

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
CONTRACT FOR JANITORIAL SERVICES**

THIS ADDENDUM TO CONTRACT made and entered into on this 1st day of November, 2003, by and between the CITY OF OVERLAND PARK, KANSAS, hereinafter referred to as City, and ACE JANITORIAL, INC., hereinafter referred to as Contractor, is an addendum to the Contract For Janitorial Services previously entered into by the parties and dated the 21st day of May, 2002, (a copy of which is attached for reference purposes).

WHEREAS, on September 1, 2003, the Overland Park Fire Department, Inc., a private corporation, merged with the City to become a City department; and

WHEREAS, the City desires to contract with a private company for janitorial services for the Fire Department facilities; and

WHEREAS, the City has taken ownership of the Tomahawk Ridge Elementary School, located at 11902 Lowell, to use as a City facility called the Tomahawk Ridge facility, which includes the Tomahawk Ridge Community Center and other areas of the building; and

WHEREAS, the City desires to contract with a private company for janitorial services for the Tomahawk Ridge facility;

NOW THEREFORE, in consideration of the promises and covenants of this Addendum to Contract, the parties hereto agree that the May 21, 2002 Contract between the parties shall be amended as follows:

SECTION I - SCOPE OF SERVICES

The following is hereby added to this section of the Contract.

Contractor shall furnish janitorial services for the following facilities:

1. Fire Department Administration, 9550 W. 95th Street
2. Fire Training Center, 12401 Hemlock
3. Fire Station Number 1, 7550 W. 75th Street
4. Fire Station Number 2, 9500 W. 95th Street
5. Fire Station Number 3, 13801 Switzer
6. Fire Station Number 4, 8051 W. 119th Street
7. Fire Station Number 5, 15935 Metcalf
8. Tomahawk Ridge Facility, 119th & Lowell

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The janitorial services shall consist of the work as set forth in Attachment A of this Addendum. Contractor agrees to work a minimum of 128 hours per week as specified below to complete the work specified in Attachment A, with the exception of weeks that contain holidays, for the eight facilities listed above, to include the work of custodians and supervisors.

- (7) Fire Department Facilities: 86 hours per week.
- Tomahawk Ridge Community Center: 32 hours per week.
- POD A of the Tomahawk Ridge facility: 10 hours per week.

SECTION II – COMPENSATION

The following is hereby added to this section of the Contract.

The City agrees to pay Contractor the sum of \$ 7,464 per month as per Attachment B for seven (7) months for the Services specified under this ADDENDUM. Thereafter, Contractor may increase the monthly amount by not more than four percent (4%) above the previous monthly amount for the following twenty four (24) months, if such increase is justified to the City and approved by the City's Information Technology Director. Thereafter, Contractor may increase the monthly amount by not more than four percent (4%) above the previous monthly amount for the following twelve (12) months, if such increase is justified to the City by Contractor and approved by the City's Information Technology Director.

TERM OF THE ADDENDUM

The term of this ADDENDUM shall be three (3) years, seven (7) months beginning November 1, 2003 and ending May 31, 2007, unless sooner terminated as provided in Sections IV or V of the Contract For Janitorial Services dated May 21, 2002.

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EXECUTION OF ADDENDUM

All provisions of the original Contract shall remain in full force and effect, except as specifically modified by this ADDENDUM, including all policies of insurance which shall cover the work authorized by this ADDENDUM.

IN WITNESS WHEREOF, the parties hereto have caused this ADDENDUM to Contract to be executed by their authorized officials on the day and year first above written.

ATTEST: CITY OF OVERLAND PARK, KANSAS

Marian Cook
City Clerk

Ed Eilert, Mayor

APPROVED AS TO FORM:

Jane Neff-Brain
Senior Assistant City Attorney

Ace Janitorial, Inc.
Contractor

Signature

President
Title

CORPORATE ACKNOWLEDGMENT

STATE OF Kansas)
) SS.
COUNTY OF Johnson)

BE IT REMEMBERED That on this ____ day of _____, 2002, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Ben Gevargizian,

President of Ace Janitorial, Inc. a corporation duly organized, incorporated and existing under and

by virtue of the laws of Kansas, who are personally known to me to be such officer and who are personally known to me to be the same person who executed as such officer the within instrument on behalf of said Corporation, and such person duly acknowledged the execution of the same to the act and deed of said Corporation.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My Appointment Expires _____

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
CONTRACT FOR JANITORIAL SERVICES
Attachment A – Scope of Work**

**City of Overland Park – Fire Headquarters
9550 W. 95th Street – approx. 8,200
Service Hours: 6:00 p.m. to 6:00 a.m., Monday, Wednesday, Friday**

SERVICE DESCRIPTION: Office Area, Conference Rooms	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNULY	ANNULY
Empty wastebaskets and recycle containers, spot clean wastebaskets as necessary	X					
Deposit trash and recyclables in appropriate containers.	X					
Dust and remove smudges on all furniture****desktops are not to be disturbed****	X					
Dust all exposed filing cabinets, shelves, artwork, etc.	X					
Clean & sanitize all common area phones	X					
Clean & sanitize counter tops	X					
Spot clean interior glass in partitions and doors	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and railings		X				
Clean and sanitize Conference Room tables	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			
Clean & polish furniture in Council Chamber and Conference Rooms		X				
Clean & polish hardwood paneling			X			
Clean whiteboards		X				
Remove dust and cobwebs behind doors, skylights, and in corners, etc.			X			
Clean entire interior glass partitions and doors			X			
SERVICE DESCRIPTION: Kitchenettes and Break Room	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNULY	ANNULY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Empty & clean recycle containers and place in designated areas	X					
Clean & sanitize sinks and counter tops	X					
Clean & sanitize table tops, damp-clean seats & backs of chairs	X					
Clean outside of refrigerator, including top		X				
Clean microwave, inside and out	X					

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Attachment A – Scope of Work**

SERVICE DESCRIPTION: Kitchenettes and Break Room (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Remove fingerprints from doors, frames, cabinets, light switches, kick and push plates, handles, etc.		X				
Dust all exposed cabinets, shelves, artwork, etc.	X					
Stock with roll towels	X					
Clean & sanitize chairs and table pedestals and legs			X			
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			
Remove dust and cobwebs behind doors and in corners, etc.			X			
SERVICE DESCRIPTION: Washrooms	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean, sanitize & polish all vitreous fixtures including toilet bowls, urinals, hand basins	X					
Clean & sanitize all flush rings, drain and over-flow outlets	X					
Clean & polish all chrome fittings	X					
Clean & sanitize toilet seats	X					
Clean & polish all glass and mirrors	X					
Empty & sanitize all containers and disposals, insert liners as required	X					
Clean and sanitize exterior of all containers	X					
Remove spots, stains, splashes, etc., from wall area adjacent to hand basins & urinals	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, et.		X				
Dust all exposed cabinets, shelves, artwork, etc.	X					
Refill all dispensers to normal limits: soap, toilet tissue, towels, liners, etc. Supplies to be provided by client, including toilet seat sanitizer & room deodorizer.****Insure proper operation & report any deficiencies to Facilities Management.****	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			
Spot clean partitions, including tops		X				

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SERVICE DESCRIPTION: Washrooms (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Remove dust and cobwebs behind doors and in corners, etc.			X			
Strip & clean off all soil and soap scum in shower areas			X			
SERVICE DESCRIPTION: Lobby, Hallways, Copy Rooms, Entrances	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Clean & sanitize all drinking fountains	X					
Empty & spot clean waste containers as necessary	X					
Empty outdoor trash receptacles at each entry door	X					
Clean & sanitize counter tops	X					
Clean & sanitize common area phones	X					
Dust all exposed filing cabinets, shelves, artwork, etc.	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings, etc.		X				
Spot clean interior glass partitions, doors & directory	X					
Sweep steps/staircases	X					
Spot clean exterior glass of lobby doors & windows		X				
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			
Dust off tops and sweep under vending machines		X				
Clean entire interior glass partitions, doors & directory		X				
Clean & polish furniture		X				
Clean entire exterior glass of lobby doors & windows		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Vacuum high traffic areas daily and other areas as needed	X					
Spot clean	X					
Detailed vacuuming of chairs, under desks, tables and other furniture.			X			
SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dry/damp mop	X					

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SERVICE DESCRIPTION: Floors, All Tile Floors (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Damp mop & sanitize washrooms & locker rooms	X					
SERVICE DESCRIPTION: Floors, Quarry Tiles & Ceramic Tiles, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dry/damp mop	X					
Maintain in accordance to Manufacturer Specifications						

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**City of Overland Park – Fire Training Center
12401 Hemlock – approx. 18,000
Service Hours: 9:00 p.m. to 6:00 a.m., Sunday through Thursday**

SERVICE DESCRIPTION: Office Area, Conference Rooms, Training Rooms, Studios	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNULY	ANNULY
Empty wastebaskets and recycle containers, spot clean wastebaskets as necessary	X					
Deposit trash and recyclables in appropriate containers.	X					
Dust and remove smudges on all furniture*****desktops are not to be disturbed****	X					
Dust all exposed filing cabinets, shelves, artwork, etc.	X					
Clean & sanitize all common area phones	X					
Clean & sanitize counter tops	X					
Spot clean interior glass in partitions and doors	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and railings		X				
Clean and sanitize Conference Room tables	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			
Clean & polish furniture in Council Chamber and Conference Rooms		X				
Clean & polish hardwood paneling			X			
Clean whiteboards		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
Clean entire interior glass partitions and doors		X				
SERVICE DESCRIPTION: Kitchenettes and Break Room	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNULY	ANNULY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Empty & clean recycle containers and place in designated areas	X					
Clean & sanitize sinks and counter tops	X					
Clean & sanitize table tops, damp-clean seats & backs of chairs	X					
Clean outside of refrigerator, including top		X				
Clean microwave, inside and out	X					

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SERVICE DESCRIPTION: Kitchenettes and Break Room (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Remove fingerprints from doors, frames, cabinets, light switches, kick and push plates, handles, etc.		X				
Dust all exposed cabinets, shelves, artwork, etc.	X					
Stock with roll towels	X					
Clean & sanitize chairs and table pedestals and legs			X			
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			
Remove dust and cobwebs behind doors and in corners, etc.			X			
SERVICE DESCRIPTION: Washrooms/Locker Rooms (Adjacent facility)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean, sanitize & polish all vitreous fixtures including toilet bowls, urinals, hand basins	X					
Clean & sanitize all flush rings, drain and over-flow outlets	X					
Clean & polish all chrome fittings	X					
Clean & sanitize showers	X					
Clean & sanitize toilet seats	X					
Clean & polish all glass and mirrors	X					
Empty & sanitize all containers and disposals, insert liners as required	X					
Clean and sanitize exterior of all containers	X					
Remove spots, stains, splashes, etc., from wall area adjacent to hand basins & urinals	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, et.		X				
Dust all exposed cabinets, shelves, artwork, etc.	X					
Refill all dispensers to normal limits: soap, toilet tissue, towels, liners, etc. Supplies to be provided by client, including toilet seat sanitizer & room deodorizer.****Insure proper operation & report any deficiencies to Facilities Management.****	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			

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SERVICE DESCRIPTION: Washrooms/Locker Rooms (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dust tops of lockers		X				
Spot clean partitions, including tops		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
Strip & clean off all soil and soap scum in shower areas			X			
SERVICE DESCRIPTION: Lobby, Hallways, Copy Rooms, Staircases, Entrances, Elevators, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Clean & sanitize all drinking fountains	X					
Empty & spot clean waste containers as necessary	X					
Empty outdoor trash receptacles at each entry door	X					
Clean & sanitize counter tops	X					
Clean elevator doors and interior of cab.	X					
Clean & sanitize common area phones, including pay phones	X					
Dust all exposed filing cabinets, shelves, artwork, etc.	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings, etc.		X				
Spot clean interior glass partitions, doors & directory	X					
Sweep steps/staircases	X					
Spot clean exterior glass of lobby doors & windows		X				
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.			X			
Clean outside of vending machines, dust off tops and sweep under vending machines		X				
Clean entire interior glass partitions, doors & directory		X				
Clean & polish furniture		X				
Clean entire exterior glass of lobby doors & windows		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
SERVICE DESCRIPTION: Storage Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty trash containers	X					

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SERVICE DESCRIPTION: Storage Areas (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Keep trash & recyclables separate & place in appropriate containers	X					
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Vacuum high traffic areas daily and other areas as needed	X					
Spot clean	X					
Detailed vacuuming of chairs, under desks, tables and other furniture.			X			
SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dry/damp mop	X					
Damp mop & sanitize washrooms & locker rooms	X					
Machine scrub washrooms & locker rooms			X			
Buff and restore all tile floors				X		
Strip & wax designated areas					X	
SERVICE DESCRIPTION: Floors, Quarry Tiles & Ceramic Tiles, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dry/damp mop. (Dry mop after wet mop)	X					
Maintain in accordance to Manufacturer Specifications						

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Attachment A – Scope of Work**

**City of Overland Park – Fire Stations 1, 2, 3, 4 and 5
Service Hours: 8:00 a.m. to 11:00 a.m., Monday through Friday**

SERVICE DESCRIPTION: Office Area	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and recycle containers, spot clean wastebaskets as necessary	X					
Deposit trash and recyclables in appropriate containers.	X					
Dust and remove smudges on all furniture*****desktops are not to be disturbed*****	X					
Dust all exposed filing cabinets, shelves, artwork, etc.	X					
Clean & sanitize all common area phones	X					
Clean & sanitize counter tops	X					
Spot clean interior glass in partitions and doors	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and railings		X				
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Clean & polish furniture		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
Clean entire interior glass partitions and doors			X			
SERVICE DESCRIPTION: Lunchroom/Living Quarters/Kitchen	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean & sanitize sinks and counter tops	X					
Clean & sanitize table tops, damp-clean seats & backs of chairs	X					
Clean outside of refrigerator, including top		X				
Clean microwave, inside and out	X					
Remove fingerprints from doors, frames, cabinets, light switches, kick and push plates, handles, etc.		X				

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SERVICE DESCRIPTION: Lunchroom/Living Quarters/Kitchen (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dust all exposed cabinets, shelves, artwork, etc.		X				
Stock with roll towels	X					
Clean & sanitize chairs and table pedestals and legs			X			
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
Dust off tops and sweep under vending machines			X			
SERVICE DESCRIPTION: Washrooms/Locker Rooms	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean, sanitize & polish all vitreous fixtures including toilet bowls, urinals, hand basins	X					
Clean & sanitize all flush rings, drain and over-flow outlets	X					
Clean & polish all chrome fittings	X					
Clean & sanitize showers	X					
Clean & sanitize toilet seats	X					
Clean & polish all glass and mirrors	X					
Empty & sanitize all containers and disposals, insert liners as required	X					
Clean and sanitize exterior of all containers	X					
Remove spots, stains, splashes, etc., from wall area adjacent to hand basins & urinals	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.		X				
Dust all exposed cabinets, shelves, artwork, etc.		X				
Refill all dispensers to normal limits: soap, toilet tissue, towels, liners, etc. Supplies to be provided by client, including toilet seat sanitizer & room deodorizer. ****Insure proper operation & report any deficiencies to Facilities Management.****	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				

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SERVICE DESCRIPTION: Washrooms/Locker Rooms (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dust tops of lockers		X				
Spot clean partitions, including tops		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
SERVICE DESCRIPTION: Lobby, Hallways, Entrances, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty waste containers and spot clean wastebaskets as necessary	X					
Empty outside trash containers	X					
Clean & sanitize counter tops	X					
Dust all furniture, shelves, tables, chairs, etc.		X				
Clean & sanitize common area phones, including pay phones	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings, etc.		X				
Spot clean interior glass partitions, doors & directory	X					
Spot clean exterior glass of lobby doors & windows		X				
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Clean entire interior glass partitions, doors & directory		X				
Clean & polish furniture		X				
Empty ash containers (outside)		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
Clean entire exterior glass of lobby doors & windows			X			
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Vacuum high traffic areas daily and other areas as needed	X					
Spot clean	X					
Detailed vacuuming of chairs, under desks, tables and other furniture.			X			

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SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WKLY	MNTHLY	QRTL	SEMI- ANNLY	ANNLY
Dry/damp mop	X					
Damp mop & sanitize washrooms & locker rooms	X					
Strip & wax designated areas					X	

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**City of Overland Park – Tomahawk Ridge Community Center
11902 Lowell - approx. 27,000 sq.ft.
Service Hours: 9:00 p.m. to 6:00 a.m., Sunday through Thursday**

SERVICE DESCRIPTION: Office Areas, Class Rooms, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean mirrors room 104, room 105/107	X					
Deposit trash in appropriate containers.	X					
Dust and remove smudges on all furniture****desktops are not to be disturbed****	X					
Dust all exposed filing cabinets, shelves, artwork, etc.	X					
Clean & sanitize all common area phones	X					
Clean & sanitize counter tops	X					
Spot clean interior glass in partitions and doors	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and railings		X				
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Clean & polish furniture, including Conference Rooms		X				
Clean whiteboards		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
Clean entire interior glass partitions and doors			X			
SERVICE DESCRIPTION: Washrooms/Locker Rooms/Shower	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean, sanitize & polish all vitreous fixtures including toilet bowls, urinals, hand basins	X					
Clean & sanitize all flush rings, drain and over-flow outlets	X					
Clean & polish all chrome fittings	X					
Clean & sanitize toilet seats	X					

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SERVICE DESCRIPTION: Washrooms/Locker Rooms/Shower (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Clean and polish all glass and mirrors	X					
Empty and sanitize all containers and disposals, insert liners as required	X					
Remove spots, stains, splashes, etc., from wall area adjacent to hand basins & urinals	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.		X				
Dust all exposed cabinets, shelves, artwork, etc.		X				
Refill all dispensers to normal limits: soap, toilet tissue, towels, liners, etc. Supplies to be provided by client, including toilet seat sanitizer & room deodorizer.****Insure proper operation & report any deficiencies to Facilities Management.****	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Dust tops of lockers			X			
Spot clean partitions, including tops			X			
Remove dust and cobwebs behind doors and in corners, etc.			X			
SERVICE DESCRIPTION: Lobby, Hallways, Staircases, Entrances, Elevators, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Clean & sanitize all drinking fountains	X					
Empty & spot clean waste containers, inside & out	X					
Keep trash & recyclables separate and place in appropriate containers	X					
Clean & sanitize counter tops	X					
Dust all furniture, shelves, tables, chairs.		X				
Clean elevator doors and interior of cab	X					
Clean & sanitize common area phones, including pay phones	X					
Dust all exposed filing cabinets, shelves, artwork, etc.		X				
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings, etc.		X				
Spot clean interior glass partitions, doors & directory	X					
Spot clean exterior glass of lobby doors & windows		X				

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SERVICE DESCRIPTION: Lobby, Hallways, Staircases, Entrances, Elevators, etc. (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Sweep staircases	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Dust off tops and sweep under vending machines		X				
Clean entire interior glass partitions, doors & directory		X				
Clean & polish furniture		X				
Empty ash containers (outside)	X					
Clean entire exterior glass of lobby doors & windows		X				
SERVICE DESCRIPTION: Storage Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Empty trash containers	X					
SERVICE DESCRIPTION: Weight Room	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Dust and sanitize equipment	X					
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Vacuum high traffic areas daily and other areas as needed	X					
Spot clean	X					
Detailed vacuuming of chairs, under desks, tables and other furniture.			X			
SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Dry/damp mop	X					
Damp mop & sanitize washrooms & locker rooms	X					
Strip & wax designated areas					X	
SERVICE DESCRIPTION: Floor Weight Room	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Dry/damp mop	X					
**Maintain in accordance to Manufacturer specifications						

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
 CONTRACT FOR JANITORIAL SERVICES
 Attachment A – Scope of Work**

SERVICE DESCRIPTION: Gymnasium Floor	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dry mop/damp mop	X					
Remove scuffs		X				X

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
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**City of Overland Park – Tomahawk Ridge POD A
11902 Lowell - approx. 9,500 sq.ft.
Service Hours: 9:00 p.m. to 6:00 a.m., Sunday through Thursday**

SERVICE DESCRIPTION: Office Areas, Class Rooms, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean mirrors room 104, room 105/107	X					
Deposit trash in appropriate containers.	X					
Dust and remove smudges on all furniture****desktops are not to be disturbed****	X					
Dust all exposed filing cabinets, shelves, artwork, etc.	X					
Clean & sanitize all common area phones	X					
Clean & sanitize counter tops	X					
Spot clean interior glass in partitions and doors	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and railings		X				
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Clean & polish furniture, including Conference Rooms		X				
Clean whiteboards		X				
Remove dust and cobwebs behind doors and in corners, etc.			X			
Clean entire interior glass partitions and doors			X			
SERVICE DESCRIPTION: Washrooms/Locker Rooms/Shower	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Empty wastebaskets and spot clean wastebaskets as necessary	X					
Clean, sanitize & polish all vitreous fixtures including toilet bowls, urinals, hand basins	X					
Clean & sanitize all flush rings, drain and over-flow outlets	X					
Clean & polish all chrome fittings	X					
Clean & sanitize toilet seats	X					

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
CONTRACT FOR JANITORIAL SERVICES
Attachment A – Scope of Work**

SERVICE DESCRIPTION: Washrooms/Locker Rooms/Shower (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Clean and polish all glass and mirrors	X					
Empty and sanitize all containers and disposals, insert liners as required	X					
Remove spots, stains, splashes, etc., from wall area adjacent to hand basins & urinals	X					
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.		X				
Dust all exposed cabinets, shelves, artwork, etc.		X				
Refill all dispensers to normal limits: soap, toilet tissue, towels, liners, etc. Supplies to be provided by client, including toilet seat sanitizer & room deodorizer.****Insure proper operation & report any deficiencies to Facilities Management.****	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Dust tops of lockers			X			
Spot clean partitions, including tops			X			
Remove dust and cobwebs behind doors and in corners, etc.			X			
SERVICE DESCRIPTION: Lobby, Hallways, Staircases, Entrances, Elevators, etc.	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Clean & sanitize all drinking fountains	X					
Empty & spot clean waste containers, inside & out	X					
Keep trash & recyclables separate and place in appropriate containers	X					
Clean & sanitize counter tops	X					
Dust all furniture, shelves, tables, chairs.		X				
Clean elevator doors and interior of cab	X					
Clean & sanitize common area phones, including pay phones	X					
Dust all exposed filing cabinets, shelves, artwork, etc.		X				
Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings, etc.		X				
Spot clean interior glass partitions, doors & directory	X					
Spot clean exterior glass of lobby doors & windows		X				

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
CONTRACT FOR JANITORIAL SERVICES
Attachment A – Scope of Work**

SERVICE DESCRIPTION: Lobby, Hallways, Staircases, Entrances, Elevators, etc. (Continued)	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Sweep staircases	X					
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X				
Dust off tops and sweep under vending machines		X				
Clean entire interior glass partitions, doors & directory		X				
Clean & polish furniture		X				
Empty ash containers (outside)	X					
Clean entire exterior glass of lobby doors & windows		X				
SERVICE DESCRIPTION: Storage Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Empty trash containers	X					
SERVICE DESCRIPTION: Weight Room	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Dust and sanitize equipment	X					
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Vacuum high traffic areas daily and other areas as needed	X					
Spot clean	X					
Detailed vacuuming of chairs, under desks, tables and other furniture.			X			
SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Dry/damp mop	X					
Damp mop & sanitize washrooms & locker rooms	X					
Strip & wax designated areas					X	
SERVICE DESCRIPTION: Floor Weight Room	DAILY	WKLY	MNTHLY	QRTLY	SEMI-ANNUAL	ANNUAL
Dry/damp mop	X					
**Maintain in accordance to Manufacturer specifications						

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
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SERVICE DESCRIPTION: Gymnasium Floor	DAILY	WKLY	MNTHLY	QRTLY	SEMI- ANNLY	ANNLY
Dry mop/damp mop	X					
Remove scuffs		X				X

**ADDENDUM NUMBER 1 TO THE MAY 21, 2002
CONTRACT FOR JANITORIAL SERVICES
Attachment B - Compensation**

<u>Location</u>	<u>Amount</u>
Fire Department Administration	\$ 325.00 per month.
Fire Training Center	\$2,025.00 per month.
Fire Stations 1, 2, 3, 4, and 5	\$2,900.00 per month.
Tomahawk Ridge Community Center	\$1,644.00 per month.
Tomahawk Ridge POD A	<u>\$ 570.00</u> per month.
Total Monthly Cost	\$7,464.00