded), floors, and fixtures are to be hosed down and scrubbed with disinfectant cleaner monthly.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Facility: Junior Museum

Location: 1305 Middlefield Rd.

Total Square Feet: 5,856
Jr Museum, (excludes live animal exhibits) – 14,552 sf per concept design (new bldg. phase 1 to be completed late 2020, includes larger work areas and 4 restrooms (9 toilets, 4 urinals, 9 sinks, and 1 shower room)

Servicing Frequency: Seven Days per Week + holidays
Tuesday through Sunday, twice daily
(once mid-day (mid-way through operating hours), once after closing)
Mid-day service includes lobbies and restrooms only.
Full service after business hour closing.

Monday (one mid-day service only in lobby, restrooms, and zoo feeding room only).

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: All items daily, trash pickup, dispenser filling and any required surface cleaning twice daily.

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean all table tops. Secure facility and set alarm.

Frequency: Daily

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Landfill Office and Toll Booth**

Location: **2380 Embarcadero Rd.**

Total Square Feet: **1,488**

Servicing Frequency: **Five Days per Week, (Monday through Friday)**

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Monday through Friday

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entrances removing all dirt, cobwebs, etc. from wall and floor surfaces.

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Rinconada Library**

Location: **1213 Newell Rd.**

Total Square Feet: **26,582**

Servicing Frequency: **Seven Days per Week, twice daily
(once mid-day (mid-way through operating hours), once after
closing)
Mid-day service includes lobbies and restrooms only.
Full service after business hour closing.**

Type of Service: Restrooms - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: All items daily, trash pickup, dispenser filling and any required surface cleaning twice daily.

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean all table tops. Secure facility and set alarm.

Frequency: Daily

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and table top surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean trash and debris from fireplace. Clean exterior entrances removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Mitchell Park Library and
Mitchell Park Community Center**

Location: 3700 Middlefield Rd.

Total Square Feet: Mitchell Park Library - 40,152 sf
Mitchell Park Community Center – 16,180 sf

Servicing Frequency: Seven Days per Week, twice daily
(once mid-day (mid-way through operating hours), once after closing)
Mid-day service includes lobbies and restrooms only.
Full service after business hour closing.

Type of Service: Restrooms / Showers - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, toilet bowls and urinals with brush and disinfectant cleaner. All shower areas are to be kept free of mildew, hair, dirt and soap scum. Clean and disinfect all floor mats, benches and tiled areas. Pour one gallon of water down each floor drain.

Frequency: Daily

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean all table tops. Secure facility and set alarm.

Frequency: Daily

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Municipal Service Center Buildings (A,B,C, & SCADA)**

Location: **3201 East Bayshore Rd. & 3241 East Bayshore Rd.**

Total Square Feet: **76,634**

Servicing Frequency: **Five Days per Week, (Monday through Friday), twice daily for MSC A, B, C only (once mid-day (mid-way through operating hours), once after closing)**
Mid-day service includes restrooms only.
Full service after business hour closing.

Servicing Frequency: **Five Days per Week, (Monday through Friday)**
SCADA – service only between the hours of 4pm and 9pm.

Type of Service: Restrooms / Showers - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, toilet bowls and urinals with brush and disinfectant cleaner. All shower areas are to be kept free of mildew, hair, dirt and soap scum. Clean and disinfect all floor mats, benches and tiled areas. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility (including offices, locker rooms, lunch rooms, conference rooms, shops and fueling station)
Empty all inside central garbage and central compost containers each service day and replace liner with proper type, size and depth. Empty all outside central garbage and central compost containers once per week and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables.
Secure facility.

Frequency: Monday through Friday

Type of Service: Entire Facility (including offices, locker room, lunch rooms, conference room, and limited shop areas)

Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Clean recycling containers when necessary.

Frequency: Monday

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Building B Exercise Room
Disinfect all equipment with proper cleanser. Detail vacuum between and under weight benches and machines.

Frequency: Twice Annually

Type of Service: Entire Facility

Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: All Park Restrooms

Locations:	Rinconada Park	777 Embarcadero Rd.	511 sq. ft.
	Mitchell Park	600 E. Meadow (two sets)	1,363 sq. ft.
	Peers Park	1899 Park Ave.	1,046 sq. ft.
	El Camino Park	100 El Camino Real	272 sq. ft.
	Greer Park	1098 Amarillo Ave.	597 sq. ft.
	Baylands Park	1785 Embarcadero Rd.	843 sq. ft.
	Byxbee Park	2380 Embarcadero Rd.	568 sq. ft.
	Hoover Park	2901 Cowper St.	500 sq. ft.
	Stanford Fields	2700 El Camino Real	1,080 sq. ft.
	Seale Park	3100 Stockton Place	120 sq. ft.
	Briones	609 Maybell Ave	120 sq. ft.

Frequency: Seven days a week + holidays after park closing, except at locations where no restroom lighting is available – one hour before closing).

Additional Mid-day service on Saturdays, Sundays, and Holidays for Stanford Fields, Mitchell Park, Greer Park, El Camino Park, Rinconada Park, and Peers Park (between 11 through 2pm).

Type of Service: Restrooms - Complete servicing at each service.
Empty all trash and waste containers in all restrooms. All waste containers to be kept lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Clean mirrors and keep all dispensers and fixtures clean. Sanitize changing stations. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain. Lock restroom doors after daily service where applicable. All park restrooms are to remain open during daylight hours.

Entire restroom including walls (porous walls excluded), toilet partitions, floors, and fixtures are to be hosed down and scrubbed with disinfectant cleaner monthly.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Facility: Rinconada Pool Office and Shower Rooms

Location: 777 Embarcadero Rd.

Total Square Feet: 3,585

Servicing Frequency: Seven Days per Week

Type of Service: Restrooms / Showers - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. All shower areas are to be kept free of mold/mildew, stains, hair, dirt, and soap scum. Clean and disinfect all floor mats, benches and tiled areas. Clean floor under floor mats. Pour one gallon of water down each floor drain.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Frequency: Daily

Type of Service: Entire Facility

Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean all table tops. Secure facility and set alarm.

Frequency: Daily

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Utilities Offices**

Location: **1005 &1007 Elwell Ct.**

Total Square Feet: **16,157**

Servicing Frequency: **Five Days per Week, (Monday through Friday)**

Type of Service: Restrooms / Showers - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed.

Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, toilet bowls and urinals with brush and disinfectant cleaner. All shower areas are to be kept free of mildew, hair, dirt and soap scum. Clean and disinfect all floor mats, benches and tiled areas. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility
Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Monday through Friday

Type of Service: Entire Facility.
Empty all central recycling containers each service day. Replace central recycling liner with proper type, size and depth. Check the designated collector/hauler garbage containers located outside the building, to see if cardboard is present. If cardboard is present, flatten if needed, and transport material to designated recycling container.

Frequency: Tuesdays and Thursdays

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, and table top surfaces throughout office areas. Clean exterior and interior entrance ways and interior space removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Monthly

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Weekly kitchen cleaning, quarterly refrigerator cleaning (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Facility: **Water Quality Control Buildings**

Location: **2501 Embarcadero Way**

Total Square Feet: **12,400 (Admin, Lab, Maintenance Bldgs)**

Servicing Frequency: **Five Days per Week**

Type of Service: Building Lockup and Flag Lowering (take down and store)

Frequency: Monday through Friday at 5:30pm (for public meetings that go past 5:30pm public access doors are not secured until the end of the meetings).

Type of Service: Restrooms / Showers - Complete servicing.
Empty all garbage and compost containers in all restrooms each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops, toilet bowls and urinals with brush and disinfectant cleaner. All shower areas are to be kept free of mildew, hair, dirt and soap scum. Clean and disinfect all floor mats, benches and tiled areas. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility
Empty all recycling containers each service day. Replace central recycling liner with proper type, size and depth. Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Vacuum all carpeted floors including any stairwells, offices, and open space areas. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on entry doors. Clean tops of all conference room tables and lobby furniture tables. Secure facility and set alarm.

Frequency: Monday through Friday

Type of Service: Entire Facility (lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Wash all windows, interior and exterior.

Frequency: Twice Annually

Type of Service: Entire Facility
Strip and refinish all tiled, linoleum and wood floor areas.

Frequency: Four Times Annually

Type of Service: Entire Facility
Spray Buff with a high-speed buffer all tiled, linoleum and wood floor areas.

Frequency: Monthly

Type of Service: Entire Facility
Clean all counters and tabletop surfaces removing all graffiti, pen and pencil marks, dirt, etc. Clean exterior entranceways removing all dirt, cobwebs, etc. from wall and floor surfaces.

Frequency: Four Times Annually

Type of Service: Other miscellaneous duties such as meeting furniture set up and break down, overtime hours to provide backup coverage for City custodian absence, overtime hours for additional work, overtime holiday and weekend hours for additional cleaning coverage, City meeting attendance, overtime hours for additional cleanings and special events, etc.

Frequency: As required by City.

Facility: **PARKING FACILITY “Q”**

Location: **400 Block of High St.**

Total Square Feet: **48,000**

Type of Service: Garage Areas
Sweep and damp mop (with proper disinfectant cleaner) and remove cobwebs in all stairwells, landings, elevator platforms, and elevators. Wipe down the elevator walls with proper disinfectant cleaner. Remove any trash found in these areas. Empty and replace liners in all trash containers. Clean, sanitize, and deodorize any area that may have urine, human waste, blood or vomit.

Frequency: **Seven Days a Week + holidays (service only between the hours of 5am and 2:20pm).**

Reseal floors in elevators, stairwells, landings, and elevator platforms every six months.

Facility: **PARKING FACILITY “J”**

Location: **520 Webster St.**

Total Square Feet: **148,000**

Type of Service: **Garage Areas**

Sweep and damp mop (with proper disinfectant cleaner) and remove cobwebs in all stairwells, landings, elevator platforms, and elevators. Wipe down the elevator walls with proper disinfectant cleaner. Remove any trash found in these areas. Empty and replace liners in all trash containers. Remove trash from complete facility including parking areas, sidewalks, and ledges, around bike lockers and in storage areas. Clean, sanitize, and deodorize any area that may have urine, human waste, blood or vomit. Sweep and remove trash from sidewalk and around facility. Clean the alley between facility and businesses.

Frequency: **Seven Days a Week + holidays (service only between the hours of 5am and 2:20pm).**

Reseal floors in elevators, stairwells, landings, and elevator platforms every six months.

Facility: **PARKING FACILITY “S/L”**

Location: **445 Bryant St.**

Total Square Feet: **229,380**

Type of Service: Restrooms - Complete servicing.
Empty all trash and waste containers in all restrooms each service day. All waste containers to be kept lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc.

Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, toilet bowls, changing stations and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Entire restroom including walls (porous walls excluded), toilet partitions, floors, and fixtures are to be hosed down and scrubbed with disinfectant cleaner monthly.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Frequency: **Seven Days a Week + holidays (service only between the hours of 5am and 2:20pm).**

Type of Service: **Garage Areas**

Sweep and damp mop (with proper disinfectant cleaner) and remove cobwebs in all stairwells, landings, elevator platforms, and elevators. Wipe down the elevator walls with proper disinfectant cleaner. Remove any trash found in these areas. Empty and replace liners in all trash containers. Clean, sanitize, and deodorize any area that may have urine, human waste, blood or vomit. Sweep and remove trash from sidewalk and around facility. Clean the alley between facility and businesses.

Frequency: **Seven Days a Week + holidays (service only between the hours of 5am and 2:20pm).**

Reseal floors in elevators, stairwells, landings, and elevator platforms every six months.

Facility: **PARKING FACILITY "R"**

Location: **528 High St.**

Total Square Feet: **93,930**

Type of Service: Restrooms - Complete servicing.
Empty all trash and waste containers in all restrooms each service day. All waste containers to be kept lined with proper liners, which must be replaced immediately when needed. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill, as needed all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains, counter tops, changing stations, toilet bowls and urinals with brush and disinfectant cleaner. Pour one gallon of water down each floor drain.

Frequency: **Seven Days a Week + holidays (service only between the hours of 5am and 2:20pm).**

Entire restroom including walls (porous walls excluded), toilet partitions, floors, and fixtures are to be hosed down and scrubbed with disinfectant cleaner monthly.

Polish unpainted metal door pulls, door plates, metal fixtures, and toilet/urinal partitions quarterly.

Reseal floors every six months.

Type of Service: **Garage Areas**
Sweep and damp mop (with proper disinfectant cleaner) and remove cobwebs in all stairwells, landings, elevator platforms, and elevators. Wipe down the elevator walls with proper disinfectant cleaner. Remove any trash found in these areas. Empty and replace liners in all trash containers. Clean, sanitize, and deodorize any area that may have urine, human waste, blood or vomit. Sweep and remove trash from sidewalk and around facility. Clean the alley between facility and businesses.

Frequency: **Seven Days a Week + holidays (service only between the hours of 5am and 2:20pm).**

Reseal floors in elevators, stairwells, landings, and elevator platforms every six months.

Facility: **CITY HALL PARKING GARAGE**

Location: **250 Webster St.**

Total Square Feet: **251,508**

Type of Service: **Garage Areas**

Sweep and damp mop (with proper disinfectant cleaner) and remove cobwebs in all stairwells, landings, elevator platforms, and elevators. Wipe down the elevator walls with proper disinfectant cleaner. Remove any trash found in these areas. Empty and replace liners in all trash containers. Remove trash from complete facility including parking areas, sidewalks, and ledges, around bike lockers and in storage areas. Clean, sanitize, and deodorize any area that may have urine, human waste, blood or vomit. Sweep and remove trash from plaza, sidewalk, and around facility.

Frequency: **Seven Days a Week + holidays (service only between the hours of 5am and 2:20pm).**

Reseal floors in elevators, stairwells, landings, and elevator platforms every six months.

POLICE DEPARTMENT SCHEDULE OF PERFORMANCE

In addition to the above, Contractor will provide custodial services at the Police Department, according to the following schedule of performance.

Facility: **Police Department**

Location: **275 Forest Ave.**

Total Building Square Feet: 18,397 (office spaces) + 11, 296 (police garage)

Servicing Frequency: **Five days a week (Mon-Fri, 5:30pm to 2:00am)**

The contract custodian assigned to the Police Department will work under the supervision of Contractor's supervisory staff. Typical assignments include janitorial cleaning, building lockup, taking down the flags, special event room set up, detail cleaning, and custodial utility work. Work assignments and instructions are not limited to the type of service listed below. See Agreement, e.g. Exhibit A ("Scope of Services"), for additional detail.

Type of Service: All restrooms/showers/locker rooms located in the Police Department - Complete servicing.
Empty all garbage and compost containers in all restrooms serviced each service day. All garbage and compost containers to be kept cleaned and lined with proper liners, which must be replaced immediately when needed. Clean all compost and garbage containers when necessary. Empty and replace with new liners all sanitary napkin receptacles. Replace and refill as needed, all dispensers and containers. Damp wipe toilet partitions and all wall areas showing any stains, spots, grime and/or any abuse in general. Remove any graffiti immediately from any surface as it appears, as well as "spitballs," etc. Clean mirrors and keep all chrome fixtures clean. Sweep floors and properly dispose of all trash items. Damp mop floor areas with disinfectant cleaner. Clean sinks, drains; counter tops*, toilet bowls and urinals with brush and disinfectant cleaner. All shower areas are to be cleaned and kept free of mildew, hair, dirt and soap scum. Clean and disinfect all floor mats, benches and tiled areas. Pour one gallon of water down each floor drain.

Frequency: Monday through Friday

Type of Service: Entire Facility

Empty all central garbage and central compost containers each service day and replace liner with proper type, size and depth (includes cafeteria and break

rooms). Clean central compost, central garbage, and all recycling containers when necessary. Vacuum carpeted floors and sweep and mop hard floors including any stairwells, offices, and open space areas daily, M-F. Sweep, damp mop (with proper disinfectant cleaners), and dispose of all trash items on all non-carpeted floors. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only). Refill towel dispensers. Clean marks from glass on building entry and lobby doors, public counter windows, and interior glass. Clean tops of all conference room tables and lobby furniture tables.

Frequency: Monday through Friday

Type of Service: Police Garage

Empty all garbage, recycling, and compost containers each service day and replace liner with proper type, size and depth. Clean central compost, central garbage, and all recycling containers when necessary. Spot sweep floors for large debris, trash, and leaf debris daily, M-F. Remove cobwebs from interior spaces and exterior spaces (exterior: up to one story building only).

Frequency: Monday through Friday

Type of Service: Entire Facility.
Empty all desk side and central recycling containers each service day.
Replace central recycling liner as with proper type, size and depth.

Frequency: Monday through Friday

Type of Service: Entire Facility (kitchens, office area lunch rooms and break areas)
Clean all counters and tabletop surfaces, chairs, sinks, microwaves and refrigerators (inside and out). Wipe down cabinet fronts.

Frequency: Quarterly (advance notice of work needs to be provided so users can clear items out of refrigerators, unmarked items are to be discarded from refrigerators at time of cleaning).

Type of Service: Entire Facility
Dust public areas. Polish metal door pulls, door plates, and other metal fixtures. Polish wood furniture and counters. Clean marks from glass in interior spaces.

Frequency: Monthly

Type of Service: Entire Facility

Clean and dust all counters, cabinets, shelves, ledges, desks, and table top surfaces throughout office areas.

Frequency: Twice Annually

Type of Service: Holding Cell
Clean and disinfect all surfaces with proper cleanser. Sweep and disinfectant mop floor.

Frequency: Daily.

Type of Service: Exercise Room
Disinfect all equipment with proper cleanser. Detail vacuum and mop between and under weights, weight benches and machines.

Frequency: Upon request of the Police Department.

EXHIBIT C

COMPENSATION – SCHEDULE OF FEES, AMENDMENT NO. 1

(AMENDED – REPLACES PREVIOUS)

CITY shall pay CONTRACTOR, for the completion of Services performed to the reasonable satisfaction of the CITY, a not to exceed sum in accordance with the schedule below. Any services provided or hours worked for which payment would result in a total exceeding the maximum amount of compensation set forth herein, without prior authorization from CITY, shall be at no cost to CITY.

A. Schedule of Payment

CITY shall pay CONTRACTOR a maximum compensation amount of not to exceed \$11,029,765 which includes \$10,480,372 for basic services and \$549,393 for additional services; beginning September 1, 2017 and ending August 31, 2022. Annual not to exceed amounts are shown below.

Year 1: Basic Services \$1,910,922
Additional Services \$95,546

Year 2: Basic Services \$2,048,330
Additional Services \$108,482

Year 3: Basic Services \$2,109,780
Additional Services \$111,736

Year 4: Basic Services \$2,173,074
Additional Services \$115,088

Year 5: Basic Service \$2,238,266
Additional Services \$118,541

Invoicing and payments are to be made monthly. Monthly invoices are to be itemized showing the monthly cost for each facility. Monthly costs and amounts used of itemized chemicals and supplies are to be reported on an Excel spreadsheet along with each monthly invoice.

A sample of an itemized facility listing for invoicing is shown below.

Facility

Airport	\$ monthly cost
Animal Services	\$ monthly cost
Arastra Gateway	\$ monthly cost
Art Center	\$ monthly cost
Baylands Int. Center	\$ monthly cost
Children's Library	\$ monthly cost
Children's Theater	\$ monthly cost
City Hall	\$ monthly cost
College Terrace Library	\$ monthly cost
Community Theater	\$ monthly cost
Development Center	\$ monthly cost
Downtown Library	\$ monthly cost
Golf Course	\$ monthly cost
Foothills Park	\$ monthly cost
Jr. Museum	\$ monthly cost
Landfill	\$ monthly cost
Rinconada Library	\$ monthly cost
Mitchell Park Library	\$ monthly cost
Mitchell Park Comm Center	\$ monthly cost
MSC & SCADA	\$ monthly cost
Police Department	\$monthly cost
All Park Restrooms	\$ monthly cost
Rinconada Pool	\$ monthly cost
Utility Offices	\$ monthly cost
Water Quality Buildings	\$ monthly cost
Parking Lot Q	\$ monthly cost
Parking Lot R	\$ monthly cost
Parking Lot S/L	\$ monthly cost
Parking Lot J	\$ monthly cost
Parking Lot City Hall	\$ monthly cost

B. Additional Services

Additional Work not defined in the Scope of Services (Basic Services), will be agreed upon by the CONTRACTOR and City at the hourly rates shown in Exhibit C-1 and Exhibit G Hourly Rate Sheet.

C. Compensation Detail for Basic Services

1. Minimum staffing of 28 custodians, 3 utility workers, 1 lead person, and 1 supervisor, 2. Minimum material cost of \$9,000 per month, 3. Minimum wage laws.																		
Bid Item	Facility	Number of Staff Hours per Year	* Year 1 Labor Cost per Year (in dollars) includes labor, profit, overhead, etc.	* Year 1 Material and Chemical Supply Costs per Year (in dollars)	Year 1 Total Cost (in dollars)	* Year 2 Labor Cost per Year (in dollars) includes labor, profit, overhead, etc.	* Year 2 Material and Chemical Supply Costs per Year (in dollars)	Year 2 Total Cost (in dollars)	* Year 3 Labor Cost per Year (in dollars) includes labor, profit, overhead, etc.	* Year 3 Material and Chemical Supply Costs per Year (in dollars)	Year 3 Total Cost (in dollars)	* Year 4 Labor Cost per Year (in dollars) includes labor, profit, overhead, etc.	* Year 4 Material and Chemical Supply Costs per Year (in dollars)	Year 4 Total Cost (in dollars)	* Year 5 Labor Cost per Year (in dollars) includes labor, profit, overhead, etc.	* Year 5 Material and Chemical Supply Costs per Year (in dollars)	Year 5 Total Cost (in dollars)	Total Cost (All Five Years) (in dollars)
1	Airport	624	\$ 18,891.85	\$ 1,672.93	\$20,565	19,458.61\$	1,723.11\$	\$21,182	20,042.37\$	1,774.81\$	\$21,817	20,643.64\$	1,828.05\$	\$22,472	21,262.95\$	1,882.89\$	\$23,146	\$109,181.20
2	Animal Services	624	\$ 18,891.85	\$ 1,106.22	\$19,998	19,458.61\$	1,139.41\$	\$20,598	20,042.37\$	1,173.59\$	\$21,216	20,643.64\$	1,208.80\$	\$21,852	21,262.95\$	1,245.06\$	\$22,508	\$106,172.48
3	Arastra Gateway	260	\$ 7,871.60	\$ 460.06	\$8,332	8,107.75\$	473.86\$	\$8,582	8,350.99\$	488.08\$	\$8,839	8,601.52\$	502.72\$	\$9,104	8,859.56\$	517.80\$	\$9,377	\$44,233.94
4	Art Center	2808	\$ 85,013.33	\$ 4,660.54	\$89,674	87,563.73\$	4,800.36\$	\$92,364	90,190.64\$	4,944.37\$	\$95,135	92,896.36\$	5,092.70\$	\$97,989	95,683.25\$	5,245.48\$	\$100,929	\$476,090.76
5	Baylands Int. Center	390	\$ 11,807.41	\$ 474.46	\$12,282	12,161.63\$	488.69\$	\$12,650	12,526.48\$	503.35\$	\$13,030	12,902.27\$	518.45\$	\$13,421	13,289.34\$	534.01\$	\$13,823	\$65,206.10
6	Children's Library	1456	\$ 44,080.99	\$ 1,526.70	\$45,608	45,403.42\$	1,572.50\$	\$46,976	46,765.52\$	1,619.68\$	\$48,385	48,168.48\$	1,668.27\$	\$49,837	49,613.54\$	1,718.32\$	\$51,332	\$242,137.42
7	Children's Theater	936	\$ 28,337.78	\$ 3,765.09	\$32,103	29,187.91\$	3,878.05\$	\$33,066	30,063.55\$	3,994.39\$	\$34,058	30,965.45\$	4,114.22\$	\$35,080	31,894.42\$	4,237.65\$	\$36,132	\$170,438.50
8	City Hall	9750	\$ 295,185.18	\$ 21,774.04	\$316,959	304,040.74\$	22,427.26\$	\$326,468	313,161.96\$	23,100.07\$	\$336,262	322,556.82\$	23,793.08\$	\$346,350	332,233.52\$	24,506.87\$	\$356,740	\$1,682,779.52
9	College Terrace Library	624	\$ 18,891.85	\$ 2,098.81	\$20,991	19,458.61\$	2,161.77\$	\$21,620	20,042.37\$	2,226.63\$	\$22,269	20,643.64\$	2,293.43\$	\$22,937	21,262.95\$	2,362.23\$	\$23,625	\$111,442.27
10	Community Theater	1248	\$ 37,783.70	\$ 2,703.65	\$40,487	38,917.21\$	2,784.76\$	\$41,702	40,084.73\$	2,868.30\$	\$42,953	41,287.27\$	2,954.35\$	\$44,242	42,525.89\$	3,042.98\$	\$45,569	\$214,952.84
11	Development Center	780	\$ 23,614.81	\$ 2,330.63	\$25,945	24,323.26\$	2,400.55\$	\$26,724	25,052.96\$	2,472.57\$	\$27,526	25,804.55\$	2,546.75\$	\$28,351	26,578.68\$	2,623.15\$	\$29,202	\$137,747.90
12	Downtown Library	1040	\$ 31,486.42	\$ 2,776.70	\$34,263	32,431.01\$	2,860.01\$	\$35,291	33,403.94\$	2,945.81\$	\$36,350	34,406.06\$	3,034.18\$	\$37,440	35,438.24\$	3,125.21\$	\$38,563	\$181,907.58
13	Foothills Park	780	\$ 23,614.81	\$ 966.55	\$24,581	24,323.26\$	986.54\$	\$25,319	25,052.96\$	1,025.41\$	\$26,078	25,804.55\$	1,056.17\$	\$26,861	26,578.68\$	1,087.86\$	\$27,667	\$130,505.79
14	Golf Course (Clubhouse + Field restrooms)	1820	\$ 55,101.23	\$ 1,789.69	\$56,891	56,754.27\$	1,843.38\$	\$58,598	58,456.90\$	1,898.68\$	\$60,356	60,210.61\$	1,956.64\$	\$62,166	62,016.92\$	2,014.31\$	\$64,031	\$302,041.62
15	Jr. Museum	1279.2	\$ 38,728.30	\$ 7,083.55	\$45,812	39,890.14\$	7,296.05\$	\$47,186	41,086.85\$	7,514.93\$	\$48,602	42,319.45\$	7,740.38\$	\$50,060	43,589.04\$	7,972.59\$	\$51,562	\$243,221.29
17	Landfill Office & Toll Booth	260	\$ 7,871.60	\$ 407.81	\$8,279	8,107.75\$	420.04\$	\$8,528	8,350.99\$	432.64\$	\$8,784	8,601.52\$	445.62\$	\$9,047	8,859.56\$	458.99\$	\$9,319	\$43,956.53
18	Rinconada Library	3276	\$ 99,182.22	\$ 8,428.16	\$107,610	102,157.69\$	8,681.01\$	\$110,839	105,222.42\$	8,941.44\$	\$114,164	108,379.09\$	9,209.68\$	\$117,589	111,630.46\$	9,485.97\$	\$121,116	\$571,318.13
19	Mitchell Park Library	7098	\$ 214,894.81	\$ 18,054.05	\$232,949	221,341.66\$	18,595.67\$	\$239,937	227,981.90\$	19,153.54\$	\$247,135	234,821.36\$	19,728.14\$	\$254,550	241,866.00\$	20,319.99\$	\$262,186	\$1,236,757.12
20	Mitchell Park Community Center	4004	\$ 121,222.71	\$ 5,235.77	\$126,458	124,859.40\$	5,392.84\$	\$130,252	128,605.18\$	5,554.63\$	\$134,160	132,463.33\$	5,721.27\$	\$138,185	136,437.23\$	5,892.90\$	\$142,330	\$671,385.25
21	MSC Buildings (A, B, C, & SCADA)	5980	\$ 181,046.91	\$ 20,342.87	\$201,390	186,478.32\$	20,953.16\$	\$207,431	192,072.67\$	21,581.75\$	\$213,654	197,834.85\$	22,229.20\$	\$220,064	203,769.89\$	22,896.08\$	\$226,666	\$1,069,205.70
22	Rinconada Park	364	\$ 11,020.25	\$ 760.32	\$11,781	11,350.85\$	783.12\$	\$12,134	11,691.38\$	806.62\$	\$12,498	12,042.12\$	830.82\$	\$12,873	12,403.38\$	855.74\$	\$13,259	\$62,544.60
23	Mitchell Park	910	\$ 27,550.62	\$ 1,724.72	\$29,275	28,377.14\$	1,776.47\$	\$30,154	29,228.45\$	1,829.76\$	\$31,058	30,105.30\$	1,884.65\$	\$31,990	31,008.46\$	1,941.19\$	\$32,950	\$155,426.76
24	Peers Park	364	\$ 11,020.25	\$ 571.53	\$11,592	11,350.85\$	588.67\$	\$11,940	11,691.38\$	606.33\$	\$12,298	12,042.12\$	624.52\$	\$12,667	12,403.38\$	643.26\$	\$13,047	\$61,542.30
25	El Camino Park	546	\$ 16,530.37	\$ 777.47	\$17,308	17,026.28\$	800.80\$	\$17,827	17,537.07\$	824.82\$	\$18,362	18,063.18\$	849.57\$	\$18,913	18,605.08\$	875.05\$	\$19,480	\$91,889.70
26	Greer Park	546	\$ 16,530.37	\$ 747.78	\$17,278	17,026.28\$	770.21\$	\$17,796	17,537.07\$	793.32\$	\$18,330	18,063.18\$	817.12\$	\$18,880	18,605.08\$	841.63\$	\$19,447	\$91,732.05
27	Baylands Park	364	\$ 11,020.25	\$ 549.36	\$11,570	11,350.85\$	565.84\$	\$11,917	11,691.38\$	582.82\$	\$12,274	12,042.12\$	600.30\$	\$12,642	12,403.38\$	618.31\$	\$13,022	\$61,424.62
28	Byxbee Park	364	\$ 11,020.25	\$ 642.94	\$11,663	11,350.85\$	662.22\$	\$12,013	11,691.38\$	682.09\$	\$12,373	12,042.12\$	702.55\$	\$12,745	12,403.38\$	723.63\$	\$13,127	\$61,921.42
29	Hoover Park	364	\$ 11,020.25	\$ 388.31	\$11,409	11,350.85\$	399.96\$	\$11,751	11,691.38\$	411.96\$	\$12,103	12,042.12\$	424.32\$	\$12,466	12,403.38\$	437.05\$	\$12,840	\$60,569.58
30	Stanford Fields	728	\$ 22,040.49	\$ 1,032.56	\$23,073	22,701.71\$	1,063.54\$	\$23,765	23,382.76\$	1,095.45\$	\$24,478	24,084.24\$	1,128.31\$	\$25,213	24,806.77\$	1,162.16\$	\$25,969	\$122,498.00
31	Seale Park	364	\$ 11,020.25	\$ 346.82	\$11,367	11,350.85\$	357.23\$	\$11,708	11,691.38\$	367.94\$	\$12,059	12,042.12\$	378.98\$	\$12,421	12,403.38\$	390.35\$	\$12,794	\$60,349.31
32	Briones Park	364	\$ 11,020.25	\$ 346.82	\$11,367	11,350.85\$	357.23\$	\$11,708	11,691.38\$	367.94\$	\$12,059	12,042.12\$	378.98\$	\$12,421	12,403.38\$	390.35\$	\$12,794	\$60,349.31
33	Rinconada Pool	2184	\$ 66,121.48	\$ 1,507.92	\$67,629	68,105.12\$	1,553.16\$	\$69,658	70,148.28\$	1,599.75\$	\$71,748	72,252.73\$	1,647.74\$	\$73,900	74,420.31\$	1,697.18\$	\$76,117	\$359,053.67
34	Utility Offices (1005 & 1007 Elwell)	1560	\$ 47,229.63	\$ 2,673.90	\$49,904	48,646.52\$	2,754.12\$	\$51,401	50,105.91\$	2,836.74\$	\$52,943	51,609.09\$	2,921.84\$	\$54,531	53,157.36\$	3,009.50\$	\$56,167	\$264,944.61
35	Water Quality Buildings (Admin, Lab, Maint Bldgs)	1820	\$ 55,101.23	\$ 4,500.79	\$59,602	56,754.27\$	4,635.81\$	\$61,390	58,456.90\$	4,774.89\$	\$63,232	60,210.61\$	4,918.14\$	\$65,129	62,016.92\$	5,065.68\$	\$67,083	\$316,435.24
36	Parking Lot Q	364	\$ 11,020.25	\$ 141.11	\$11,161	11,350.85\$	145.34\$	\$11,496	11,691.38\$	149.70\$	\$11,841	12,042.12\$	154.19\$	\$12,196	12,403.38\$	158.82\$	\$12,562	\$59,257.16
37	Parking Lot R	546	\$ 16,530.37	\$ 307.97	\$16,838	17,026.28\$	317.21\$	\$17,343	17,537.07\$	326.73\$	\$17,864	18,063.18\$	336.53\$	\$18,400	18,605.08\$	346.62\$	\$18,952	\$89,397.03
38	Parking Lot S/L	910	\$ 27,550.62	\$ 394.49	\$27,945	28,377.14\$	406.32\$	\$28,783	29,228.45\$	418.51\$	\$29,647	30,105.30\$	431.07\$	\$30,536	31,008.46\$	444.00\$	\$31,452	\$148,364.37
39	Parking Lot J	546	\$ 16,530.37	\$ 184.37	\$16,715	17,026.28\$	189.90\$	\$17,216	17,537.07\$	195.60\$	\$17,733	18,063.18\$	201.47\$	\$18,265	18,605.08\$	207.51\$	\$18,813	\$88,740.83
40	City Hall Garage	728	\$ 22,040.49	\$ 227.63	\$22,268	22,701.71\$	234.46\$	\$22,936	23,382.76\$	241.49\$	\$23,624	24,084.24\$	248.74\$	\$24,333	24,806.77\$	256.20\$	\$25,063	\$118,224.49
					\$1,910,922.48						\$1,968,250.16						\$2,027,297.66	\$10,145,346.97

SWA Police Dept Custodian	Basic Service Cost	Additional Service Cost	Total
Contract Year 2	\$80,080.00	10,069.00	\$90,149.00
Contract Year 3	\$82,482.40	\$10,371.07	\$92,853.47
Contract Year 4	\$84,956.87	\$10,682.20	\$95,639.07
Contract Year 5	\$87,505.58	\$11,002.67	\$98,508.25
	\$335,024.85	\$42,124.94	\$377,149.79

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EXHIBIT G
BILLABLE RATE SHEET FOR POLICE DEPARTMENT
(ADDED)

SCHEDULE OF CONTRACTOR'S LABOR BILLIING RATES FOR CONTRACTOR
CUSTODIAN ASSIGNED TO POLICE DEPARTMENT (“PD”):
(BY LABOR CLASSIFICATION)

Job Class/Title	Rate Type	Base Labor Rate/hr	Billable Rate/hr
Contract PD Custodian	Straight	\$23.00	\$38.50
Contract PD Custodian	Overtime	\$34.50	\$52.81