



Item No. 16 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: DAVID HUYNH, PW MAINTENANCE MANAGER

DATE: OCTOBER 17, 2018

**SUBJECT: AUTHORIZE THE ADVERTISEMENT AND SOLICITATION OF
BIDS FOR JANITORIAL MAINTENANCE SERVICES.**

RECOMMENDATION

Authorize staff to advertise and solicit bids for the Town's Janitorial Maintenance Services Contract.

BACKGROUND

The Town has been receiving custodial services for its numerous facilities from the Central Maintenance Company of Gilroy since 2011. The Town currently pays \$2,955.75 per month for these services.

The current contract with Central Maintenance Company expires June 30, 2019 with no extensions remaining. Our current facilities maintenance services provider, MCE, does not perform this type of work. Staff anticipates a Request for Bids for a new 2-year services agreement, with a provision for renewal upon satisfactory performance. The specifications (service levels) for this work will remain the same as the current contract.

It is anticipated that service requirements will be adjusted via amendment as the Town Administration offices are relocated to accommodate construction of the New Town Hall; and, if there is satisfactory performance, the contract may be renewed and modified for new services required with new facilities.

This contract is to be fully inclusive of labor, supplies and equipment necessary to maintain these facilities in good working order. The following is a list of included facilities and service levels required for each:

- Council Chambers (2 times per week)
- Police Department (3 times per week)
- Library (3 times per week)

- Town Administration (2 times per week)
- Permit Center (2 times per week)
- Corporation Yard Office (2 times per week)
- Park Playground Restrooms (7 times per week)
- Park Main House Restrooms/Kitchen (2 times per week)
- Carriage House Restrooms/Kitchen (2 times per week)
- Little League Ballfield Restrooms (7 days per week)

FISCAL IMPACT

Advertisement for this contract is expected to cost \$600. Funds currently exist in the Public Works budget to cover the cost of the bid process.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

- Janitorial Services RFP
- Appendix items A1-A10

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- ___ Audit/Finance Committee (meets every other month)
- ___ Bicycle/Pedestrian Committee (meets as needed)
- ___ Civic Center Advisory Committee (meets as needed)
- ___ Environmental Programs Committee (meets every other month)
- ___ Park and Recreation Committee (meets each month)
- ___ Planning Commission (meets each month)
- ___ Rail Committee (meets every other month)
- ___ Transportation Committee (meets every other month)



TOWN OF ATHERTON
REQUEST FOR BIDS

JANITORIAL MAINTENANCE SERVICES

Mandatory pre-bid meeting/walk-through
WEDNESDAY, November 7, 2018, 10:00 am

City Council Chambers
94 Ashfield Road
Atherton, Ca. 94027

Bids due at 3:00 pm on WEDNESDAY, November
14, 2018

Town Administration Office
91 Ashfield Road
Atherton, Ca. 94027

TOWN OF ATHERTON

Request for Bids For Janitorial Services

Town of Atherton is requesting bids from qualified, experienced and bonded firms in the State of California to provide janitorial maintenance services for its buildings in the Town Center and at Holbrook-Palmer Park. The Town desires to enter into an agreement for two (2) years with a provision for possible renewal upon satisfactory performance.

I. Communications: Town Staff may be contacted to obtain additional information; however, any such oral communication will not be binding on the Town. All questions regarding this project should be directed to, David Huynh, Public Works Maintenance Manager at: 650-752-0555, or by e-mail: DHuynh@ci.atherton.ca.us

II. Procedures:

- a. *Bids Costs.* The Town will not pay for any cost incurred in the investigation, preparation or submission of a bids in response to Town's request.
- b. *Withdrawal.* A bid may be withdrawn without prejudice prior to the time specified for opening by submitting a written request to the Town Manager for its withdrawal, in which event, the bids will be returned to the Proposer unopened. Any bids received after the time specified or delivered at a place other than that stated in the "Notice Requesting Bids" will not be considered.
- c. *Retention and Use of Bids.* The Town reserves the right to retain all bids and use any idea in any bid regardless of whether that bid is selected. The Town also reserves the right to waive non-substantial irregularities in any bids, to reject any or all bids, to reject or delete one part of a bid and to accept others, except to the extent that bids are qualified by specific limitations, and to make an award as the interest of the Town may require.
- d. *Agreement.* The Town reserves the right to negotiate any and all terms of an agreement including length, scope of services and compensation. Proposer to include any exceptions to the Atherton Service Agreement with the bid for consideration.
- e. *Approval by Town Council.* An agreement with the successful bid shall not be binding unless and until it is approved by the Town Council and executed by authorized representatives of both parties.
- f. *Competency and Responsibility.* The Town reserves full discretion to determine the competence and responsibility, professionally and/or financially, of proposers. Proposers will provide, in a timely manner, any and all information that the Town deems necessary to make such decision.

g. *No Award.* The Town may, for any reason, decide not to award an agreement as a result of this RFP.

h. *Execution of Contract.* The Bid to whom award is made will be expected to execute a written contract with the Town within ten (10) calendar days after notice of the award has been mailed to the address given in the bid. **It is expected this contract to commence January 1, 2019 at 12:00a.m.**

i. *Failure to Execute Contract.* If the Bid to whom the award is made fails to enter into the contract, the award will be annulled and the contract may be awarded to another bid who best fulfills the bid stipulation.

III. General

Work in this section includes the janitorial maintenance of Town owned buildings. Maintenance includes the upkeep and cleaning of facilities two (2) days per week with the exception of the Police Department and Library, which require three (3) days a week service and the Playground and Little League restrooms, which require seven (7) day per week service.

The facilities included are:

- A1. Town Hall (Admin) – 91 Ashfield Road
- A2. Police Department – 83 Ashfield Road
- A3. Library – 2 Dinkelspiel Lane
- A4. Council Chambers – 94 Ashfield Road
- A5. Permit Center – 99 Station Lane
- A6. Corporation Yard Office – 93 Station Lane
- A7. Main House – 150 Watkins Ave
- A8. Carriage House – 150 Watkins Ave.
- A9. Playground Restrooms – 150 Watkins Ave.
- A10. Little League Restrooms – 150 Watkins Ave.

See exhibits A-1 through A-10 for general duty cleaning requirements.

In addition to general duty cleaning requirements for the above listed locations, the following duties are to be completed twice annually at each facility as follows;

- Window washing - Window washing is to include inside/outside cleaning of all windows, cleaning of screens, reinstalling screens and removal of bird droppings. A one week notice shall be given to Atherton staff prior to this work being done.
- Floor stripping – all floors (non-carpeted) are to be stripped of their finish and refinished 2 times annually. A one week notice shall be given to Atherton staff prior to this work being done.
- Desk cleaning – all desks are to be cleaned with an all-purpose cleaner (wood desks to be treated with a furniture polish) two times annually. A one week notice shall be given to Atherton staff prior to this work being done.

IV. Contractor performance criteria

The goal of this service agreement is to keep all Town owned facilities clean, sanitary and presentable for public and employee use.

General areas to be maintained within Town owned facilities are:

- Entrance Ways and Lobbies
- Executive Offices
- Offices
- Work Stations
- Conference Rooms
- Town Council Chamber
- Kitchen Areas
- Break Rooms
- Receptionist Areas
- Restrooms
- Utility Rooms
- Squad Room
- Locker Room

Successful bidder will order and maintain the following products for use in maintained town facilities: toilet paper, seat covers, liquid soap and paper towels and other cleaning products/tools (see specifications item XVI).

All workers must be fingerprinted and submit to a background check prior to working in Town facilities. Town will pay for four (4) background checks over the duration of the contract term. The cost of additional background checks shall be the responsibility of the Contractor. Firm selected must provide its workers with company uniforms and/or photo ID name badges to be worn at all times when performing janitorial services within the Town.

V. Project Area

Refer to **Exhibits A-1 through A-10** for the locations and summary schedule table of all facilities to be maintained throughout the Town of Atherton as part of the contract. (Facilities location may change during the course of this contract. Square footages may also change as well. Contract pricing will be renegotiated at that time.)

VI. Pre-Bids Meeting and Walkthrough

A pre-bid meeting and walkthrough will be held **Wednesday, 10:00 a.m., November 7, 2018**, in the Town Hall Council Chambers, located at 94 Ashfield Road in Atherton. The meeting will consist of two parts, first an oral presentation discussing the request for bid and its contents and second, a walkthrough of the Town facilities reviewing the various components and janitorial needs. **Failure to attend this meeting will result in a disqualification of bids for that proposer.**

VII. Selection Process

The Town will seek to hire the contractor who provides the lowest responsible bid for the service, supplies and equipment specified in this document and who meets all criteria listed below.

VIII. Acceptance or Rejection and Negotiation of Bids

The Town reserves the right to accept or reject any or all bids, or select more than one firm for this work as deemed appropriate by the Town. After selection by the Town, the contents of the submitted bids will become a contractual obligation. Failure to agree to include the bids as part of the contractual agreement will result in cancellation of the award. The Town reserves the right to negotiate a modification to, or accept any part of the bids, and may not be obligated in any way to accept those parts that do not meet with the approval of the Town. Terms and conditions of the contract will be negotiated at the time of selection and will be subject to the approval of the Town Manager, Town Attorney, and Town Council.

IX. Insurance

The successful bids shall provide insurance that meets the following criteria:

- a. Comprehensive general liability insurance, including fire legal liability, premises operations, owned and non-owned and hired automobile liability with a minimum combined single limit in the amount of one million dollars (\$1,000,000) per occurrence for bodily or personal injury to, illness of, or death of persons, and damage to property. All such liability insurance shall:
 1. Name Town, its council members, its appointed officials, its officers and its employees as an additional insureds;
 2. Be primary and noncontributing with any insurance which may be carried by the Town;
 3. Afford coverage for all claims based on any act, omission, event or condition that occurred or arose (or the onset of which occurred or arose) during the policy period;
 4. Expressly provide that Town, although named as an insured, shall nevertheless be entitled to recover under the policy for any loss, injury or damage to Town; and
 5. Apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement).
 6. Worker's compensation insurance and employer's liability insurance as required by the laws of the State of California. Said insurance policy shall provide that the insurer waives all rights of subrogation against the Town, its officers, agents, employees and volunteers for losses arising from work performed by successful bids for Town.
- b. All insurance required under this section and all renewals of this contract shall be issued by good and responsible companies admitted to do and doing business in the State of California. Each policy shall expressly provide that the policy shall not be cancelled or altered without thirty (30) days prior written notice to Town. Upon the issuance thereof, and on or before the expiration of each such policy and a replacement thereof, successful bids shall deliver to Town "Proof of Insurance" consisting of such policy or a certified copy and a certificate thereof to Town for retention by Town. If successful bids fails to insure or fails to furnish to Town upon notice to do any such policy or certified copy and certificate thereof as required, Town shall have the right from time to time to effect such insurance for the benefit of successful bids or Town or both of them and all premiums paid by Town shall be payable by successful bids as an Additional Service Fee on demand.

- c. Town reserves the right from time to time in its reasonable discretion to require successful bids to obtain additional liability insurance coverage and to increase existing limits of insurance coverage to levels then generally maintained by prudent business organizations operating a similar business in light of inflation, awards for personal injury or wrongful death and other risks.

X. Indemnification of Liability, Duty to Defend

To the fullest extent permitted by law, selected firm shall defend through counsel approved by Town, indemnify, and hold harmless Town, its officers, representatives, agents and/or employees against all claims, demands, causes of actions, losses, liability and expenses, including without limitation attorney's fees arising or resulting directly or indirectly from any act or omission of firm, or firm's assistants, employees or agent, including all claims relating to the injury or death of any person or damage to any property.

XI. Assignment

No agreement or any duties or obligations resulting from this bids may be assigned by selected firm without the prior written consent of the Town.

XIV. CONTRACT PROVISIONS

The successful bids will be required to enter into an agreement with the Town. This agreement shall define the work scope, performance measures and payment schedule for the services offered subject to the following:

- a. *Insurance.* The successful bids will provide proof of insurance in the form, coverage and amounts specified in these specifications within ten calendar days after notice of contract award as a precondition to contract execution.
- b. *Business License.* The successful bids must have a valid Town of Atherton business license prior to execution of the contract. Additional information regarding the Town's business license program may be obtained by calling Town Hall at (650) 752-0500.
- c. *Immigration Act of 1986.* The successful bids shall provide written assurance that the company and all subcontractors engaged for the performance of this work shall employ only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986.
- d. *Contractor Non-discrimination.* The Contract shall contain a warranty that the successful bids agrees that, in performing the Work, it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination in employment or person because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion.
- e. *Payment Terms.* The Town's payment terms are 30 days from receipt of an original invoice. Firm shall submit invoices on a monthly basis with breakdown in services per facility.

f. *Record Maintenance.* All working papers in support of each required report must be retained and made available to the Town at no cost for a minimum of three (3) years, unless the firm is notified in writing by the Town of the need to extend the retention period. The successful bids will be required to make working papers available to third parties only upon written request by the Town Manager. In addition, the firm shall respond to the reasonable inquiries of successor successful proposer and allow successor successful proposer to review working papers relating to matters of continuing accounting significance.

g. *Security clearance.* Successful bids must provide a clear background check (Livescan - D.O.J./F.B.I) for all employees, including supervisors, who are to work on this contract. The cost for this check will be provided by the successful Proposer, with arrangements for the checks to be administered by the Town of Atherton Police Department.

It will be the successful bidder's responsibility to arrange for competent personnel who can pass this standard criterion. No workers who have not been successfully cleared by the Livescan process with D.O.J./F.B.I. will be allowed access to the premises.

XV. BIDS SUBMITTAL

The bids documents will be enclosed in a sealed envelope within another sealed envelope. The outer envelope shall be addressed to:

**Town of Atherton
Attn: Town Clerk
"Bids for Town Janitorial Maintenance Services"
91 Ashfield Road
Atherton, Ca. 94027**

Bids are due on **Wednesday, November 14, 2018** by no later than **3:00 PM** at the Town Clerk's office located in Town Hall, 91 Ashfield Road, Atherton, Ca. 94027. FAX submittals will not be accepted.

Bids shall be submitted in the following format:

- a. Signed Transmittal Letter. The Letter should briefly state the bidders understanding of the work to be done, the commitment to perform work within the time period, a statement as to why the firm believes it to be best qualified to perform the engagement and a statement that the bids is a firm and irrevocable offer for sixty (60) days.
- b. Qualifications of the Proposer. The bids should describe the knowledge, background and experience of the bidders, as more particularly described below. Proposer should provide the following information about its qualifications:
 - i. A statement as to actual ownership of the Bids. Is the proposed service provider a subsidiary company or operating under a fictitious name? Explain in clear concise language.
 - ii. Provide evidence of ability to procure insurance required by the contract.
 - iii. Indicate key staff people and include an organizational chart.

- iv. Copies of all current Green Janitorial Business certifications.
- c. Project Statement – Provide the name and address of the firm.
 - i. List the manager and other staff by name and position to be utilized on these services.
 - ii. List individual staff qualifications and past experience in services of this nature.
 - iii. Identify your experience with references, both current and past.
 - iv. List, if necessary, any sub-contractors expected to be engaged in work on these services and include their qualifications and experience.
- d. Project Approach – Provide a statement indicating the methodology your firm plans to use to conduct the work and the basis on which you make your evaluations and recommendations.
 - i. Provide an outline of how you would obtain security clearances for your workforce per requirements.
 - ii. Provide an outline on how your firm would proceed with this work.
 - iii. Provide a plan for your “Green Janitorial” approach.
- e. Project Schedule – Provide a narrative or schedule on how your firm would proceed with the work. Provide hours of typical working times.
 - i. For janitorial services work cannot be performed during the hours of 8-5pm, Monday thru Friday unless requested by the Town Staff or a case-by-case basis i.e. emergency service, special request.
- f. Project Cost –Provide an estimated Total Project Cost yearly and monthly on a “not-to-exceed” basis for general services; inclusive of any and all incidental expenses anticipated to be incurred.
 - i. List the hourly rates for any applicable position of staff or sub-contractor that may work on these services.
 - ii. List the hourly rates for all applicable working shifts (i.e. graveyard shift, swing shift).
 - iii. Provide estimated hourly costs for On-Call services.
 - iv. Provide annual adjustment in rates proposed and basis for rate increases, i.e. consumer index, cost of living, etc.
 - v. Provide monthly total costs per facility. Complete the monthly proposed fee schedule below.
- g. References – Provide a list of three (3) references (name, address, phone number, project type) for recent similar work within the past five (5) years.
- h. Statement of Past Contract Disqualification. Each bids shall submit a statement regarding any past governmental agency contract disqualification.
- i. Warranties. The Bids shall contain a statement that the proposing firm is aware of, and is ready, able and willing to provide to the Town each of the warranties as described in the section entitled below, A Contract Document. If the statement providing the warranties is not included in the bids, it must be provided prior to the acceptance of an Agreement by the Town.
- j. Similar Engagements with other Government Entities. List the most significant engagements (maximum–three) performed in the last five years that are similar to the

engagement described in this request for bids. Indicate the scope of work, date, engagement partners, total hours or cost, telephone number and the name of the principal client contact. Indicate "none" if your firm has not provided service for any municipal clients.

XVI. SPECIFICATIONS

The following are the specifications for contractor provided supplies;

- 1) Paper towels - Premium embossed multifold to fit all standard multifold towel dispensers.
- 2) Toilet tissue – Standard two ply embossed standard roll tissue to fit all standard roll dispensers.
- 3) Liners – all necessary liner sizes to fit various waste cans. All waste cans shall have a liner.
- 4) Soap – liquid soap for standard liquid soap dispensers to be broad spectrum anti-microbial with moisturizers, emollients and/or conditioners to facilitate frequent hand washings.
- 5) Toilet seat covers – 100% biodegradable and flushable. To fit all standard ½ fold seat cover dispensers.
- 6) Cleaning products – Contractors choice (keep in mind green-certification points)
- 7) Tools – Contractors choice.

XVII. MONTHLY PROPOSED FEE SCHEDULE

Complete the following monthly cost estimate per facility using this year's costs. Semi-annual duty costs shall be pro-rated into these monthly fees. **Do not include emergency services or on-call services.**

**OFFICIAL TOWN OF ATHERTON JANITORAIL SERVICES
 BID SHEET**

**COMPANY
 NAME** _____

Town Facility	Approx. Square Footage	Times per week	Subtotal *
Town Hall (Admin)	2,500	2	\$
Police Dept. (Incl. Trailers)	4,970	3	\$
Library	4,023	3	\$
Council Chambers	1,260	2	\$
Permit Center	2,880	2	\$
Corp. Yard Office	1,500	2	\$
Main House (Restroom Only)	500	3	\$
Carriage House (Restrooms/Drymop)	600	2	\$
Playground Restrooms	250	7	\$
LL Ballpark Restrooms	120	7	\$
Total Monthly Cost =	18,603		\$

2x a Week Service = Wednesday & Friday

3x a Week Service = Monday, Wednesday & Friday

7x a Week Service = Every day

Annual Cost = Monthly Cost x 12 =			\$
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* Fill in all areas with \$ signs

Exhibit A-1

CITY HALL (ADMIN)
91 Ashfield Road

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)			X		X		
Fill paper towels, toilet paper, seat covers, hand soap and air freshener			X		X		
Clean and disinfect dispensers, faucets, and mirrors			X		X		
Wash and sanitize toilets, urinals, and sinks			X		X		
Mop restroom floors and sanitize			X		X		
Report burnt out lights and other issues			X		X		
Empty and re-line trash containers			X		X		
Empty and re-line recycle containers			X		X		
Clean sanitize and polish drinking fountains			X		X		
Vacuum all carpets			X		X		
Clean, mop and sanitize tile and office floors			X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker			X		X		
Clean, and polish tables and counters			X		X		
Straighten / align furniture			X		X		
Secure all locks each visit			X		X		
Check off/date duty sheet as provided			X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave and appliances					X		
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, windows, and display case					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit A-2

POLICE DEPARTMENT
83 Ashfield Road

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (5)	X		X		X		
Fill paper towels, toilet paper, seat covers, hand soap and air freshener	X		X		X		
Clean and disinfect dispensers, faucets, and mirrors	X		X		X		
Wash and sanitize toilets, urinals, sinks, and showers	X		X		X		
Mop restroom/shower floors and sanitize	X		X		X		
Report burnt out lights and other issues	X		X		X		
Empty and re-line trash containers	X		X		X		
Empty and re-line recycle containers	X		X		X		
Clean sanitize and polish drinking fountains	X		X		X		
Vacuum all carpets	X		X		X		
Clean, mop and sanitize tile and office floors	X		X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker	X		X		X		
Clean, and polish tables and counters	X		X		X		
Straighten / align furniture	X		X		X		
Secure all locks each visit	X		X		X		
Check off/date duty sheet as provided	X		X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave and appliances					X		
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, windows, and display case					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit A-3

Library 2 Dinkelspiel Lane

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)	X		X		X		
Fill paper towels, toilet paper, sanitary napkins, seat covers, hand soap and air freshener	X		X		X		
Clean and disinfect dispensers, faucets, and mirrors	X		X		X		
Wash and sanitize toilets, urinals, sinks	X		X		X		
Mop restroom floors and sanitize	X		X		X		
Report burnt out lights and other issues	X		X		X		
Empty and re-line trash containers	X		X		X		
Empty and re-line recycle containers	X		X		X		
Clean sanitize and polish drinking fountains	X		X		X		
Vacuum all carpets	X		X		X		
Clean, mop and sanitize tile and office floors	X		X		X		
Clean, polish & disinfect sink and kitchen area and	X		X		X		
Clean, and polish tables and counters	X		X		X		
Straighten / align furniture	X		X		X		
Secure all locks each visit	X		X		X		
Check off/date duty sheet as provided	X		X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave and appliances					X		
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, windows, and display case							
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit A-4

Council Chambers
94 Ashfield Road

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)			X		X		
Fill paper towels, toilet paper, seat covers, hand soap and air freshener			X		X		
Clean and disinfect dispensers, faucets, and mirrors			X		X		
Wash and sanitize toilets, urinals, sinks			X		X		
Mop restroom floors and sanitize			X		X		
Report burnt out lights and other issues			X		X		
Empty and re-line trash containers			X		X		
Empty and re-line recycle containers			X		X		
Clean sanitize and polish drinking fountains							
Vacuum all carpets			X		X		
Clean, mop and sanitize tile and office floors			X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker			X		X		
Clean, and polish tables and counters			X		X		
Straighten / align furniture			X		X		
Secure all locks each visit			X		X		
Check off/date duty sheet as provided			X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave and appliances							
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, windows, and display case					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit A-5

Permit Center
99 Station Lane

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)			X		X		
Fill paper towels, toilet paper, seat covers, hand soap and air freshener			X		X		
Clean and disinfect dispensers, faucets, and mirrors			X		X		
Wash and sanitize toilets, urinals, and sinks			X		X		
Mop restroom floors and sanitize			X		X		
Report burnt out lights and other issues			X		X		
Empty and re-line trash containers			X		X		
Empty and re-line recycle containers			X		X		
Clean sanitize and polish drinking fountains			X		X		
Vacuum all carpets			X		X		
Clean, mop and sanitize tile and office floors							
Clean, polish & disinfect sink and kitchen area and coffee maker			X		X		
Clean, and polish tables and counters			X		X		
Straighten / align furniture			X		X		
Secure all locks each visit			X		X		
Check off/date duty sheet as provided			X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave and appliances					X		
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, windows, and display case							
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors							Twice a year
Clean windows inside and out							Twice a year
Clean desk tops							Twice a year

Note: Paperwork on desks and electronic equipment are to remain untouched.

CORPORATION YARD OFFICE

93 Station Lane

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)			X		X		
Fill paper towels, toilet paper, seat covers, hand soap and air freshener			X		X		
Clean and disinfect dispensers, faucets, and mirrors			X		X		
Wash and sanitize toilets, urinals, sinks, and showers			X		X		
Mop restroom/shower floors and sanitize			X		X		
Report burnt out lights and other issues			X		X		
Empty and re-line trash containers			X		X		
Empty and re-line recycle containers			X		X		
Clean sanitize and polish drinking fountains							
Vacuum all carpets							
Clean, mop and sanitize tile and office floors			X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker			X		X		
Clean, and polish tables and counters			X		X		
Straighten / align furniture			X		X		
Secure all locks each visit			X		X		
Check off/date duty sheet as provided			X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave and appliances					X		
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, windows, and display case							
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors							Twice a year
Clean windows inside and out							Twice a year
Clean desk tops							Twice a year

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit A-7

MAIN HOUSE
150 Watkins

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (4)	X		X		X		
Fill paper towels, toilet paper, seat covers, hand soap and air freshener	X		X		X		
Clean and disinfect dispensers, faucets, and mirrors	X		X		X		
Wash and sanitize toilets, urinals, and sinks	X		X		X		
Mop restroom floors and sanitize	X		X		X		
Report burnt out lights and other issues	X		X		X		
Empty and re-line trash containers	X		X		X		
Empty and re-line recycle containers	X		X		X		
Clean sanitize and polish drinking fountains							
Vacuum all carpets	X		X		X		
Clean, mop and sanitize tile and office floors	X		X		X		
Clean, polish & disinfect sink and kitchen area and coffee maker	X		X		X		
Clean, and polish tables and counters	X		X		X		
Straighten / align furniture	X		X		X		
Secure all locks each visit	X		X		X		
Check off/date duty sheet as provided	X		X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops					X		
Wipe and clean microwave and appliances					X		
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, and windows					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops	Twice a year						

Note: Paperwork on desks and electronic equipment are to remain untouched.

Exhibit A-8

CARRIAGE HOUSE

150 Watkins

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)			X		X		
Fill paper towels, toilet paper, seat covers, hand soap and air freshener			X		X		
Clean and disinfect dispensers, faucets, and mirrors			X		X		
Wash and sanitize toilets, urinals, and sinks			X		X		
Mop restroom floors and sanitize			X		X		
Report burnt out lights and other issues			X		X		
Empty and re-line trash containers			X		X		
Empty and re-line recycle containers			X		X		
Clean sanitize and polish drinking fountains							
Vacuum all carpets							
Clean, mop and sanitize tile and office floors							
Clean, polish & disinfect sink and kitchen area and coffee maker							
Clean, and polish tables and counters							
Straighten / align furniture							
Secure all locks each visit			X		X		
Check off/date duty sheet as provided			X		X		
Dust desk areas, bookshelves and computer monitors					X		
Detail vacuum under desks, wires, etc.					X		
Clean finger prints off light switches					X		
Spot clean walls					X		
Floor swept / damp dust mop					X		
Dust surfaces, windowsills, countertops, and piano					X		
Wipe and clean microwave and appliances							
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions					X		
Dust windows, blinds, door frames, moldings, vents, remove cobwebs					X		
Clean entrance glass doors, and windows					X		
Wipe clean all ventilation grills					X		
Wipe clean all door jams					X		
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops							

Note: Paperwork on desks and electronic equipment are to remain untouched.

PLAYGROUND RESTROOMS

150 Watkins

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)	X	X	X	X	X	X	X
Fill paper towels, toilet paper, seat covers, hand soap and air freshener	X	X	X	X	X	X	X
Clean and disinfect dispensers, faucets, and mirrors	X	X	X	X	X	X	X
Wash and sanitize toilets, urinals, and sinks	X	X	X	X	X	X	X
Mop restroom floors and sanitize	X	X	X	X	X	X	X
Report burnt out lights and other issues	X	X	X	X	X	X	X
Empty and re-line trash containers	X	X	X	X	X	X	X
Empty and re-line recycle containers	X	X	X	X	X	X	X
Clean sanitize and polish drinking fountains							
Vacuum all carpets							
Clean, mop and sanitize tile and office floors							
Clean, polish & disinfect sink and kitchen area and coffee maker							
Clean, and polish tables and counters							
Straighten / align furniture							
Secure all locks each visit	X	X	X	X	X	X	X
Check off/date duty sheet as provided	X	X	X	X	X	X	X
Dust desk areas, bookshelves and computer monitors							
Detail vacuum under desks, wires, etc.							
Clean finger prints off light switches	X	X	X	X	X	X	X
Spot clean walls	X	X	X	X	X	X	X
Floor swept / damp dust mop							
Dust surfaces, windowsills, countertops	X	X	X	X	X	X	X
Wipe and clean microwave							
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions	X	X	X	X	X	X	X
Dust windows, blinds, door frames, moldings, vents, remove cobwebs	X	X	X	X	X	X	X
Clean entrance glass doors, and windows							
Wipe clean all ventilation grills	X	X	X	X	X	X	X
Wipe clean all door jams	X	X	X	X	X	X	X
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops							

Note: Paperwork on desks and electronic equipment are to remain untouched.

LITTLE LEAGUE RESTROOMS 150 Watkins

TASK	Mon.	Tues.	Wed	Thurs	Fri.	Sat	Sun
Restroom Maintenance (2)	X	X	X	X	X	X	X
Fill paper towels, toilet paper, seat covers, hand soap and air freshener	X	X	X	X	X	X	X
Clean and disinfect dispensers, faucets, and mirrors	X	X	X	X	X	X	X
Wash and sanitize toilets, urinals, and sinks	X	X	X	X	X	X	X
Mop restroom floors and sanitize	X	X	X	X	X	X	X
Report burnt out lights and other issues	X	X	X	X	X	X	X
Empty and re-line trash containers	X	X	X	X	X	X	X
Empty and re-line recycle containers	X	X	X	X	X	X	X
Clean sanitize and polish drinking fountains	X	X	X	X	X	X	X
Vacuum all carpets							
Clean, mop and sanitize tile and office floors							
Clean, polish & disinfect sink and kitchen area and coffee maker							
Clean, and polish tables and counters							
Straighten / align furniture							
Secure all locks each visit	X	X	X	X	X	X	X
Check off/date duty sheet as provided	X	X	X	X	X	X	X
Dust desk areas, bookshelves and computer monitors							
Detail vacuum under desks, wires, etc.							
Clean finger prints off light switches	X	X	X	X	X	X	X
Spot clean walls	X	X	X	X	X	X	X
Floor swept / damp dust mop							
Dust surfaces, windowsills, countertops							
Wipe and clean microwave							
Remove fingerprints, smudges from wall surfaces, switch plates, glass partitions	X	X	X	X	X	X	X
Dust windows, blinds, door frames, moldings, vents, remove cobwebs	X	X	X	X	X	X	X
Clean entrance glass doors, and windows							
Wipe clean all ventilation grills	X	X	X	X	X	X	X
Wipe clean all door jams	X	X	X	X	X	X	X
Strip and refinish floors	Twice a year						
Clean windows inside and out	Twice a year						
Clean desk tops							

Note: Paperwork on desks and electronic equipment are to remain untouched.