

RESOLUTION NO. 17-102

**Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Services Agreement With Integrity Construction Maintenance, Inc., In An Amount Not To Exceed \$211,758.68 For Janitorial Services For Fiscal Year 2017-18**

**WHEREAS**, the City contracts for janitorial services at the City's facilities as well as evening cleaning and lock-up services for the restroom at Doyle-Hollis Park; and

**WHEREAS**, on June 3, 2014 the City Council authorized the City Manager to enter into a Professional Services Agreement ("Agreement") with Integrity Construction Maintenance Inc. for janitorial services at City Facilities for Fiscal Year (FY) 2014-15; and

**WHEREAS**, the authority to enter into new agreements for up to four additional fiscal years was defined in the Request for Proposal process conducted in June 2013; and

**WHEREAS**, the amount of the proposed agreement for FY 2017-18 is \$211,758.68; and

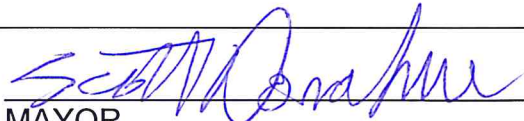
**WHEREAS**, the total contract amount includes a Cost of Living Adjustment over the rates charged for FY 2016-17 based on the local Consumer Price Index of 3.4%, as provided for in the general conditions of the Agreement; and

**WHEREAS**, there is sufficient funding in the Operating Budget for FY 2017-18 to cover the cost of janitorial services; now, therefore, be it


**RESOLVED**, that the City Council of the City of Emeryville hereby authorizes the City Manager to enter into a Professional Services Agreement with Integrity Construction Maintenance Inc. in an amount not to exceed \$211,758.68 for janitorial services for FY 2017-18.

**ADOPTED** by the City Council of the City of Emeryville at a regular meeting held Tuesday, June 20, 2017 by the following vote:

AYES:	<u>5</u>	Mayor Donahue, Vice Mayor Bauters and Council Members Martinez, Medina and Patz
NOES:	<u>0</u>	
ABSTAIN:	<u>0</u>	
ABSENT:	<u>0</u>	

  
MAYOR

ATTEST:

  
CITY CLERK

APPROVED AS TO FORM:

  
CITY ATTORNEY



## **PROFESSIONAL SERVICES AGREEMENT**

**THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement")** is effective as of this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between **THE CITY OF EMERYVILLE**, a municipal corporation, ("City") and **Integrity Construction Maintenance, Inc.** ("Consultant"), collectively referred to as the "Parties".

### **WITNESSETH THAT:**

**WHEREAS**, the City desires janitorial services and supplies for the Civic Center, Child Development Center, Senior Center, Police Station, Bridgecourt Room, and the restroom at Doyle Hollis Park; and

**WHEREAS**, the City finds that specialized knowledge, skills, and training are necessary to render the services necessary to do the work contemplated under this Agreement; and,

**WHEREAS**, the City has determined that the Consultant is qualified by training and experience to render such services; and

**WHEREAS**, the Consultant desires to provide such services; and,

**WHEREAS**, the public interest will be served by this Agreement; and,

**NOW, THEREFORE**, the Parties hereto do mutually agree as follows:

### **I. SCOPE OF SERVICES AND TERMINATION DATE**

#### **A. Project Description**

Janitorial services at Civic Center, Senior Center, Child Development Center, Bridgecourt Room, Police Station and Restroom at Doyle Hollis Park as described in Exhibit "B".

#### **B. Services**

The services to be completed under this Agreement are as described in Exhibit "B".

FOR CITY USE ONLY			
Contract #:		CIP #:	
Reso. #:		EPW #:	



**C. Time for Performance**

After the Agreement has been executed by City, Consultant shall begin work and shall diligently prosecute the work until June 30, 2018. If Consultant fails to complete the work within any of the time limits set forth above, the parties agree that City will sustain damage and that it is difficult and impracticable to ascertain the actual damage amount. Therefore, it is agreed that Consultant shall pay City \$100.00 per calendar day of delay in finishing work as liquidated damages and not as a penalty. City may deduct such liquidated damages from any amounts due Consultant. The liquidated damages described herein are in addition to any other remedies at law or equity available to City.

**D. Term; Option to Renew Agreement**

This Agreement shall commence on the Effective Date and shall terminate on **June 30, 2018**

The City's Fiscal Year commences on July 1 and ends on June 30 of the following year. At the sole option of the City, the City may extend the term of this Agreement with the Consultant for an additional fiscal year 2018/2019, under the same terms and conditions of this Agreement (each a "renewal option"). This renewal option must be exercised by City by providing written notice of the City's intent to exercise said option to Consultant at least 30 days prior to the expiration of the then-current Agreement term. If the City does not provide notice of its intent to exercise a renewal option, the Agreement shall expire at the end of the then-current fiscal year. The Consultant shall be entitled to increase its rates at a percentage no greater than the percent increase in the March to March San Francisco/Oakland Metropolitan Area Consumer Price Index as released by the United States Department of Labor on a yearly basis with a maximum inflation increase of 3% per year.

The City's decision to exercise its renewal option for any given fiscal year does not guarantee renewal for any subsequent fiscal year.

**II. WORK CHANGES**

- A.** The City reserves the right to order changes in the work to be performed under this Agreement by altering, adding to or deducting from the work. All such changes shall be incorporated in written change orders executed by the Consultant and the City. Such change orders shall specify the changes ordered and any necessary adjustment of compensation and completion time. If the parties cannot reach an agreement on the terms for performing the changed work within a reasonable time, to avoid delay or other unfavorable impacts as determined by the City in its sole discretion, the City shall have the right to determine reasonable terms and the Consultant shall proceed with the changed work.

- B. Any work added to the scope of this Agreement by a change order shall be executed under all the applicable conditions of this Agreement. No claim for additional compensation or extension of time shall be recognized unless contained in a change order duly executed on behalf of the City and the Consultant.
- C. The City Manager has authority to execute without further action of the Emeryville City Council, any number of change orders so long as their total effect does not materially alter the terms of this Agreement or increase the total amount to be paid under this Agreement, as set forth in Section 3.B below. Any such change orders materially altering the terms of this Agreement or increasing the total amount to be paid under this Agreement in excess of \$25,000 must be approved by resolution of the Emeryville City Council.

### III. COMPENSATION AND METHOD OF PAYMENT

- A. City agrees to pay the Consultant for the services performed and costs incurred by Consultant upon certification by the City that the services were actually performed and costs actually incurred in accordance with the Agreement. Compensation for services performed and reimbursement for costs incurred shall be paid to the Consultant upon receipt and approval by the City of invoices setting forth in detail the services performed and costs incurred. The City shall pay the Consultant within forty-five (45) days after approval of the invoice by City staff.
- B. The total amount paid under this Agreement as compensation for services performed and reimbursement for costs incurred shall not, in any case, exceed **TWO HUNDRED AND ELEVEN THOUSAND-SEVEN HUNDRED AND FIFTY-EIGHT DOLLARS AND SIXTY-EIGHT CENTS (\$211,758.68)** (the "Total Contract Amount"), except as outlined in Section 2.C above. The monthly rates to be paid for performing Routine Janitorial Services at the various facilities shall be as described in Exhibit "A".

#### i. **Supply / Equipment Allowance**

An allowance is included in the Total Contract Amount for furnishing Supplies and Equipment for each facility as described in Exhibit "A". The monthly compensation for furnishing said Supplies and Equipment shall be at actual cost plus 15% markup.



**ii. Spring Cleaning Allowance**

An allowance is included in the Total Contract Amount for a "Spring Cleaning" at the various facilities as described in Exhibit "A". Compensation for said Spring Cleaning service at the various facilities shall be on a time and materials basis as approved by the City in advance of performing said service.

**iii. Additional Cleanings Allowance**

An allowance is included in the Total Contract Amount for additional cleanings at the Senior Center and Child Development Center when requested by the City after special events at said facilities. Compensation for said additional cleanings shall be at the hourly rate stated in Exhibit "A".

The Total Contract Amount includes all costs for labor, materials, tools, equipment, services, warranty, taxes, insurance, overhead, profit, and all other costs necessary to perform the work in accordance with this Agreement.

#### **IV. COVENANTS OF CONSULTANT**

##### **A. Assignment of Agreement**

The Consultant covenants and agrees not to assign or transfer any interest in, nor delegate any duties of this Agreement, without the prior express written consent of the City. As to any approved subcontractors, the Consultant shall be solely responsible for reimbursing them and the City shall have no obligation to them.

##### **B. Responsibility of Consultant and Indemnification of City**

It is the intent of the parties that the language of this Paragraph complies fully with the requirements of section 2782.8 of the California Civil Code as enacted by AB 573. To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless City and City's members, officers, agents, employees and volunteers, from and against any and all claims, losses, liabilities of every kind, nature and description, damages, injury (including without limitation injury to or death of an employee of Consultant or subconsultants), costs and expenses of any kind, whether actual, alleged or threatened, including, without limitation, incidental and consequential damages, court costs, reasonable attorneys' fees, litigation expenses, and fees of expert consultants or expert witnesses incurred in connection therewith and the costs of investigation, to the extent arising out of, pertaining to, or relating to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any subconsultant, anyone directly or indirectly employed by them or anyone that they control, whether or not there is alleged to be concurrent negligence on the part of the City, but, to the extent required by law, excluding liability caused by the conduct of the City. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant. This obligation to indemnify and defend the City, its members, officers, agents, employees and volunteers shall survive termination of this Agreement.

##### **C. Independent Contractor**

The Consultant hereby covenants and declares that it is engaged in an independent business and agrees to perform the services as an independent contractor and not as the agent or employee of the City. The Consultant agrees to be solely responsible for its own matters relating to the time and place the services are performed; the instrumentalities, tools, supplies and/or materials necessary to complete the services; hiring of consultants, agents or employees to complete the services; and the payment of employees, including compliance with Social Security, withholding and all other regulations governing such matters. The Consultant agrees to be



solely responsible for its own acts and those of its subordinates and employees during the life of this Agreement.

**D. Insurance**

1. Requirements: The Consultant shall have and maintain in full force and effect for the duration of this Agreement, insurance insuring against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Consultant, its agents, representatives, employees or subcontractors. If requested, Consultant shall provide the City with copies of all insurance policies. These requirements are subject to amendment or waiver if so approved in writing by the City Manager.
2. Minimum Limits of Insurance: Consultant shall maintain limits no less than:
  - a. Commercial General Liability providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury with limits of not less than One Million Dollars (\$1,000,000) per occurrence. The policy shall provide contractual liability and, if required by City, products and completed operations coverage for the term of the policy.
  - b. Comprehensive Automobile Liability (owned, non-owned, hired) providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000).
  - c. Workers' Compensation limits as required by the laws of the State of California and Employers Liability limits of not less than \$1,000,000 per accident.

No Workers' Compensation insurance shall be required if Consultant completes the following certification:

I certify that my business has no employees and that I do not employ anyone. I am exempt from the legal requirement to provide Workers' Compensation Insurance.

\_\_\_\_\_ (Consultant's initials)

- a. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and are subject to approval by the City.
- b. Other Insurance Provisions: The policy is to contain, or be endorsed to contain, the following provisions:
  - a. General Liability and Automobile Liability Coverage.
    - i. Consultant shall name the City of Emeryville, its officials, employees, agents and volunteers as additional insureds in its Commercial General Liability and Automobile Liability policies. If Consultant submits the ACORD Insurance Certificate, the additional insured endorsement must be set forth on a CG 20 10 11 85 form (or more recent) and/or CA 20 48 – Designated Insured Form (for business auto insurance);  
The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, agents or volunteers, except where limited by State laws.  
  
When a certificate says, "certificate issued to" this does not mean the same as *additional insured* and is not acceptable.
    - ii. Consultant's insurance coverage shall be primary noncontributing insurance as respects to any other insurance or self-insurance available to the City, its officials, employees, agents or volunteers. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
    - iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees, agents or volunteers.
    - iv. Coverage shall state that the Consultant's insurance shall 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.
    - v. Coverage shall be provided on a Apay on behalfe basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion.



- vi. The insurer agrees to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Consultant for the City.
- vii. All endorsements to policies shall be executed by an authorized representative of the insurer.

b. Workers' Compensation Coverage

The insurer will agree to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by the Consultant for the City.

c. All Coverages

- i. Each insurance policy required by this clause shall be endorsed to state that City will be provided thirty (30) days written notice of cancellation or material change in the policy language or terms.

- 5. Acceptability of Insurers: Insurance is to be placed with insurers with an A.M. Best's rating of no less than A:VII.
- 6. Verification of Coverage: Consultant shall furnish the City with certificates of insurance and endorsements to the policies evidencing coverage required by this Agreement prior to the start of work. The certificates of insurance and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance and endorsements shall be on a form utilized by Consultant's insurer in its normal course of business and shall be received and approved by the City prior to execution of this Agreement by the City. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. The Consultant shall provide proof that any expiring coverage has been renewed or replaced at least two (2) weeks prior to the expiration of the coverage.
- 7. Subcontractors: Consultant shall either include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor demonstrating that subcontractors maintain insurance coverage that meets the minimum

scope and limits of insurance coverage required by this Agreement, including but not limited to naming the City, its officials, employees, agents and volunteers as additional insureds.

8. Claims-Made Policies. Consultant shall extend any claims-made insurance policy for at least 5 years after termination or final payment under the Agreement, whichever is later.

**E. Records, Reports and Audits**

1. Records

- a. Records shall be established and maintained by the Consultant in accordance with requirements prescribed by the City with respect to all matters covered by this Agreement. Except as otherwise authorized, such records shall be maintained for a period of three years from the date that final payment is made under this Agreement. Furthermore, records that are the subject of audit findings shall be retained for three years or until such audit findings have been resolved, whichever is later.
- b. All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.

2. Reports and Information: Upon request, the Consultant shall furnish to the City any and all statements, records, reports, data and information related to matters covered by this Agreement in the form requested by the City.

3. Audits and Inspections: At any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement. The Consultant will permit the City to audit, examine, and make excerpts or transcripts from such records, and to audit all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and or data relating to all matters covered by this Agreement.



**F. Conflicts of Interest**

The Consultant covenants and declares that, other than this Agreement, it has no holdings or interests within the City of Emeryville, nor business holdings or agreements with any official, employee or other representative of the City. For the duration of this Agreement, in the event the Consultant or its principals, agents or employees acquire such a holding, interest or agreement within the City of Emeryville or with any official, employee or representative of the City in the future, the Consultant will immediately notify the City of such holding, interest or agreement in writing.

**G. Confidentiality**

The Consultant agrees that such reports, information, opinions or conclusions shall not be made available to or discussed with any individual or organization, including the news media, without prior written approval of the City. The Consultant shall exercise reasonable precautions to prevent the unauthorized disclosure and use of City information whether deemed confidential or not.

**H. Discrimination Prohibited**

The Consultant covenants and agrees that in performing the services required under this Agreement, the Consultant shall not discriminate against any person on the basis of race, color, religion, sex, sexual orientation, national origin or ancestry, age or disability.

**I. Licenses, Certifications and Permits**

The Consultant covenants and declares that it has obtained all diplomas, certificates, licenses, permits or the like required of the Consultant by any and all national, state, regional, county, city or local boards, agencies, commissions, committees or other regulatory bodies in order to perform the services contracted for under this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily expected of competent professionals.

**J. Key Personnel**

All individuals listed in Exhibit A are necessary for the successful prosecution of the work due to his/her/their unique expertise and depth and breadth of experience. There shall be no change in Consultant's Project Manager or members of the project team. Consultant recognizes that the composition of this team was instrumental in the City's decision to award the work to Consultant and that compelling reasons for substituting these individuals must be demonstrated for the City's consent to be granted. Any substitutes shall be persons of comparable or superior expertise and experience. Failure to comply with the provisions of this section shall constitute a material breach of Consultant's obligations under this Agreement and shall be grounds for termination.

**K. Authority to Contract**

The Consultant covenants and declares that it has obtained all necessary approvals of its board of directors, stockholders, general partners, limited partners or similar authorities to simultaneously execute and bind Consultant to the terms of this Agreement, if applicable.

**L. Ownership of Work**

All reports, designs, drawings, plans, specifications, schedules, work product and other materials prepared or in the process of being prepared for the services to be performed by the Consultant (Amaterials@) shall be an are the property of the City and the City shall be entitled to full access and copies of all such materials. Any such materials remaining in the hands of the Consultant or subcontractor upon completion or termination of the work shall be delivered immediately to the City. The Consultant assumes all risk of loss, damage or destruction of or to such materials. If any materials are lost, damaged or destroyed before final delivery to the City, the Consultant shall replace them at its own expense. Any and all copyrightable subject matter in all materials is hereby assigned to the City and the Consultant agrees to execute any additional documents that may be necessary to evidence such assignment.

**M. Living Wage**

If this Agreement provides for compensation to Consultant of \$25,000 or more within a single fiscal year for providing services to the City, then Consultant shall comply with the requirements of the City's Living Wage



Ordinance set forth in Chapter 31 of Title 5 of the Emeryville Municipal Code, unless (i) Consultant is a governmental entity, (ii) this Agreement is subject to a higher prevailing wage rate as defined in the California Labor Code, or (iii) this Agreement is subject to federal or state laws or regulations that would preclude the application of the City's laws.

Compliance with the Living Wage Ordinance, if applicable, shall be required during the term of the Agreement for all employees of Consultant who perform at least twenty-five percent (25%) of the work arising from this Agreement, unless said employees are otherwise exempt from the application of the Living Wage Ordinance pursuant to Section 5-31.08. Consultant shall promptly provide to the City documents and information verifying compliance with the requirements of the Living Wage Ordinance within ten (10) working days following a written request for such documentation and information from the City.

Failure to comply with the Living Wage Ordinance provides that a person claiming a violation thereof may bring an action against Consultant for back pay, reinstatement and compensatory damages, as well as a penalty up to three times the amount of damages for a willful violation, plus reasonable attorney's fees and costs. In addition, the City may terminate the Agreement and pursue any other remedies available to the City, including debarment, for violations of the Living Wage Ordinance.

Consultant shall notify each of its affected employees with regards to wages that are required to be paid pursuant to this Agreement. "Living Wage" means no less than \$15.27 per hour (as of July 1, 2017, subject to increase annually on July 1<sup>st</sup> to reflect the twelve month average increase to the Consumer Price Index for all urban consumers in the San Francisco-Oakland-San Jose Metropolitan Statistical Area for the preceding year from May to April, not to exceed three percent (3%) in any one year) including wages and health benefits. If employer contributions for health benefits are not paid on an hourly basis, the employer must demonstrate to the City the hourly value of such benefits in order to receive credit for such payments to covered employees.

## **V. TERMINATION**

- A.** The City shall have the right to terminate this Agreement for any reason whatsoever by providing written notice thereof at least five (5) calendar days in advance of the termination date.
- B.** All termination notice periods triggered pursuant to written notice shall begin to run from the date of the United States Postal Service postmark.

- C. Upon termination, City shall provide for payment to the Consultant for services rendered and expenses incurred prior to the termination date.
- D. Upon receipt of a termination notice the Consultant shall: (1) promptly discontinue all services affected, unless the notice directs otherwise; and (2) promptly deliver to the City all data, drawings, reports, summaries, and such other information and materials as may have been generated or used by the Consultant in performing this Agreement, whether completed or in process, in the form specified by the City.
- E. The rights and remedies of the City and the Consultant provided in this Section are in addition to any other rights and remedies provided under this Agreement or at law or in equity.

**VI. NO PERSONAL LIABILITY**

No member, official or employee of the City shall be personally liable to the Consultant or any successor in interest in the event of any default or breach by the City or for any amount which may become due to the Consultant or successor or on any obligation under the terms of this Agreement.

**VII. ENTIRE AGREEMENT**

This Agreement constitutes the complete agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter of this Agreement. No other agreement, statement or promise relating to the subject matter of this Agreement not contained in this Agreement shall be valid or binding. This Agreement may be modified or amended only by a written document signed by representatives of both parties with appropriate authorization.

**VIII. SUCCESSORS AND ASSIGNS**

Subject to the provision of this Agreement regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the respective parties.

**IX. APPLICABLE LAW AND ATTORNEY'S FEES**

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the rules, regulations, statutes and laws of the State of California will control. The prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which said party may be entitled.

**X. SEVERABILITY**

The caption or headnote on articles or sections of this Agreement are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent thereof, or of this Agreement nor in any way affect this Agreement. Should any article(s) or section(s), or any part thereof, later be deemed unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect to the extent possible.

**XI. BUSINESS LICENSE**

Prior to commencement of the services to be provided hereunder, Consultant shall apply to the City of Emeryville Finance Department for a business license, pay the applicable business license tax and maintain said business license during the term of this Agreement, as provided in Article 1 of Chapter 1 of Title 3 of the Emeryville Municipal Code.



## **XII. NOTICES**

### **A. Communications Relating to Daily Activities**

All communications relating to the day-to-day activities of the work shall be exchanged between the Public Works Operations and Facility Manager for the City and Darren Small for the Consultant.

### **B. Official Notices**

All other notices, writings or correspondence as required by this Agreement shall be directed to the City and the Consultant, respectively, as follows:

**CITY**  
**City Manager**  
**City of Emeryville**  
**1333 Park Avenue**  
**Emeryville, California 94602**  
**Phone No. (510) 596-4370**  
**Fax No. (510) 596-4389**

**CONSULTANT**  
**Integrity Construction Maintenance Inc.**  
**Bennett White, Owner**  
**3531 Gravenstein Hwy South**  
**Sebastopol, CA 95472**

**XIII. WAIVER OF AGREEMENT**

The City's failure to enforce any provision of this Agreement or the waiver in a particular instance shall not be construed as a general waiver of any future breach or default.

**IN WITNESS WHEREOF** the City and the Consultant have executed this Agreement, which shall become effective as of the date the City Manager executes this Agreement on behalf of the City.

Approved as to form:

  
\_\_\_\_\_  
Michael Guina, City Attorney

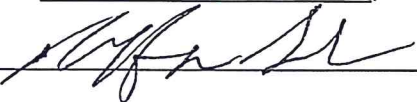
**CITY OF EMERYVILLE**

Dated: \_\_\_\_\_, 2017

\_\_\_\_\_  
Carolyn Lehr, City Manager

**CONSULTANT**

Dated: 5/31/2017, 2017

By:   
\_\_\_\_\_

Its: BENNETT WHITE, PRESIDENT

**Janitorial FY17/18 Prices ( with 3.4 % COLA)**

<b>Civic Center</b>	<b>Annual Cost</b>
8 hour service - 5 days per week	
Monthly Rate \$ 3,932.07	\$ 47,184.84
Annual Supply/Equipment Allowance	\$ 6,000.00
"Spring Cleaning" Allowance	\$ 6,000.00
Annual Cost	\$ 59,184.84
<b>Senior Center</b>	
6 hour service - 6 days per week	
Monthly Rate \$ 2,907.27	\$ 34,887.24
Annual Supply/Equipment Allowance	\$ 6,000.00
"Spring Cleaning" Allowance	\$ 4,500.00
Additional Cleaning Allowance at rate of \$21.75/hr	\$ 4,000.00
Annual Cost	\$ 49,387.24
<b>Child Development Center</b>	
7 hour service - 5 days per week	
Monthly Rate \$ 2,984.78	\$ 35,817.36
Annual Supply/Equipment Allowance	\$ 9,000.00
"Spring Cleaning" Allowance	\$ 9,000.00
Additional Cleaning Allowance at rate of \$21.75/hr	\$ 1,200.00
Annual Cost	\$ 55,017.36
<b>Police Department</b>	
4 hour service - 6 days per week	
Monthly Rate \$ 1,963.01	\$ 23,556.12
Annual Supply/Equipment Allowance	\$ 6,000.00
"Spring Cleaning" Allowance	\$ 2,500.00
Annual Cost	\$ 32,056.12
<b>Bridgecout Room</b>	
1 hour - 2 days per week	
Monthly Rate \$ 166.14	\$ 1,993.68
Annual Supply/Equipment Allowance	\$ 3,000.00
Annual Cost	\$ 4,993.68
<b>Public Works</b>	
Doyle Hollis Park	
1 hour service - 6 days per week and 2 hour service - 1 day per week (Sunday)	
Monthly Rate \$ 676.62	\$ 8,119.44
Annual Supply/Equipment Allowance	\$ 3,000.00
Annual Cost	\$ 11,119.44
<b>Total Contract Amount</b>	<b>\$ 211,758.68</b>

EXHIBIT "A"



**BUILDING SPECIFICATIONS**

**EMERYVILLE CIVIC CENTER**

1333 Park St (corner of Park and Hollis)

Five (5) day per week service

Normal hours of operation 9:00 a.m. to 5:00 p.m.

There will be evening meetings which could cause certain rooms to be used as late as 1:00 a.m.

Hours available for janitorial service 5:00 pm- 7am.

**OLD TOWN HALL WING:**

This area contains approximately 9,000 square feet. The flooring is a combination of carpeted and wood floor areas. There is a great deal of woodwork that shall have to be dusted routinely.

**Garden Level:**

One (1) employee kitchen area containing sink, microwave, standard stove, refrigerator, and, dishwasher. Lunch room tables and chairs. One (1) meeting room with a carpeted floor containing a table, chairs, a white board, and two (2) bookcases. One (1) restroom with shower.

**First floor:**

Five (5) offices, office reception area, vestibule, ornamental woodwork, carpeted staircase, front doors are wood with glass, wood floors with carpet and and/or area rugs.

**Second floor:**

Council Chamber area with ornamental wood work, carpeted floor and staircase, fixed and portable seating, public lobby area. One (1) meeting room, carpeted with table and chairs. The table has a glass top that will require cleaning. One (1) office, carpeted.

**LINK – connects Old Town Hall and Administration Building:**

**Garden level:**

This area has hard surface flooring and contains an elevator. Elevator is passenger style standard car size. Glass doors at entry points will require cleaning regularly.

**First floor:**

Walkway with carpet

**Second floor:**

Walkway with carpet. This area will occasionally be used to stage events, display artwork, etc.

## **ADMINISTRATION BUILDING WING:**

21,000 square feet

### **First floor:**

This area contains offices and partitioned work areas. This area also contains a copy room, janitor closet with slop sink, computer room, and one (1) conference room. Public lobby has granite surface flooring, with an elevator and two (2) restrooms. Public area also contains a City counter with a Formica finish. Main lobby entrance doors have glass and metal surfaces, two (2) on north side of building, one (1) door on south side of building. Main office/partitioned areas are carpeted. The conference room and offices have glass doors that will require cleaning,

### **Public restrooms:**

Men's – two (2) sinks, two (2) urinals, one (1) toilet. Women's – two (2) sinks, three (3) toilets. counters in restrooms are polished granite. These restrooms have ceramic tile floors and walls with polished granite counters.

### **Second floor:**

This area contains offices and partitioned work areas. This area also includes one (1) large conference room, coffee/copy room with sink and counter, and janitor closet with slop sink. The public area is the lobby area with elevator and two (2) restrooms. Second has a small lobby area with wood/metal railings that will require dusting daily. Main office/partitioned areas are carpeted. The conference room and offices have glass doors that will require regular cleaning.

Men's restroom includes: two (2) sinks, two (2) urinals, one (1) toilet. Women's restroom includes: two (2) sinks, three (3) toilets. These restrooms have ceramic tile floors and walls with polished granite counters.

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## **CHILD DEVELOPMENT CENTER**

1220 53<sup>rd</sup> ST

Five (5) day per week service

Normal hours of operation 7:00 a.m. to 6:00 p.m.

### **Hours available for janitorial service:**

Rental of certain parts of facility could cause weekend use

Hours available for janitorial service 6:00 p.m. to 6:00 a.m.

Special functions or rental may require additional cleaning during off hours. To be bid at hourly rate under option #1.

This facility is a 11,000 square foot combination preschool daycare center with administration areas and staff break room. Building also has full service commercial kitchen. Building has a combination of VCT and carpeted flooring. Large multi function room is frequently rented out and may require service on weekends as well as daily

### **Administration area:**



Lobby area with VCT tile floor, glass doors, staff break room with sink, microwave oven, and refrigerator. Five (5) offices with carpeted floors. One rest room that includes one (1) sink, one (1) toilet. Restrooms have ceramic and grouted floors and wall areas.

Toddler/infant area:

The Infant room has two (2) sinks. The link area includes one (1) sink, one (1) dishwasher, and one (1) refrigerator. Children's restroom includes three (3) sinks, three (3) toilets, and ceramic and grouted tile floor and wall areas. Staff rest room includes one (1) sink, one (1) toilet, and ceramic and grouted tile floors and wall areas. Diaper changing area between the two classrooms has two (2) sinks and counter area. Toddler area has a small sink and counter in classroom area. Classrooms are combination of VCT and carpeted floors. All entrance doors have glass panels.

Commercial kitchen:

Four (4) sinks, one (1) commercial dishwasher, one (1) grease trap, two (2) gas ovens, one (1) gas range with range hood, and one (1) convection oven, one (1) commercial freezer, and one (1) commercial refrigerator. This area has stainless steel counters and VCT flooring.

Transition, PreK-2 and PreK-3 classrooms:

Each room has one (1) staff restroom, which has one (1) sink, one (1) toilet, and ceramic tile floor and wall area. Each classroom has a sink area and counter, and includes one children's restroom, which has two (2) sinks, two (2) toilets, and ceramic tile floor and wall area.

The Courtyard area has two (2) public restrooms that include one (1) sink and one (1) toilet. These restrooms have ceramic tile floors and wall area.

The Multi-function room has VCT tile flooring, large custom glass sliding doors, three (3) pullout style tables with benches, and all entrance doors have glass panels.

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**SENIOR CENTER – VETERANS MEMORIAL BUILDING**

4321 Salem St

Six (6) day per week service, (Monday-Saturday)

Normal hours of operation 8:00 a.m. to 5:00 p.m. Other hours as designated for special functions. These special functions or rental of facility may cause some rooms to be used during off hours or weekends.

Hours available for janitorial service:

Rental of certain parts of facility could cause weekend use.

Hours available for janitorial service 1:00 p.m. to 2:00 p.m. and 9:00 p.m. to 8:00 a.m.

Additional afternoon janitorial service for spot cleaning and refreshing of restrooms.

Special functions or rental may require additional cleaning during off hours. To be bid at hourly rate under Option #1.

This is 14,000 square foot multi use facility involving various functions for Emeryville Senior Citizens



As well as the local Veteran's Association and other community-based organizations. Some areas of this facility are rented out for special functions. Building was renovated in 1995 and has a combination of existing and newly installed building components.

Basement level:

Boiler room, stairway, and storage. There will be no on-going janitor service required on this level.

First floor:

Lobby area with terra cotta tile floor, two (2) drinking fountains, elevator, social hall with hardwood floor, bar area with VCT tile floor, carpeted office areas, carpeted social room with pool table, large auditorium and stage with hardwood floor, storage areas, commercial kitchen, and elevator.

Commercial kitchen:

Three (3) stainless steel sinks, commercial gas stove with range hood, one (1) microwave oven, two (2) refrigerators, one (1) freezer, stainless serving and working counter areas, one (1) commercial dishwasher, VCT flooring, and cabinets with glass doors.

Restrooms on the first floor include:

Men's: five (5) urinals, two (2) sinks, three (3) toilets, ceramic tile floor, terrazzo partitions on stall areas, and some wall areas are ceramic tile. Women's: two (2) sinks, three (3) toilets, ceramic tile floor, and some walls are ceramic tile.

Stage area has one (1) restroom with one (1) toilet.

Janitor closet has a slop sink.

Second floor:

Large social hall with fixed wooden seating, sheet vinyl flooring, and ornate wooden chair rails. Hallways are carpeted as are several office areas. This Floor also has a small conference room.

Restrooms on the second floor:

Men's: one (1) sink, one (1) toilet, ceramic tile floor and some wall areas. Women's: three (3) sinks, three (3) toilets, ceramic tile floors and some wall areas.

Additional instructions:

All garbage must be disposed of daily.

Area behind bar must be cleaned daily

All boxes must be broken down and disposed of daily

Clean windows and dust off window shades

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**EMERYVILLE POLICE DEPARTMENT**

2449 Powell St

Six (6) day per week service (Monday through Saturday)

Normal hours of operation 24 hours daily. Business hours 8:00 a.m. to 4:00 p.m.  
Hours available for janitorial service 8:00 a.m. to 4:00 p.m.

This 12,746 square foot facility is a 24-hour 7 day per week operation,. Servicing periods will have to be worked out between Contractor and Police Department Personnel.

First floor:

Entrance lobby with elevator, (elevator is carpeted), lobby area has ceramic tile. Entrance doors are glass. There are several enclosed office areas as well as two (2) open office area. All office areas are VCT flooring. There are two locker rooms, one men's and one women's. The men's locker room includes one (1) restroom with two (2) sink, two (2) urinals, one (1) toilet, two (2) shower stalls, and tile flooring. The women's locker room includes one (1) shower stall with ceramic tile floor and walls, with carpeted floor in the room and a restroom with two (2) sinks, two (2) toilets.

Second floor:

Four (4) restrooms each include one (1) sink, one (1) toilet, and one (1) urinal, all restrooms have VCT floors. There are several enclosed office areas. All office areas are VCT flooring. The lobby area floor is ceramic tile and has an elevator area. There is a large meeting room that has tables and chairs and carpeted floors. One small conference room has a coffee service area, a refrigerator, microwave, recyclable bottles and cans. The Communication room has carpeted flooring and several counter areas as well as a public counter and glass partition wall. Some areas of this facility are secure and will require special arrangements for access by Police personnel.

Lunch/break room has one (1) sink, one (1) microwave oven, VCT flooring, refrigerator and table and chairs.

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**EMERYVILLE RECREATION DEPARTMENT**

4300 San Pablo Ave

(corner of 43<sup>rd</sup> and San Pablo)

Five (5) day per week service

Normal hours of operation: 7:00 a.m. to 9:00 p.m.

Hours available for janitorial service 9:00 p.m. to 12:00 a.m.

This is a 8,640 square foot single story facility. The building is frequently used on weekends.

All flooring is VCT. There are two (2) adult restrooms; each has one (1) sink and one (1) toilet. There is one (1) men's youth restroom with three (3) sinks, two (2) toilets and three (3) urinals. There is one (1) women's youth restroom with three (3) sinks and four (4) toilets. . There are six (6) classrooms, each classroom has one (1) sink. There is one (1) breakroom with a sink, a microwave, a refrigerator and an stove. There are five (5) enclosed offices, one (1) enclosed family resource center, one (1) conference room, and some open office area.

Off-site janitorial service:

1.

Separate location for Recreation Department is at the Bridgecourt Community Room.

3990 Harlan Street.

Five (5) days per week service, Monday - Friday

Normal hours of operation: 7:00 a.m. to 9:00 p.m.

Hours available for cleanup to be determined.

Includes restroom one (1) toilet, one (1) sink, a coffee area with one (1) sink, mini refrigerator, and microwave. One half of the floor is hardwood flooring, the other half is concrete. There is a wall of mirrors that will require cleaning to remove dust and fingerprints.

2.

The restroom at Doyle Hollis Park,

This park is bounded by Hollis St., 61st St., Doyle St., and 62nd St.

Seven (7) days per week.

Hours available for clean-up 8pm.

The men's restroom has one (1) toilet, two (2) urinals, and two (2) sinks. The women's restroom has three (3) toilets and two (2) sinks. The restroom needs to be cleaned and locked every



## **DEFINITIONS**

5 DAYS PER WEEK shall mean Monday through Friday

6 DAYS PER WEEK shall mean Monday through Saturday

7 DAYS PER WEEK shall mean Monday through Sunday

DAILY shall mean occurring every day.

WEEKLY shall mean one day per week. Days selected shall be determined by Contractor and approved by the Public Works Director, or His designee, and coordinated with designated Facility Manager at each facility.

BIWEEKLY shall mean once every two weeks. Days selected shall be determined by Contractor and approved by the Public Works Director or Designee, and coordinated with the designated Facility Manager at each facility.

MONTHLY shall mean once per calendar month. Day selected shall be determined by Contractor and approved by the Public Works Director or Designee, and coordinated with the designated Facility Manager at each facility.

QUARTERLY shall mean four times per year. Dates shall be consistently three months apart and shall be selected by the Contractor and approved by the Public Works Director or designee, and coordinated with the designated Facility Manager at each facility.

SEMI-ANNUALLY shall mean twice per year. Dates shall be selected by the Contractor and approved by Public Works Director, or designee, and coordinated with the designated Facility Manager at each facility. Under no condition or exception shall these dates be later than the first and seventh months of the agreement period.

ANNUALLY shall mean once per year. Dates shall be proposed by the Contractor and approved by the Public Works Director, or His designee, and coordinated with the designated Facility Manager at each facility.

CONTRACTOR shall mean the contractor identified above.

CITY shall mean City of Emeryville.

AS NEEDED or AS REQUIRED shall mean any item or area serviced to a safe and clean condition as determined by the Public Works Director, or Designee, and coordinated with the designated Facility Manager at each facility.

JANITORIAL SPECIFICATION  
Civic Center

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2X Y	A	IFN	
	<b>OFFICES AND MEETING ROOM</b>										
1	Mop hardwood floors with treated dust mop	X									
2	Clean and sanitize drinking fountains	X									
2	Spot Clean fingerprints and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	X									
4	Spot Clean wall, doors doorframes and counters,	X									
5	Vacuum all carpeted surfaces		X								
6	Shampoo carpeted surfaces								X		
7	Spot clean spills or other spots on all upholstered furniture, carpets, including elevator cabs, stairways, and landings, and mats beneath desks and "walk-off" mats, using a method approved by the City	X									
8	Empty all wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in a bins specially for recycled paper. Replace liner if necessary.	X									
9	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans.						X				
10	Turn all lights off (except designated night lights or those in areas being used by employees or the public.	X									
11	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers o desks), partitions, ledges windowsills and counters.		X								
12	Report burned out light bulbs, graffiti and other abnormal situations to the designated Facility Coordinator or SAA.	X									
13	Clean and polish metal chairs, and wooden furniture			X							
14	Wipe down plastic and leather furniture			X							
15	Thoroughly vacuum and spot clean upholstered furniture			X							
16	Clean all whiteboard when requested									X	
17	Clean and disinfect handsets of phones					X					
18	Clean all glass doors (both sides) in buildings, including glass partitions, to the height of ten (10) feet.					X					

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M: monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION  
Civic Center

Designation		ROUTINE									
		D	2XW	W	2X	M	M	Q	2XY	A	IFN
19	Clean stairs railings and spot clean					X					
20	Clean exterior of air duct receptacles					X					
21	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						X				
22	Thoroughly clean Venetian and vertical blinds							X			
23	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
24	Vacuum and dust all fabric walls and partitions								X		
	COUNCIL CHAMBER										
25	Spot clean fingerprints and other marks from woodwork, walls, doors, (includes glass doors), and glass partitions, and the inside surfaces of exterior windows				X						
26	Spot Clean walls, doors, doorframes, and counters				X						
27	Vacuum all carpeted surfaces				X						
28	Spot clean spills or other spots on all upholstered furniture, carpets, including stairways, and landings, and mats beneath desks and "walk-off" mats, using a method approved by the City	X									
29	Empty all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary.	X									
30	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans						X				
31	Turn all lights off (except designated night lights or those in areas being used by employees or the public	X									
32	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills, and counters.				X						
33	Report burned out light bulbs, graffiti and other abnormal situations to the designated Facility Coordinator.				X						

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M: monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary



JANITORIAL SPECIFICATION  
Civic Center

Designation		ROUTINE									
		D	2XW	W	2XM	M	Q	2X Y	A	IF N	
34	Clean and polish metal chairs and wooden furniture				X						
35	Wipe down plastic and leather furniture				X						
36	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates					X					
37	Thoroughly clean Venetian and vertical blinds						X				
38	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
39	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
40	Vacuum and dust all fabric walls and partitions.								X		
RESTROOMS AND SHOWER											
41	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats. NOTE: to be done twice each day	X									
42	Remove all scale using approved non-abrasive material	X									
43	Spot clean and dust walls, partitions, splash-plates, windowsills, doors, and related structures	X									
44	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X									
45	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect shower with approved non-toxic germicidal disinfectant	X									
46	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
47	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							
48	Clean exterior of air duct receptacles					X					
49	Wet mop tile floors	X									

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M:monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

3/21

JANITORIAL SPECIFICATION  
Civic Center

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	<b>CORRIDORS, STAIRS AND LOBBY</b>										
50	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X									
51	Spot clean all spills using a wet wop and neutral (ph7 or 8) cleaner									X	
52	Mop tiles with neutral (ph or 8) cleaner	X									
53	Clean and disinfect wastebasket		X								
54	Vacuum all carpeted surfaces	X									
55	Strip and wax tile floor and shampoo carpeted surfaces							X			
56	Dust stairs banister	X									
	<b>KITCHEN AND COPY ROOM</b>										
57	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator and warming tray	X									
55	Polish kitchen appliances and stainless steel to restore original finish. Clean Interior of microwaves if needed.			X							
59	Dust mop concrete floors	X									
60	Wet mop concrete floors			X							
61	Scrub, strip and wax concrete floors								X		
	<b>ELEVATOR</b>										
62	Clean "push button panel" and inside walls		X								
63	Vacuum carpeted surfaces		X								
64	Clean doors inside and outside including "call button panel"		X								
65	Clean electric eye on elevator door		X								
	<b>CORRIDORS, STAIRS AND LOBBY</b>										

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M:monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION  
Senior Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	OFFICES, MEETING ROOM AND ACTIVITY ROOM										
1	Mop hardwood floors with treated dust mop	X									
2	Clean and sanitize drinking fountains	X									
3	Spot clean fingerprints and other marks from woodwork, walls, doors (includes glass doors), and glass partitions, and the inside surfaces of exterior windows.	X									
4	Spot clean walls, doors doorframes, and counters	X									
5	Vacuum all carpeted surfaces	X									
6	Spot clean spills or other spots on all upholstered furniture, carpets, including elevator cabs, stairways, and landings, and mats beneath desks, and "walk-off mats, using a method approved by the City. Disinfectants/deodorizers to be used.	X									
7	Empty in all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary.	X									
8	Turn all lights off (except designated night lights or those in areas being using by employees or the public	X									
9	Dust with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much can be done without disturbing papers on desks), partitions, ledges, windowsills and counters.		X								
10	Report burned out lights bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator.	X									
11	Clean and polish metal chairs and wooden furniture			X							
12	Wipe down plastic and leather furniture.			X							
13	Clean and disinfect handsets of phones					X					
14	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans						X				

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M:monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary



JANITORIAL SPECIFICATION  
Senior Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
15	Perform high and low dusting (i.e., door sashes, tops of partitions, high cabinets, ledges, vents, and hanging light fixtures). Cobwebs are to be removed to the extent that they can be removed with an extendible pole and only to the extent that special equipment is not required					X					
16	Clean all doors (both sides) in buildings, including glass inserts, to the height of ten (10) feet					X					
17	Clean stair railings and spot clean surfaces					X					
18	Clean exterior of air duct receptacles					X					
19	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						X				
20	Dust mini blinds				X						
	RESTROOMS AND SHOWERS										
21	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X									
22	Remove all scale using approved non-abrasive material	X									
23	Spot clean and dust walls, partitions, splash-plates, windowsills, doors and related structures	X									
24	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X									
25	Clean entrance doors, remove and prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfectant	X									
26	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
27	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M: monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION  
Senior Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
28	Clean exterior of air duct receptacles					X					
29	CORRIDORS, STAIRS AND LOBBY										
30	Empty all wastebaskets and carry trash to specified containers. Replace liners if necessary	X									
31	Clean and disinfect wastebasket			X							
32	Spot clean all spills using a wet mop and neutral (ph7)	X									
33	Vacuum all carpeted surfaces and ceramic		X								
34	Strip and wax title floor and shampoo carpeted surfaces								X		
35	Dust stairs banister			X							
	GLASS										
36	Clean each side of interior windows					X					
	KITCHEN										
37	Clean all sinks and counters and adjacent walls, and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator, and warming tray exterior surfaces	X									
38	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves			X							
39	Mop Floor	X									
	ELEVATOR										
40	Clean "push button panel" and inside walls		X								
41	Vacuum carpeted surfaces		X								
42	Clean doors inside and outside including "call button panel"		X								
77	SENIOR CENTER OPTION 1										
78	Specials functions or rentals may require additional cleaning off hours. To be at hourly Rate under Option #1 in Bid Package									X	

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M: monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION  
Child Development Center & opt 3

	Designation	ROUTINE								
		D	2XW	W	2XM	M	Q	2XY	A	IFN
	OFFICES, MEETING ROOM, CLASSROOM, MULTI-PURPOSE ROOM AND EMPLOYEE LOUNGE	X								
1	Mops floors with treated dust mop, spot clean all spills using a wet mop and neutral (ph7 or 8) cleaner	X								
2	Clean and sanitize drinking fountains	X								
3	Spot clean fingerprints, and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	X								
4	Spot clean walls, doors, doorframes, and counters	X								
5	Empty and sanitize all trash and garbage	X								
6	Vacuum all carpeted surfaces	X								
7	Spot clean spills or other spots on all upholstered furniture, carpets, including mats beneath desks and "walk-off" mats, using a method approved by the City disinfectants/deodorizers to be used	X								
8	Empty in wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary	X								
9	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans			X						
10	Turn all lights off (except designated night lights Or those in areas being used by employees or the public	X								
11	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture ( as much as can be done without disturbing papers on desks), partitions, ledges, windowsills and counters	X								
12	Other duties								X	
15	Dust all mini blinds				X					
16	Wash all mini blinds							X		

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M:monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary



JANITORIAL SPECIFICATION  
Child Development Center & opt 1

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
17	Strip and remove old existing wax build up							X			
18	Dry clean, sanitize and deodorize entire carpets area					X					
19	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
20	Clean and polish metal chairs and wooden furniture			X							
21	Wipe down plastic and leather furniture			X							
22	Clean and disinfect handsets of phones					X					
24	Clean and disinfect surfaces of eating tables, children's chairs and high chairs including legs in multi-purpose room and in classroom	X									
23	Perform high and low dusting (i.e, door sashes, tops of partitions, high cabinets, ledges, vents, and hanging light fixtures) Cobwebs are to be removed to the extent that they can be removed with an extendible pole and only to the extent that special equipment is not required					X					
24	Clean all doors (both sides) in buildings, including glass inserts, to the height of ten (10) feet				X						
25	Clean exterior of air duct receptacles					X					
26	Clean all interior metal fixtures and surfaces, including door push and kick plates and pulls				X						
27	Polish all interior metal fixtures and surfaces, including door push and kick plates and pulls						X				
28	Thoroughly clean Venetian and verticals blinds							X			
29	Dust all mini blinds				X						
	RESTROOMS										
30	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X									

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M: monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION  
Child Development Center & opt 1

	Designation	ROUTINE								
		D	2XW	W	2XM	M	Q	2XY	A	IFN
31	Remove all scale using approved non-abrasive material		X							
32	Spot clean and dust walls, partitions, splash-plates, windowsills, doors, and related structures	X								
33	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X								
34	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfectant	X								
35	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X								
36	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X						
37	Clean exterior of air duct receptacles					X				
38	Steam clean and reseal grout								X	
	CORRIDORS AND LOBBY									
39	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X								
40	Clean and disinfect wastebasket			X						
41	Vacuum all carpeted surfaces and ceramic	X								
42	Wet mop and buff vinyl composite tile floor and shampoo carpeted surfaces					X				
	GLASS									
43	Clean each side of glass walls					X				
	KITCHENS									
44	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator, and warming tray exterior	X								

Legend:

D: Daily; 2XW: twice a week; W weekly; 2XM twice a month; M: monthly; Q: quarterly; 2XY twice a year; A: annually; IFN: if necessary

JANITORIAL SPECIFICATION  
*Child Development Center & opt 1*

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
45	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves			X							
46	Remove mats prior to mopping. Replace after floor is dry			X							
	Dust mop wet, mop tile floors										
47	Scrub, strip and wax tile floors							X			
	CHILD DEVELOPMENT CENTER OPTION 1										
48	Special functions or rentals may require additional cleaning off hours. To be at hourly rate under Option #1 in Bid Package										

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JANITORIAL SPECIFICATION  
Recreation Center & opt 2

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	OFFICES AND MEETING ROOM ACTIVITY ROOM										
1	Mop floors with treated dust mop,	X									
2	Wet mop vinyl composite tile	X									
3	Clean and sanitize drinking foundations	X									
4	Spot clean fingerprints and other marks from woodwork, walls, doors and the inside surfaces of exterior windows	X									
5	Spot clean walls, doors, doorframes and counters	X									
6	Empty and sanitize all trash and garbage. Vacuum all carpeted surfaces	X									
7	Spot clean spills or other spots on all upholstered furniture, carpets, landings including mats beneath desks and “walk-off” mats, using a method approved by the City. Disinfectants/deodorizers to be used	X									
8	Empty all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bins specifically for recycled paper. Replace liners if necessary	X									
9	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans.			X							
10	Turn all lights off (except designated night lights or those in areas being used by employees or the pubic)	X									
11	Dust with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills and counters	X									
12	Clean all studio mirrors	X									
13	Buff and reseal VCT floors								X		
14	Wash all mini blind							X			

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JANITORIAL SPECIFICATION  
Recreation Center & opt 2

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
15	Dry clean, sanitize and deodorize entire carpets area							X			
16	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
17	Clean and polish metal chairs and wooden furniture			X							
18	Wipe down plastic and leather furniture			X							
19	Clean and disinfect handsets of phones			X							
20	Perform high and low dusting (i.e., door sashes, tops of partitions, high cabinets, ledges, vents, and hanging light fixtures). Cobwebs are to be removed to the extent that they can be removed with an extendible pole only to the extent that special equipment is not required					X					
21	Clean all interior glass (both sides) in buildings, to the height of ten (10) feet.			X							
22	Clean exterior of air duct receptacles					X					
23	Clean all interior metal fixtures and surfaces, including door push and kick plates and pulls				X						
24	Polish all interior metal fixtures and surfaces, including door push and kick plates and pulls						X				
25	Thoroughly clean Venetian and vertical blinds							X			
26	Dust mini blinds				X						
27	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
28	Vacuum and dust all fabric walls and partitions								X		

Legend:

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JANITORIAL SPECIFICATION  
Recreation Center & opt 2

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
	<b>RESTROOMS</b>										
29	Clean and disinfect restroom fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X									
30	Remove all scale using approved non-abrasive material	X									
31	Spot clean and dust walls, partitions, splash plates, windowsills, doors and related structures	X									
32	Empty and wipe down waste and sanitary containers, dispose of contents, replace paper products	X									
33	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfectant	X									
34	Report burned out light bulbs, graffiti and other abnormal situations to the designated Facility Coordinator		X								
35	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions					X					
36	Clean exterior of air duct receptacles										
	<b>CORRIDORS AND LOBBY</b>										
37	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X									
38	Spot clean all spills using a wet mop and neutral (ph7 or 8) cleaner	X									
39	Spot clean disinfect wastebasket		X								
40	Vacuum all carpeted surfaces and ceramic tiles		X								
41	Wet mop and buff vinyl composite tile floor and shampoo carpeted surfaces								X		
	<b>KITCHEN AND CAFETERIA</b>										
42	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator, and warming tray exterior surfaces	X									

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JANITORIAL SPECIFICATION  
Recreation Center& opt 2

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
43	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves if needed			X							
44	Dust mop tile floors	X									
45	Wet mop tile floors	X									
46	Scrub, strip and wax tile floors						X				
	RECREATION DEPARTMENT OPTION 2										
47	Off-site janitorial service: Separate location for Recreation Department is at the Bridgecourt Room for cleaning and emptying the trash. Hours are available for cleanup to be determined										
48	Off-site janitorial service: Separate location for Recreation Department is at the Doyle Hollis Park for cleaning, stocking, emptying the trash and lock-up.	X									

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JANITORIAL SPECIFICATION  
Police Station

	Designation	ROUTINE								
		D	2XW	W	2XM	M	Q	2XY	A	IFN
	<b>OFFICES AND MEETING ROOM</b>									
1	Mop hardwood floors with treated dust mop	X								
2	Clean and sanitize drinking fountains	X								
3	Spot clean fingerprints and other marks from woodwork, walls, doors (includes glass doors), and glass partitions, and the inside surfaces of exterior windows	X								
4	Spot clean walls, doors, doorframes, and counters	X								
5	Vacuum all carpeted surfaces	X								
6	Spot clean spills or other spots on all upholstered furniture, carpets, including elevator cabs, stairways, and landings, and mats beneath desks and "walk-off" mats, using a method approved by the City.	X								
7	Empty all wastebaskets and carry trash to specified containers. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary.	X								
8	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans.						X			
9	Turn all lights off (except designated night lights or those in areas being used by employees or the public).	X								
10	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills, and counters.		X							
11	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator or SAA.	X								
12	Clean and polish metal chairs, and wooden furniture.			X						
13	Wipe down plastic and leather furniture.			X						
14	Thorough vacuum and spot clean upholstered furniture.			X						
15	Clean all whiteboard when requested								X	
16	Clean and disinfect handsets of phones					X				
17	Clean all glass doors (both sides) in buildings, including glass partitions, to the height of ten (10) feet.			X						
18	Clean stair railings and spot clean staircase					X				

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JANITORIAL SPECIFICATION  
Police Station

	Designation	ROUTINE								
		D	2XW	W	2XM	M	Q	2XY	A	IFN
19	Clean exterior of air duct receptacles					X				
20	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates.						X			
21	Dust mini blinds					X				
22	Thoroughly clean Venetian and vertical blinds							X		
23	Vacuum and dust all fabric windows coverings (drapes shades etc.)							X		
24	Vacuum and dust all fabric walls and partitions								X	
	MULTI PURPOSE ROOM									
25	Spot clean fingerprints and other marks from woodwork, walls, doors (includes glass doors), and glass partitions, and the inside surfaces of exterior windows.				X					
26	Spot clean walls, doors, doorframes, and counters				X					
27	Vacuum all carpeted surfaces	X								
28	Spot clean spills or other spots on all upholstered furniture, carpets, including stairways, and landing, and mats beneath desks and "walk-off" mats, using a method approved by the City	X								
29	Empty all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Replace liners if necessary	X								
30	Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans						X			
31	Turn all lights off (except designated night lights or those in areas being used by employees or the public)	X								
32	Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills, and counters				X					
33	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator				X					

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JANITORIAL SPECIFICATION  
Police Station

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
34	Clean and polish metal chairs and wooden furniture				X						
35	Wipe down plastic and leather furniture				X						
36	Clean all glass doors (both sides) in buildings, including glass partitions, to the height of ten (10) feet					X					
37	Clean and polish all interior metal fixtures and surfaces, including door push/pull and kick plates						X				
38	Dust mini blinds					X					
39	Thoroughly clean Venetians and vertical blinds							X			
40	Vacuum and dust all fabric window coverings (drapes shades etc.)							X			
41	Vacuum and dust all fabric walls and partitions								X		
	RESTROOMS AND SHOWERS										
42	Clean and disinfect restroom fixtures, showers, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats	X									
43	Remove all scale using approved non-abrasive materials.	X									
44	Spot clean and dust walls, partitions, splash-plates, windowsills, doors and related structures	X									
45	Empty and wipe down wasted and sanitary containers, dispose of contents, replace paper products	X									
46	Clean entrance doors, remove hand prints from push-plates and sanitize, wash, scrub and disinfect all showers with approved non-toxic germicidal disinfect	X									
47	Report burned out light bulbs, graffiti, and other abnormal situations to the designated Facility Coordinator	X									
48	Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions			X							
49	Clean exterior of air duct receptacles					X					
50	Dust mop tile floors	X									

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JANITORIAL SPECIFICATION  
Police Station

	Designation	ROUTINE									
		D	2XW	W	2XM	M	Q	2XY	A	IFN	
51	Wet mop tile floors	X									
52	Scrub, strip and wax tile floors								X		
	COMMUNAL AREAS, CORRIDORS, STAIRS, STAIRS LANDING AND LOBBY										
53	Empty all wastebaskets and carry trash to specified containers at each site. Replace liners if necessary	X									
54	Spot clean all spills using a wet mop									X	
55	Wet mop tile floors	X									
56	Dust mop tile floors	X									
57	Clean and disinfect wastebasket			X							
58	Vacuum all carpeted surfaces	X									
59	Wax tile floors					X					
60	Scrub, strip and wax tile floor and shampoo carpeted surfaces						X				
61	Dust stair banister										
	KITCHEN AND COPY ROOM										
62	Clean all sinks and counters and adjacent walls and cabinets, as well as exterior of stove, microwave oven, dishwasher, refrigerator and warming tray	X									
63	Polish kitchen appliances and stainless steel to restore original finish. Clean interior of microwaves if needed			X							
64	Dust mop tile floors	X									
65	Wet mop tile floors	X									
66	Scrub and wax tile floors						X				
	ELEVATOR										
67	Clean "push button panel" and inside walls		X								
68	Vacuum carpeted surfaces		X								
69	Clean doors inside and outside including "call button panel"		X								

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twice a year; A: annually; IFN: if necessary



## ADDITIONAL STANDARDS

Additional Standards (include with Janitorial Specifications frequency of services chart)

The following standards are provided as both a basis for all in-house work the City of Emeryville conducts as well as for inclusion in any contract janitorial service the City may undertake.

1. Trash Removal – Trash receptacles will be emptied, cleaned and left daily free of sludge, deposits, dirt, streaks and odors both inside and out. The term “trash receptacles” refers to receptacles used for collection of waste paper and debris, including swing top containers, wastebaskets and similar containers. All trash receptacles will have a new plastic trashcan liner installed after the trash is removed and the receptacle cleaned as described in the Janitorial Specifications frequency of services chart. Besides moving and disposing of trash from containers, the Contractor will have removed and disposed of any trash in boxes, bags or other items marked “trash” and placed next to trash containers or in hallways. All trash and other waste collected shall be disposed of in appropriate refuse containers for pick up and disposal. This shall include disposal of recycling content in the proper refuse containers supplied by the garbage company.
2. Floor Maintenance – floors will be cleaned in accordance with the following standards to maintain safe, sanitary conditions, present a pleasing appearance, and to protect them from damage.

NOTE: Janitorial company should determine type of cleaner, no-wax solution, wax, etc., that should be applied according to the type of flooring present at each location, unless specified.

- a. Dust Mopping/Sweeping. A properly swept floor, elevator, and stairway is free of all dust, streaks, dirt, cobwebs, grit, lint and debris to include, but not limited to, corners, behind doors, under desks, tables, benches, other furniture (except permanently located equipment such as copiers and filing cabinets that have full floor bearing). Removal of chewing gum and other foreign matter is considered a portion of sweeping.
- b. Damp Mopping. A satisfactorily damp mopped floor has an evenly cleaned surface that is free of dirt, dust, mop marks, smears, film, residue, streaks, debris, or other standing water. All mop marks on baseboards or furniture will be removed. When floors cannot be cleaned satisfactorily by damp mopping, they must be scrubbed.
- c. Vacuuming – A properly vacuumed floor, rug, carpet, elevator and stairway is free of all dust, dirt, cobwebs, grit, lint and including but not limited to debris corners, behind doors, under desks, tables, benches, other furniture (except permanently located equipment such as copiers and filing cabinets that have full floor bearing). Removal of chewing gum and other foreign matter is considered a portion of vacuuming.
- d. Stripping of Waxed/Sealed Surfaces. A properly stripped surface has all wax/sealer removed to the flooring material. The floor is left free of all dirt and stains.



- e. Waxing – A properly waxed floor will have even coatings of slip-resistant wax. The floor will be clean and bright, even in corners and under furniture. The appropriated wax for each flooring surface will be used.
- 5. Walk-Off Mat Cleaning – A properly cleaned walk-off mat is free of dirt, streaks, stains and spots. Carpet-type entrance mats will be vacuumed to remove soil, and grit and to restore resiliency of carpet pile. Soil and moisture underneath mats will be removed and mat returned to their original location.
- 6. Furniture Care – Properly cared for furniture and wall hangings will be free of all dust, Streaks, surface, dirt, spots smudges, oily film, lint and cobwebs. Furniture includes desks, tables, chair bookcases, file cabinets and other similar items.