

AGREEMENT FOR JANITORIAL SERVICES

THIS AGREEMENT is made and entered into this 9th day of September 2008, by and between the CITY OF OVERLAND PARK, KANSAS, hereinafter referred to as City, and WOODLEY BUILDING MAINTENANCE, hereinafter referred to as Contractor. It is the intention of the City to use the services of Contractor to provide janitorial services for City facilities as outlined in this Agreement.

SECTION I - SCOPE OF WORK

Contractor shall furnish janitorial services for the following City facilities:

1. Myron E. Scafe Building, 8500 Antioch.
2. City Hall, 8500 Santa Fe Drive.
3. Dennis R. Garrett Public Works, 11300 W. 91st Street.
4. Matt Ross Community Center, 8101 Marty.
5. Fire Department Headquarters, 9550 W. 95th Street.

The janitorial services shall consist of the work as set forth in the Scope of Work of the 2008 Request for Proposals for Janitorial Services (hereinafter, the "Services"), a copy of which is attached hereto and incorporated by reference herein as Exhibit A.

SECTION II - COMPENSATION

The City agrees to pay Contractor the sum of \$ 15,463.58 per month for twenty-four (24) months for the Services specified under this Agreement. Thereafter, Contractor may, on an annual basis, request an increase in the monthly compensation of not more than four percent (4%) above the monthly amount of the previous year, provided such an increase is justified to the City and approved by the City's Information Technology Director prior to each Agreement extension

Contractor shall submit an invoice by the 10th of each month for Services performed during the immediate past month. City agrees to remit payment for each valid invoice received and approved by the Information Technology Director or his/her designee within thirty (30) days of receipt of invoice.

City may request that Contractor perform work beyond, outside of or in addition to the Scope of Work specified in this Agreement and such work shall be designated "Additional Services." City and Contractor shall negotiate a Scope of Work and compensation for such Additional Services, and the Scope of Work and compensation shall be reflected in a supplemental agreement. The terms and conditions of this Agreement shall apply to any Additional Services provided by the Contractor.

SECTION III – AGREEMENT TERM

The term of this Agreement shall be two (2) years beginning October 1st, 2008 and ending September 30, 2010. The City will retain the option to extend the Agreement for three (3) consecutive 1-year periods upon notice to the Contractor within thirty (30) days of the then existing term.

AGREEMENT FOR JANITORIAL SERVICES

SECTION IV - TERMINATION FOR CONVENIENCE

Notwithstanding the provisions of Section III herein, the City may, at any time, terminate this Agreement in whole or in part for the convenience of the City. City shall give written notice at least thirty (30) days in advance of the termination to Contractor specifying that the Agreement or a designated part thereof shall be terminated and when termination becomes effective. Contractor shall incur no further obligations to the City in connection with the termination of Services. On the date set forth in the written notice, Contractor shall stop Services on behalf of the City to the extent specified and shall invoice the City for Services provided to that date. The City shall compensate the Contractor for all Services satisfactorily completed to date of its receipt of the termination notice. Compensation shall not include anticipatory profit or consequential damages, neither of which will be allowed.

SECTION V - TERMINATION FOR CAUSE

If either party is violating any of the conditions of this Agreement, the other party may serve written notice of its intention to terminate the Agreement. Unless within thirty (30) days after the serving of the notice a satisfactory arrangement has been made to remedy the breach, this Agreement shall terminate. The City retains the right to withhold the payment or any portion thereof for damages incurred as a result of Contractor's breach of this Agreement.

SECTION VI - DISPUTE RESOLUTION

City and Contractor agree that disputes relative to this Agreement should first be addressed by good faith negotiations between the parties. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis for the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute Contractor shall proceed with the Services as per this Agreement as if no dispute existed; and provided further that no dispute will be submitted to arbitration without the parties' express written consent.

SECTION VII - INDEPENDENT CONTRACTOR

Contractor is an independent contractor and as such neither Contractor nor its personnel are agents or employees of the City.

SECTION VIII – TAXES

Contractor is responsible for payment of any and all federal, state and local taxes.

SECTION IX - SUBCONTRACTORS

Contractor shall not sub Contract portion of the Services to be provided under this Agreement.

SECTION X – INDEMNIFICATION

Contractor agrees to defend, indemnify and hold harmless the City and its agents and/or employees from any and all claims, settlements, and judgments arising out of Contractor's or any of its agents, servants, employees' or subcontractors negligent acts, and for failure to act in the performance of this Agreement. Neither acceptance of the completed Services nor payment therefore shall release Contractor of its obligation under this paragraph.

AGREEMENT FOR JANITORIAL SERVICES

SECTION XI- INSURANCE REQUIREMENTS

- (a) General -
The Contractor shall secure and maintain, throughout the duration of this contract, insurance (on an occurrence basis unless otherwise agreed to) of such types and in at least such amounts as required herein. Contractor shall provide certificates of insurance and renewals thereof on forms provided by the City. The City shall be notified by receipt of written notice from the insurer at least thirty (30) days prior to material modification or cancellation of any policy listed on the Certificate.
- (b) Notice of Claim Reduction of Policy Limits -
The Contractor, upon receipt of notice of any claim in connection with the contract, shall promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability.

The Contractor shall promptly notify the City of any reduction in limits of protection afforded under any policy listed in the Certificate (or otherwise required by the contract) in excess of \$10,000.00, whether or not such impairment came about as a result of this Agreement.

In the event the City shall determine that the Contractor's aggregate limits of protection shall have been impaired or reduced to such extent that the City shall determine such limits inadequate for the balance of the project, the Contractor shall, upon notice from the City, promptly reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City.

- (c) General Liability -
The Commercial General Liability insurance coverage that is to be provided by Contractor shall comply with appropriate section. Such insurance shall specifically insure the contractual liability assumed by the Contractor under SECTION IX of this Agreement.

MINIMUM INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY POLICY

(Complete Certificate "Form B")

General Aggregate:	\$ 500,000
Products/Completed Operations Aggregate:	\$ 500,000
Personal & Advertising Injury:	\$ 500,000
Each Occurrence:	\$ 500,000

Policy must include the following conditions:

- a) Broad Form Contractual/Contractually Assumed Liability
- b) Independent Contractors
- c) Broad Form Property Damage

- (d) Automobile Liability -
Policy shall protect the Contractor against claims for bodily injury and/or property damage arising from the ownership or use of all owned, hired and/or non-owned vehicles and must include protection for either:

AGREEMENT FOR JANITORIAL SERVICES

(A) Any Auto

OR

(B) All Owned Autos;
Hired Autos; and
Non-Owned Autos.

Limits of liability protection required are the SAME as the limits for the Commercial General Liability section. Policy shall insure the contractual liability assumed by the Contractor.

(e) Workers' Compensation and Employer's Liability -

This insurance shall protect the Contractor against all claims under applicable state Workers' Compensation laws. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a Workers' Compensation law. The policy shall include liability limits not less than the following:

<u>Workers' Compensation:</u>	Statutory
<u>Employer's Liability:</u>	
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

(f) Fidelity Bond -

Vendor agrees to purchase and maintain a fidelity bond for its officers, directors, agents and employees in an amount not less than \$10,000.

(g) Professional Liability Insurance -

This insurance shall not be required for this agreement

(f) Industry Ratings -

The City will only accept coverage from an insurance carrier who offers proof that it:

- (1) Is licensed to do business in the State of Kansas;
- (2) Carries a Best's policy holder rating of B+ or better; and
- (3) Carries at least a Class X financial rating.

OR

Is a company mutually agreed upon by the City and Contractor.

(g) Subcontractors' Insurance - If part of the Agreement is to be sublet, Contractor shall either:

*Cover all subcontractors in its insurance policies, or

AGREEMENT FOR JANITORIAL SERVICES

*Require each subcontractor not so covered to secure insurance which will protect subcontractor against all applicable hazards or risks of loss as and in the minimum amounts designated.

Whichever option is chosen, Contractor shall indemnify and hold harmless the City as to any and all damages, claims or losses, including attorney's fees, arising out of the acts or omissions of its subcontractors.

SECTION XII - NON-DISCRIMINATION AND OTHER LAWS

A. The Contractor agrees that:

1. the Contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of Services under the present Agreement because of race, religion, color, sex, disability, national origin ancestry or age;
2. in all solicitations or advertisements for employees, the Contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission (Commission);
3. if the Contractor fails to comply with the manner in which the Contractor reports to the commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the Contractor shall be deemed to have breached the present Agreement and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;
4. if the Contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the Contractor shall be deemed to have breached the present Agreement and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
5. the Contractor shall include the provisions of subsections (A)(1) through (4) in every subAgreement or purchase order so that such provisions will be binding upon such subcontractor or vendor.

The provisions of this section shall not apply to a Agreement entered into by a Contractor:

- (a) who employs fewer than four employees during the term of such contract; or
- (b) whose contracts with the City cumulatively total \$5,000 or less during the fiscal year of the City.

B. The Contractor further agrees that the Contractor shall abide by the Kansas Age Discrimination In Employment Act (K.S.A. 44-1111 et seq.) and the applicable provision in the Americans With Disabilities Act (42 U.S.C. 1201 et seq.) as well as all federal, state and local laws, ordinances and regulations applicable to this project and to furnish any certification required by any federal, state or local governmental agency in connection therewith.

SECTION XIII - PROHIBITION AGAINST CONTINGENT FEES

Contractor warrants that it has not employed or retained any person, firm, or corporation, other than a bona fide employee working solely for Contractor, to solicit or secure the awarding of this Agreement based upon an arrangement that the person, firm or corporation would receive any fee, commission,

AGREEMENT FOR JANITORIAL SERVICES

percentage, gift, or any other consideration contingent upon or resulting from the award of this Agreement. For the breach or violation of the foregoing provision, the City shall have the right to terminate the Agreement without liability and, at its discretion to deduct from the Agreement price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

SECTION IVX - ASSIGNMENT

Parties hereto agree that neither shall assign, sublet or transfer their interest in this Agreement without the written consent of the other and further agree that this Agreement binds the parties, their successors, trustees, assignees and legal representatives.

SECTION VX - PRIOR VERBAL OR WRITTEN STATEMENTS NOT BINDING

It is understood and agreed that the written terms and provisions of this Agreement shall supersede all prior verbal and written statements of any and every official and/or other representative of the City and Contractor and such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any way whatsoever, the written Agreement. In the event that the City issues a purchase order, work order, invoice or similar document relating to services performed, such purchase order or similar document shall be for the City's administrative purposes only and will not supplement, supersede, modify or affect any of the terms and conditions set forth herein.

SECTION XVI - APPLICABLE LAW, NONWAIVER

This Agreement is entered into under and pursuant to, and is to be construed and enforceable in accordance with, the laws of the State of Kansas. The waiver of or failure to enforce any term or condition of this CONTRACT shall not be construed as a waiver of any other term or condition. If any provision is held to be unenforceable by a court or other tribunal, the enforceability of the other provisions shall not be affected.

SECTION XVII – BUDGET/CASH BASIS LAW

The City is obligated only to make payments under this Agreement as may be lawfully made from funds budgeted and appropriated for the purposes as set forth in this Agreement during the City's current budget year. In the event the City does not so budget and appropriate the funds, the parties acknowledge and agree that they shall be relieved from all obligations, without penalty, under this Agreement.

TITLE XVIII - SEVERABILITY CLAUSE

Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) shall be null and void; provided, however, that the remaining provisions of this Agreement shall be unaffected thereby and shall continue to be valid and enforceable.

SECTION XIX – ENTIRE CONTRACT

The terms and conditions contained herein including any exhibits, the 2008 Request for Proposals (RFP) for Janitorial Services and the Contractor's response to the RFP constitute the entire and exclusive Agreement between the Parties. The Request for Proposals (RFP) for Janitorial Services and the Contractor's response to the RFP are hereby full incorporated by reference and made a part of this

AGREEMENT FOR JANITORIAL SERVICES

CONTRACT. In the event of a conflict between any terms or conditions in this CONTRACT, the RFP or the response to the RFP, the terms and conditions of the Agreement shall take precedence.

SECTION XX - EXECUTION OF CONTRACT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement 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

Carl Gerlach, Mayor

APPROVED AS TO FORM:

Tammy Owens
Assistant City Attorney, Sr.

Woodley Building Maintenance.

Contractor

Terry Woodley
Vice President

CORPORATE ACKNOWLEDGMENT

STATE OF Kansas)
) SS.
COUNTY OF Johnson)

BE IT REMEMBERED That on this _____ day of _____, 2008, before me, the undersigned, a

Notary Public in and for the County and State aforesaid, came Terry Woodley,

Vice President of Woodley Building Maintenance a corporation duly organized, incorporated and existing under and

by virtue of the laws of Missouri, 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.

AGREEMENT FOR JANITORIAL SERVICES

Notary Public

My Appointment Expires _____

(If the AGREEMENT is not executed by the president of the corporation or general partner of the partnership, please provide documentation which authorizes the signatory to bind the corporation or partnership.)

AGREEMENT FOR JANITORIAL SERVICES

EXHIBIT A SCOPE OF WORK

Myron E. Scafe Building, 8500 Antioch - Approx. 37,000 Square Feet
Service Hours: 5:00 p.m. to 6:00 a.m., Sunday through Thursday

SERVICE DESCRIPTION: Office Area, Conference Rooms, Roll Call, Training Room, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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 Training and 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: Kitchenettes and Break Rooms	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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				
Remove fingerprints from doors, frames, cabinets, light switches, kick and push plates, handles, etc.		X			

AGREEMENT FOR JANITORIAL SERVICES

Myron E. Scafe Building (Continued)

SERVICE DESCRIPTION: Kitchenettes and Break Rooms (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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			
Dust off tops and sweep under vending machines		X			
Remove dust and cobwebs behind doors and in corners, etc.			X		
SERVICE DESCRIPTION: Washrooms/Locker Rooms	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty wastebaskets and spot clean 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 & stainless steel 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				
Clean and Sanitize floor and mat in men's shower area		X			

AGREEMENT FOR JANITORIAL SERVICES

Myron E. Scafe Building (Continued)

SERVICE DESCRIPTION: Washrooms/Locker Rooms (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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, Copy Room, Staircases, Entrances, Elevators, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Clean & sanitize all drinking fountains	X				
Empty waste containers and spot clean wastebaskets as necessary	X				
Empty outside trash containers	X				
Sweep steps/staircases	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				
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			
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				
SERVICE DESCRIPTION: Storage Areas, Sally Port	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty trash containers	X				

AGREEMENT FOR JANITORIAL SERVICES

Myron E. Scafe Building (Continued)

SERVICE DESCRIPTION: Storage Areas, Sally Port (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Keep trash & recyclables separate & place in appropriate containers	X				
SERVICE DESCRIPTION: Booking Area, Holding Cells, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Clean & sanitize entire holding cells including plumbing fixtures, books, and floors	X				
Empty trash containers	X				
Clean and sanitize all surfaces including but not limited to chairs, benches, desks, countertops, and eyewash stations	X				
Damp mop & sanitize floors	X				
SERVICE DESCRIPTION: Weight Room	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dust & sanitize equipment	X				
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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			
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Damp mop & sanitize washrooms & locker rooms	X				
Strip and wax vinyl tile in restroom, locker rooms, roll call, and report writing room				X	
Machine scrub washrooms			X		
Buff and restore vinyl floors			X		
Strip & wax all other vinyl tile areas					X
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, Quarry Tiles & Ceramic Tiles, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				

AGREEMENT FOR JANITORIAL SERVICES

Myron E. Scafe Building (Continued)

SERVICE DESCRIPTION: Floors, Quarry Tiles & Ceramic Tiles, etc. (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Machine scrub (2nd & 3rd floor, main halls)			X		
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, Concrete (Sally Port)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Sweep		X			
ADDITIONAL SERVICES: Saturday ****See specs for each area****	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Patrol area	X				
Roll Call	X				
Locker rooms	X				

**When evening meetings are in progress, no janitorial service shall be conducted in that space or spaces directly adjacent to the meeting space until the meeting has concluded. Meetings are typically held in the Training Room once per week.*

**Myron E. Scafe Building
8500 Antioch - Approx. 37,000 Square Feet**

Fixture Counts

Toilets: 21	Urinals: 6	Sinks: 8	Showers: 19
-------------	------------	----------	-------------

Flooring Breakdown (Square Feet)

VCT: 13,000	Carpet: 19,000	Ceramic: 3,300	Rubber: 1,000
-------------	----------------	----------------	---------------

AGREEMENT FOR JANITORIAL SERVICES

SCOPE OF WORK

Overland Park City Hall, 8500 Santa Fe Dr. - Approx. 58,000 Square Feet
Service Hours: 6:00 p.m. to 6:00 a.m., Sunday through Thursday

SERVICE DESCRIPTION: Office Area, Conference Rooms, Council Chamber	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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, sanitize and polish 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 Rooms	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty wastebaskets and spot clean wastebaskets as necessary	X				
Empty & clean recycle containers and place in designated areas	X				

AGREEMENT FOR JANITORIAL SERVICES

Overland Park City Hall (Continued)

SERVICE DESCRIPTION: Kitchenettes and Break Room (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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			
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	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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 & stainless 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				

AGREEMENT FOR JANITORIAL SERVICES

Overland Park City Hall (Continued)

SERVICE DESCRIPTION: Washrooms/Locker Rooms (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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		
Dust tops of lockers		X			
Spot clean partitions, including tops		X			
Remove dust ad 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	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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		
Dust off tops and sweep under vending machines		X			
Clean entire interior glass partitions, doors & directory		X			

AGREEMENT FOR JANITORIAL SERVICES

Overland Park City Hall (Continued)

SERVICE DESCRIPTION: Lobby, Hallways, Copy Rooms, Staircases, Entrances, Elevators, etc. (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty trash containers	X				
Keep trash & recyclables separate & place in appropriate containers	X				
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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		
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Damp mop & sanitize washrooms & locker rooms	X				
Dry mop old City Hall basement		X			
Machine scrub washrooms & locker rooms			X		
Strip & wax City Manager's kitchen area				X	
Buff and restore all tile floors			X		
Strip & wax designated areas					X
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, Quarry Tiles & Ceramic Tiles, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Maintain in accordance to Manufacturer Specifications					

AGREEMENT FOR JANITORIAL SERVICES

Overland Park City Hall (Continued)

SERVICE DESCRIPTION: Floors, Concrete	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Maintain in accordance to Manufacturer Specifications					

* When evening meetings are in progress, no janitorial service shall be conducted in that space or spaces directly adjacent to the meeting room until the meeting has concluded. Meetings are typically held in the Council Chambers or Conference Room 1 three to four evenings per week.

Overland Park City Hall 8500 Santa Fe Dr. - Approx. 58,000 Square Feet			
Fixture Counts			
Toilets: 18	Urinals: 6	Sinks: 23	Showers: 5
Flooring Breakdown (Square Feet)			
VCT: 4,450	Carpet: 46,900	Epoxy Coating: 1,800	Slate: 600

AGREEMENT FOR JANITORIAL SERVICES

SCOPE OF WORK

Dennis R. Garrett Public Works, 11300 W. 91st St. - Approx. 7,000 Sq. Ft. Office Space; 12,500 Sq. Ft. Garage Space
Service Hours: 5:00 p.m. to 6:00 a.m., Sunday through Thursday

SERVICE DESCRIPTION: Office Areas, Conference Room	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty wastebaskets 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			
Clean whiteboards/chalkboards		X			
Clean entire interior glass partitions and doors		X			
Remove dust and cobwebs behind doors and in corners, etc.			X		
SERVICE DESCRIPTION: Kitchen/Break Room	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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			
Dust all exposed cabinets, shelves, artwork, etc.	X				
Stock with roll towels	X				

AGREEMENT FOR JANITORIAL SERVICES

Dennis R. Garrett Public Works (Continued)

SERVICE DESCRIPTION: Kitchen/Break Room (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Wash & 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, Unisex Restroom by Gas Pumps	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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			
Dust tops of lockers			X		

AGREEMENT FOR JANITORIAL SERVICES

Dennis R. Garrett Public Works (Continued)

SERVICE DESCRIPTION: Washrooms, Locker Rooms, Unisex Restroom by Gas Pumps (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Spot clean partitions, including tops		X			
Strip & clean off all soil and soap scum in shower areas			X		
Remove dust and cobwebs behind doors and in corners, etc.			X		
SERVICE DESCRIPTION: Lobby, Hallways, Entrances, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Clean & sanitize all drinking fountains	X				
Empty & spot clean waste containers, inside & out	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				
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			
Clean & polish furniture		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			
Empty ash containers (outside)	X				
Clean entire interior glass partitions, doors & directory		X			
Clean entire exterior glass of lobby doors & windows		X			
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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			
Maintain in accordance to Manufacturer Specifications					

AGREEMENT FOR JANITORIAL SERVICES

Dennis R. Garrett Public Works (Continued)

SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Damp mop & sanitize washrooms & locker rooms	X				
Machine scrub washrooms & locker rooms			X		
Strip & wax designated areas					X
Maintain in accordance to Manufacturer Specifications					

Vendor not responsible for garage area

Dennis R. Garrett Public Works 11300 W. 91st St. - Approx. 7,000 Sq. Ft. Office Space; 12,500 Sq. Ft. Garage Space			
Fixture Counts			
Toilets: 6	Urinals: 3	Sinks: 6	Showers: 2
Flooring Breakdown (Square Feet)			
VCT: 4,500	Carpet: 1,800	Painted Concrete: 700	

AGREEMENT FOR JANITORIAL SERVICES

SCOPE OF WORK

Matt Ross Community Center, 8101 Marty – Approx. 64,000 Square Feet
Service Hours: 10:00 p.m. to 6:00 a.m., 7 Days a Week

SERVICE DESCRIPTION: Office Areas, Child Care, Class Rooms, Meeting Rooms, Ballrooms, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty wastebaskets, spot clean interior, and polish exterior wastebaskets	X				
Clean mirrors	X				
Deposit trash and recyclables in appropriate containers	X				
Dust and remove smudges on all furniture****desktops are not to be disturbed****	X				
Clean below play equipment in Explorer Room		X			
Dust all exposed filing cabinets, shelves, artwork, etc.	X				
Clean & sanitize all common area phones	X				
Clean & sanitize counter tops	X				
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			
Spot Clean Mirrors in Studio 001/002	X				
Clean entire interior glass partitions and doors		X			
SERVICE DESCRIPTION: Kitchen and Break Room	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty wastebaskets, spot clean interior, and polish exterior wastebaskets	X				
Clean & sanitize sinks and countertops	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				

AGREEMENT FOR JANITORIAL SERVICES

Matt Ross Community Center (Continued)

SERVICE DESCRIPTION: Kitchen and Break Room (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Remove fingerprints from doors, frames, cabinets, light switches, kick and push plates, handles, etc.		X			
Dust all exposed cabinets, shelves, artwork, etc.	X				
Wash & sanitize chairs and table pedestals and legs			X		
Dust all surfaces, horizontal & vertical including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X			
Stock with roll towels & supplies	X				
SERVICE DESCRIPTION: Washrooms/Locker Rooms	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty wastebaskets, spot clean interior, and polish exterior wastebaskets	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 stainless steel & chrome fittings including showers	X				
Clean and sanitize baby changing stations and refill liners	X				
Clean & sanitize toilet seats	X				
Clean and polish all glass and mirrors	X				
Empty and sanitize all containers and disposals, insert liners as required	X				
Clean & sanitize exterior of all containers	X				
Remove spots, stains, splashes, etc., from wall area adjacent to hand basins & urinals	X				
Clean all shower walls	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				

AGREEMENT FOR JANITORIAL SERVICES

Matt Ross Community Center (Continued)

SERVICE DESCRIPTION: Washrooms/Locker Rooms (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dust all surfaces, <i>horizontal & vertical</i> including sills, ledges, moldings, shelves, ducts, walls, pipes, partitions, door frames, chair bases, etc.		X			
Clean exterior and interior 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	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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				
Clean interior glass partitions, doors & directory	X				
Clean exterior glass of lobby doors & windows	X				
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				
SERVICE DESCRIPTION: Storage Areas	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Empty trash containers	X				

AGREEMENT FOR JANITORIAL SERVICES

Matt Ross Community Center (Continued)

SERVICE DESCRIPTION: Weight Room	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Clean Mirrors	X				
Clean below exercise equipment when raised by MRCC Staff		X			
Dust ceiling fans/high lights			X		
SERVICE DESCRIPTION: Floors, All Carpeted Areas	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Vacuum high traffic areas daily and other areas as needed, including moving furniture to vacuum underneath	X				
Spot clean	X				
Detailed vacuuming of chairs, under desks, tables and other furniture.			X		
Meeting & ballrooms as accessible	X				
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop – kitchen & lobby	X				
Damp mop & sanitize washrooms & locker rooms	X				
Vacuum tile floors, including restrooms & locker rooms to remove hair & dirt.	X				
Machine scrub tile lobby floor & ceramic restroom floors		X			
Dry/damp mop	X				
Buff	X				
Auto scrub			X		
**Maintain in accordance to Manufacturer specifications					
SERVICE DESCRIPTION: Floors, Weight Room/Walking Track	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Vacuum, dry/damp mop	X				
Dry/damp mop	X				
Auto scrub		X			
Vacuum/spot clean under equipment		X			
**Maintain in accordance to Manufacturer specifications					

AGREEMENT FOR JANITORIAL SERVICES

Matt Ross Community Center (Continued)

SERVICE DESCRIPTION: Floors, Studio 001 & 002	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry mop/damp mop	X				
Spot scuffs & marks	X				
**Maintain in accordance to Manufacturer specifications					
SERVICE DESCRIPTION: Floors, Explorer Room	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Vacuum	X				
Vacuum under equipment		X			
Spot/damp mop	X				
**Maintain in accordance to Manufacturer specifications					
SERVICE DESCRIPTION: Gymnasium Floor	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Remove scuff marks	X				
**Maintain in accordance to Manufacturer specifications					
SERVICE DESCRIPTION: Floors, Concrete	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Buff	X				
Auto Scrub			X		
Strip and wax stained concrete floors in classrooms				X	
**Maintain in accordance to Manufacturer specifications					

AGREEMENT FOR JANITORIAL SERVICES

Matt Ross Community Center (Continued)

**Matt Ross Community Center
8101 Marty – Approx. 64,000 Square Feet**

Fixture Counts

Toilets: 24	Urinals: 5	Sinks: 29	Baby Changing Stations: 6
Showers: 20			

Flooring Breakdown (Square Feet)

Dance Floor (Wood): 4,000	Gym Floor: 12,000	Tile – Ceramic/Slate: 10,000	Neo Floor: 2,000
Stained Concrete: 7,500	Rubber Flooring: 9,000	Carpet: 17,000	

AGREEMENT FOR JANITORIAL SERVICES

SCOPE OF WORK

Fire Department Headquarters, 9550 W. 95th Street – Approx. 5,050 Square Feet
Service Hours: 6:00 p.m. to 6:00 a.m., Monday, Wednesday, Friday

SERVICE DESCRIPTION: Office Area, Conference Rooms	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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			

Fire Department Headquarters (Continued)

AGREEMENT FOR JANITORIAL SERVICES

SERVICE DESCRIPTION: Kitchenettes and Break Room (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Clean microwave, inside and out	X				
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	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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 & stainless steel 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		

AGREEMENT FOR JANITORIAL SERVICES

Fire Department Headquarters (Continued)

SERVICE DESCRIPTION: Washrooms (Continued)	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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, Entrances	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
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		
Maintain in accordance to Manufacturer Specifications					

AGREEMENT FOR JANITORIAL SERVICES

Fire Department Headquarters (Continued)

SERVICE DESCRIPTION: Floors, All Tile Floors	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Damp mop & sanitize washrooms & locker rooms	X				
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, Quarry Tiles & Ceramic Tiles, etc.	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Maintain in accordance to Manufacturer Specifications					
SERVICE DESCRIPTION: Floors, Concrete	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY
Dry/damp mop	X				
Buff	X				
Auto Scrub			X		
**Maintain in accordance to Manufacturer specifications					

Fire Department Headquarters			
9550 W. 95th Street – Approx. 5,050 Square Feet			
Fixture Counts			
Toilets: 2	Urinals: 1	Bath Lavs: 2	Sinks: 2
Flooring Breakdown (Square Feet)			
VCT: 250	Carpet: 4,600	Tile: 200	