

## **AGREEMENT FOR JANITORIAL SERVICES**

**THE STATE OF TEXAS   §  
                                     §  
COUNTY OF DALLAS   §**

### **KNOW ALL MEN BY THESE PRESENTS**

This **AGREEMENT FOR JANITORIAL SERVICES** (“Agreement”) is made and entered into as of the Effective Date by and between the **CITY OF FARMERS BRANCH, TEXAS**, (“City”), a Texas home rule municipality and **ABM JANITORIAL SERVICES – SOUTH CENTRAL, INC.** (“Contractor”), a California corporation. City and Contractor are sometimes hereafter referred to collectively as “the Parties” or individually as “Party.”

### **WITNESSETH:**

**WHEREAS**, City desires to contract with Contractor for the performance of the Services as hereinafter defined; and

**WHEREAS**, Contractor has agreed to perform the Services for the compensation stated herein;

**NOW, THEREFORE**, City and Contractor, in consideration of the terms, covenants and conditions herein contained, do hereby agree as follows:

### **ARTICLE I TERM AND RENEWAL OF AGREEMENT**

**Section 1.1   Initial Term.** This Agreement shall commence and become effective on November 1, 2016, and, unless extended or terminated earlier in accordance with the provisions of this Agreement, shall end on October 31, 2017 (“the Initial Term”).

**Section 1.2   Renewal Periods.** This Agreement may be renewed for three (3) additional periods of one (1) year each (“the Renewal Period” or collectively “the Renewal Periods”) by mutual agreement of the Parties. City shall provide Contractor written notice of intent to renew on or before July 1, 2017, with respect to extension of the term for the first Renewal Period, and on or before July 1<sup>st</sup> of each subsequent year for each subsequent Renewal Period. Notwithstanding the notice period set forth above, nothing herein shall be construed as prohibiting the Parties from mutually agreeing to an extension of this Agreement even if City provides later notice to Contractor of the desire to renew the term for the next Renewal Period. Except where otherwise indicated, each Renewal Period shall be subject to the same provisions of this Agreement.

## **ARTICLE II**

### **SCOPE OF SERVICES; COMPENSATION**

#### **Section 2.1    Scope of Services.**

A. Contractor shall perform all work and services, as set forth in the Scope of Services set forth in Exhibit "A," attached hereto and incorporated herein by reference ("the Services"). In the event of any conflict between the provisions of the main body of this Agreement and those set forth in Exhibit "A," the provisions of the main body of this Agreement shall control.

B. Contractor shall perform the Services in accordance with the best possible work standard and in a manner satisfactory and acceptable to City.

C. For purposes of this Agreement, City's representative shall be City's Fleet and Facilities Director ("the Director") or the Director's designee. Any dispute arising hereunder shall be submitted to the Director, whose decision in the matter shall be final and binding.

D. Contractor shall furnish all supplies and equipment required and necessary for the performance of the Services, including, but not limited to, all equipment for floor care, cleaning supplies, custodial tools, safety devices, dust control products, plastic trash can liners, paper towels, toilet tissue, and hand soap to the extent set forth in the Scope of Services. All supplies and equipment used shall be of the highest quality.

**Section 2.2    Special or Emergency Cleaning.** When requested by Director to clean any area required for a special occasion or if cleaning is necessary because of an emergency or accident, Contractor shall furnish all labor and supervision required to fulfill the request. Contractor shall be compensated for the services provided pursuant to this Section 2.2 at the rates for similar services set forth in the Fee Schedule.

#### **Section 2.3    Compensation.**

A. Subject to additions or deletions for charges or extras agreed upon in writing, City agrees to compensate Contractor for performance of the Services in accordance with Exhibit "B," attached hereto and incorporated herein by reference ("Fee Schedule"). Contractor shall submit monthly statements for the Services rendered setting forth a description of the Services provided for the period of time covered by the invoice. City agrees to pay Contractor the amount invoiced not later than thirty (30) days following receipt of the invoice from Contractor.

B. City may deduct from any amounts due or to become due to Contractor any sum or sums owed by Contractor to City. In the event of any breach by Contractor of any provision or obligation of this Agreement, or in the event of the assertion by other parties of any claim against City arising out of Contractor's performance of this Agreement, City shall have the right to retain out of any payments due; or to become due, to Contractor an amount sufficient to completely protect City from any and all loss, damage or expense therefrom, until the claim has been satisfactorily remedied or adjusted by Contractor.

C. Effective with each Renewal Period, if exercised, Contractor may increase the amounts set forth in the Fee Schedule by an amount not to exceed the percentage increase in the U.S. Department of Labor's Consumer Price Index for all Urban Consumers-Dallas/Ft. Worth Area (CPI-U:D/FW)("the Index") published for July 2016 and the Index published for the July immediately prior to the Renewal Period for which the increase would be in effect. Notwithstanding the foregoing, in no case shall an increase in the Fee Schedule for any Renewal Period be greater than five percent (5%) of the amount charged for the Initial Period or the immediately prior Renewal Period.

D. Nothing in this Section 2.3 shall require City to pay for any work that is unsatisfactory as determined by the Director. City shall not be required to make any payments to Contractor when Contractor is in default under this Agreement, nor shall acceptance by City or payment by City for any portion of the Services constitute a waiver of any right, at law and at equity, which City may have if Contractor is in default, including the right to bring legal action for damages or to force specific performance of this Agreement.

### **ARTICLE III STANDARDS FOR PERFORMANCE; PERSONNEL**

**Section 3.1 Time for Performance.** Contractor understands, acknowledges and agrees (i) the Services shall be completed in strict compliance with the Scope of Services and (ii) failure of Contractor to complete the Services in accordance with the Scope of Services shall constitute a material breach of this Agreement.

**Section 3.2 Number of Personnel.** Contractor shall employ at all times during the term of this Agreement a sufficient number of experienced employees to adequately perform the Services within the times required by the Cleaning Schedule.

**Section 3.3 Performance Standards.** In addition to any standards set forth in the Scope of Services, the Services shall be performed in accordance with the minimum performance standards set forth in the Scope of Services

**Section 3.4 Contractor's Employee Conduct.** Contractor's employees that perform the Services on City's property shall conform to the following:

A. Contractor's employees and personnel shall be of good moral character and temperament.

B. At least one person performing the Services at each of City's buildings must speak and understand English.

C. Contractor agrees that all work shall be directed and supervised by experienced personnel, and that its supervisors shall, at such times agreed to by Director, make regular inspection of the City's buildings daily to insure proper and complete performance of the Services by Contractor's employees.

D. Contractor's employees under the influence of, or appearing to be under the influence of, alcohol or drugs shall not be permitted in any building.

E. No loud or boisterous conduct by Contractor's employees will be permitted.

F. Contractor's employees shall not open desk drawers or cabinets at any time except as necessary to retrieve or replace equipment and/or supplies related to providing the Services.

G. Contractor's employees shall not use or tamper with any office machines, equipment or City employees' personal property at any time.

H. Unless necessary to call 9-1-1 in an emergency situation, Contractor's employees shall not use City telephones at any time.

I. Contractor's employees shall not smoke in City buildings.

Upon written request by City, Contractor will remove from service any employee assigned to City's premises who has engaged in improper conduct, including without limitation, a breach of City policies or failure to perform the duties herein, provided such request is in accordance with applicable laws.

**Section 3.5 Employee List.** Upon the request of City, Contractor shall provide to City a list of all employees that will be assigned to perform the Services, which list shall include for each employee:

A. Full name;

B. Date of birth;

C. Social Security number;

D. Valid driver's license number, for those employees who hold a driver's license; and

E. Such other information sufficient to establish the employee is authorized under federal law to be employed in the United States of America. Contractor's list of employees assigned to perform the Services must be current at all times during the term of this Agreement.

**3.6 Employee ID's.** All of Contractor's employees working in City's buildings must wear a photo I.D. badge showing:

A. Contractor's name;

- B. Contractor's address and phone number;
- C. The employee's current photo; and
- D. The employee's name.

**3.7 Contractor's Supervisors.** Contractor shall assign no less than one (1) qualified supervisor to be physically present during the performance of the Services to supervise the Contractor's employees and to ensure adherence to the Cleaning Schedule. Contractor's supervisor shall be responsible for all keys assigned to unlock spaces and for the security of City's buildings while performing the Services. Contractor's supervisor will make certain that all doors are securely locked prior to leaving each night upon completion of the Services. Contractor's supervisors shall be directly responsible for the conduct and performance of the Contractor's employees and compliance with the provisions of this Agreement.

**3.8 No Subcontracting.** Every person providing regular daily, weekly, and monthly Services pursuant to this Agreement must be directly employed by Contractor. At no time shall Contractor subcontract or assign any rights or obligations of this Agreement unless approved in writing by City.

**3.9 Holidays.** Contractor is not obligated to perform the Services on the following holidays for night crew: New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

#### **ARTICLE IV MISCELLANEOUS OPERATIONAL PROCEDURES**

**Section 4.1 Security Procedures.** Director agrees to provide Contractor with written instructions as to the procedure for maintaining security of City's Buildings. Contractor shall be responsible for providing and explaining such written instructions to all of Contractor's employees and personnel performing the Services.

**Section 4.2 Keys.** A written list of all City master keys shall be maintained by Contractor and accounted for by Contractor at all times. Contractor shall not make, or allow to be made, any duplicates of the keys provided by City.

**Section 4.3 Equipment Storage.** City agrees to provide space on-site for all cleaning equipment supplied by Contractor which remains on the job site during the term of the Agreement.

**Section 4.4 Warranty.** Contractor warrants that all goods used in the performance of the Services shall conform to the proposed specifications and/or all warranties as stated and be free from all defects in material, workmanship, and title.

## **ARTICLE V TERMINATION AND DEFAULT**

**Section 5.1 Termination.** This Agreement may be terminated prior to the end of the Initial Term or the end of any Renewal Period as follows:

A. City may terminate this Agreement immediately upon providing notice to Contractor in the event Contractor fails to cure a default of this Agreement on or before the thirtieth (30<sup>th</sup>) day following the prior delivery of written notice to Contractor detailing the nature of the default.

B. City may terminate this Agreement on the fifth (5<sup>th</sup>) day following the delivery of written notice to Contractor on Contractor's failure to comply with the Scope of Services on more than three occasions during any twelve (12) consecutive month period;

C. In the event Contractor fails to comply or becomes disabled and unable to comply with the provisions of this Agreement as to the quality or character of the services or time of performance, and the failure is not corrected within (10) days after written notice by City to Contractor to cure such default, City may, at its sole discretion and without prejudice to any other right or remedy, by written notice to Contractor, terminate this Agreement and be relieved of the payment of any further consideration to Contractor except for all work determined by City to be satisfactorily completed prior to termination. In the event of such termination, City may proceed to complete the services in any manner deemed proper by City, either by the use of its own forces or by contracting with others. Furthermore, Contractor shall be liable for all costs in excess of the total Agreement price under this Agreement incurred by City to complete the Services herein provided for and the costs so incurred may be deducted and paid by City out of such moneys as may be due or that may thereafter become due to Contractor under and by virtue of this Agreement.

D. Contractor may terminate this Agreement immediately upon providing notice to City in the event City fails to cure a default for nonpayment on or before the thirtieth (30<sup>th</sup>) day following the prior delivery of written notice to City.

**5.2 City Provision of Supplies, etc.** City may, without terminating this Agreement or taking over performance of the Services, furnish the necessary materials, equipment, supplies, and/or help necessary to remedy the situation, at the expense of Contractor.

## **Article VI Miscellaneous**

**6.1 Entire Agreement.** This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

**6.2 Assignment.** Contractor may not assign this Agreement in whole or in part without the prior written consent of City. In the event of an assignment by Contractor to which City has consented, the assignee shall agree in writing with City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

**6.3 Successors and Assigns.** Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the parties to it and their respective successors and assigns.

**6.4 Governing Law.** The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in State court located in Dallas County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said Court.

**6.5 Amendments.** This Agreement may be amended only by the mutual written agreement of the Parties.

**6.6 Severability.** In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

**6.7 Independent Contractor.** It is understood and agreed by and between the Parties that Contractor, in performing the Services and other obligations of this Agreement, is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Contractor pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Contractor shall supervise the performance of the Services and shall be entitled to control the manner and means by which the Services are to be performed, subject to the terms of this Agreement.

**6.8 Notice.** Any notice required or permitted to be delivered hereunder must be in writing and may be sent by first class mail, overnight courier or by confirmed facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and, shall be deemed delivered upon actual receipt or, if mailed, on the third (3<sup>rd</sup>) business day after placing the notice in the United States mail:

If intended for City, to:

City of Farmers Branch, Texas  
Attn: Facilities and Fleet Director  
13000 William Dodson Parkway  
Farmers Branch, Texas 75234

With copy to:

Peter G. Smith  
Nichols, Jackson, Dillard, Hager & Smith, LLP  
500 N. Akard, Suite 1800  
Dallas, Texas 75201

If intended for Contractor:

ABM Janitorial Services-South Central, Inc.  
1450 Regal Row  
Dallas, Texas 75247

**6.9 Counterparts.** This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

**6.10 Exhibits and Recitals.** The recitals and exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

**6.11 Indemnification.** CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF CONTRACTOR, ITS OFFICERS, EMPLOYEES, OR AGENTS PURSUANT TO THIS AGREEMENT. CONTRACTOR HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY. CONTRACTOR AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE CONTRACTOR'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF CONTRACTOR, ITS OFFICERS, DIRECTORS, SERVANTS, AGENTS, EMPLOYEES, OR REPRESENTATIVES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO SOLE NEGLIGENCE OF THE CITY). IF ANY ACTION OR PROCEEDING SHALL BE BROUGHT BY OR AGAINST CITY IN CONNECTION WITH ANY SUCH LIABILITY OR CLAIM (EXCEPT WHEN SUCH LIABILITY OR CLAIM ARISES FROM OR IS ATTRIBUTED TO SOLE NEGLIGENCE OF THE CITY), CONTRACTOR, ON NOTICE FROM CITY, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT CONTRACTOR'S EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO CITY. CONTRACTOR'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY CONTRACTOR UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.



## **6.12 Insurance.**

A. Contractor shall, during the term of this Agreement, maintain in full force and effect the following insurance:

(1) a policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to Contractor's performance of the Services with a minimum combined single limit of not less than \$1,000,000 per occurrence for injury to persons (including death), and for property damage;

(2) policy of automobile liability insurance covering any vehicles owned and/or operated by Contractor, its officers, agents, and employees, and used in the performance of this Agreement; and

(3) statutory Worker's Compensation Insurance covering all of Contractor's employees involved in the provision of services under this Agreement.

B. All insurance and certificate(s) of insurance shall contain the following provisions:

(1) name the City, its officers, agents and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance;

(2) provide for at least thirty (30) days prior written notice to City for cancellation, non-renewal, or material change of the insurance;

(3) provide for a waiver of subrogation against City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

C. All insurance companies providing the required insurance shall either be authorized to transact business in Texas and rated at least "A" by AM Best or other equivalent rating service, or approved by City's Risk Manager.

D. A certificate of insurance evidencing the required insurance shall be submitted to the City prior to commencement of services.

**6.13 Conflicts of Interests.** Contractor represents that no official or employee of City has any direct or indirect pecuniary interest in this Agreement.

**6.14 Force Majeure.** The performance of a Party shall be subject to any event of Force Majeure, but only for so long as the event reasonably prevents the Party's performance, and then only if the Party not performing as a result of the event of Force Majeure provides

written notice to the other Party not later than two (2) business days after the onset of the event. For purposes of this Agreement, “Force Majeure” shall mean any contingency or cause beyond the reasonable control of a Party, as applicable, including, without limitations, acts of God or the public enemy, war, riot, civil commotion, insurrection, adverse weather, government or de facto governmental action or inaction (unless caused by negligence or omissions of such Party), fires, explosions, floods, strikes, slowdowns or work stoppages, shortage of materials and labor.

**6.15 Attorney Fees.** The Parties expressly covenant and agree that in the event of any litigation arising between the Parties to this Agreement, that each Party shall be solely responsible for payment of its attorneys and that in no event shall either Party be responsible for the other Party’s attorney’s fees regardless of the outcome of the litigation.

**6.16 Effective Date.** This Agreement shall be effective on the last date that (i) the authorized representatives of all of the Parties have signed this Agreement, (ii) all insurance certificates required by Section 6.12 have been delivered to City, and (iii) Contractor has completed and delivered to City a Form 1295 Certificate of Interested Parties in accordance with Texas Government Code §2252.908 and the rules of the Texas Ethics Commission (“the Effective Date”).

*(signatures on following page)*

**SIGNED AND AGREED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF FARMERS BRANCH, TEXAS

By: \_\_\_\_\_  
Charles Cox, City Manager

ATTEST:

\_\_\_\_\_  
Amy Piukana, City Secretary

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Peter G. Smith, City Attorney

**SIGNED AND AGREED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ABM Janitorial Services-South Central, Inc.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A  
SCOPE OF SERVICES**

**FARMERS BRANCH CITY FACILITIES**

**GENERAL SPECIFICATIONS FOR ALL FACILITIES**

**SERVICES PERFORMED DAILY:**

At minimum, Contractor agrees to perform the following custodial and cleaning maintenance services pursuant to this Agreement on a daily basis. Locations to be serviced include, but may not be limited to, office space, lavatories, corridors, lobbies, stairways, elevators, offices, break rooms, and public areas. Such services will be provided in accordance with the frequency schedule listed below:

(Site Specific scope of work and information is notated on all attached)

1. Empty waste receptacles using a cart or barrel for collection in each office. Leaking trash bags create stains that are difficult to remove. Clean and damp dust all waste receptacles and remove all waste and rubbish from the premises nightly to designated locations. Wash receptacles as necessary. Remove and replace trash liners as needed to prevent odors, spills or any offensive appearance.
2. Empty all desk side receptacles marked "RECYCLING" and dispose of contents at the outside bin marked "RECYCLE." No trash shall be placed in the recycling dumpsters at any time. All recycling trash/debris must be disposed of in clear trash bags/liners, unless the items are too large for bags/liners.
3. Empty all external ashtrays; screen sand all urns nightly and supply or replace sand as necessary and applicable. Replacement sand will be provided by Vendor.
4. Vacuum all rugs and carpeted areas in office, break rooms, lobbies and corridors.
5. Dust and wipe clean with damp or treated cloth all office furniture, file cabinets, fixtures, window sills, and other horizontal surfaces, including high surfaces such as top of desk hutches.  
Remove all finger marks and smudges from all vertical surfaces, including doors, windows, and frames, around light switches.
6. Elevator cabs are to be cleaned and vacuumed nightly.
7. Elevator exterior doors will be wiped down.
8. All stainless steel/brass in Elevators will be wiped down with appropriate cleaner.
9. Clean, sanitize, and polish all drinking fountains.
10. Sweep all uncarpeted floors and stairways, employing dust control techniques.
11. Damp mop spillage in office, corridors, public areas, and break rooms.
12. Dust tops of picture frames, wall hangings, and other wall accessories.
13. Do not remove items on desks, file cabinets, credenzas or shelving while cleaning. Do not unplug computers, typewriters, copy machines, or other electrical equipment.
14. Discard only the contents in the waste containers. No other items are to be thrown away without express instructions of the building occupants.
15. Occupant doors found locked upon arrival are to be locked after the area has been cleaned.

16. At no time is Contractor to assist entry of anyone other than Contractor's employees into any building.
17. Lights are to be turned off upon completion of cleaning unless the workspace is occupied or designated to be left on.
18. Spot wash all glass, including doors and inside of interior glass windows, including glass furniture tops.
19. Clean all break room tables and chairs and wash tabletops. Clean under all kitchen appliances and countertop items.
20. Clean break room sinks daily and polish dry. (Do Not Wash Dishes Left In Sink!!)
21. Sweep exterior entrances to building and vacuum adjacent mats.
22. Clean all interior and exterior surfaces of elevators including doors and floor tracks. Polish metal surfaces sweep/mop or vacuum interior.
23. All trash carts, custodial carts, storage areas, etc. shall be kept clean and orderly. Contractor shall furnish all associated trash carts and equipment needed for transporting to proper locations.
24. Janitorial closets are to be kept in a clean and orderly manner. Must have MSDS book, periodic schedules and site specific work scope and all facilities work scope included at each facility. Paper items can be maintained in a hanging folder on the janitorial closet door. All containers shall have labels with exact chemical product within them. (MSDS Sheets are to be provided by Custodial Service Provider and maintained on site in facility manager's office which are in accordance with OSHA's recent GHS Classification and Labeling System.) (GHS = Globally Harmonized System)  
  
In addition, paper items described here are to be maintained at each building's reception area to include supervisor and account manager's contact information, along with that facilities' custodial staff's name, position and scheduled working times.
25. Daily inspections will be performed by custodial facility's Supervisor/Lead. Copies of all inspection reporting will be left for the corresponding building director. Janitorial service provider will provide on weekly inspection reports their recommendations, follow-up and corrective actions to be taken.

## **SERVICES PERFORMED WEEKLY**

At minimum, Contractor agrees to perform the following custodial and cleaning maintenance services pursuant to this Agreement on a weekly basis.

1. Wet mop and spray buff with high speed buffing machine all hard surface floors to a high gloss removing all black marks from flooring. Floors must be wet mopped and cleaned prior to buffing.
2. Sweep and wet mop all stair wells and dust handrails
3. Clean all baseboards to remove and prevent cobwebs, dirt and dust.
4. Clean all entrance glass doors, side windows both inside and outside, as well as all partition glass.
5. Clean inside of windows, sills and frames
6. Wipe down all doors, remove marks as necessary.
7. Wipe clean with disinfecting cloths all telephone receivers and dust bases.
8. Clean and polish interior of elevators.
9. Shampoo and extract elevator floors to remain presentable at all times.

### **SERVICES PERFORMED MONTHLY**

At minimum, Contractor agrees to perform the following custodial and cleaning maintenance services pursuant to this Agreement on a monthly basis.

1. Clean vents and light fixtures to remove dust and prevent cobwebs.
2. Clean all metal kick plates on doors to remove smudges, dirt and other debris.
3. Brush/vacuum all upholstered furniture and window blinds.
4. Polish furniture as necessary.
5. Clean all chair rungs and legs.
6. Rub down and clean metal and other high level bright work, interior and exterior.
7. Clean all work station areas including high and hard to reach areas up to 6'
8. Spray buff all hard surface flooring throughout the buildings.

### **SERVICES PERFORMED QUARTERLY**

At minimum, Contractor agrees to perform the following custodial and cleaning maintenance services pursuant to this Agreement on a quarterly basis.

1. Wash interior windows, including cleaning of window sills, frames and dusting of window treatments
2. Clean all ceramic tiled floors, shower stalls and counter tops. Each must be deep cleaned to remove dirt, debris and cleaning residues and to maintain grout in original color.
3. Thorough machine scrubbing and rinsing of all tile and VCT floors in all facilities to remove old finishes and embedded dirt.
4. Refinish all tile floors with premium grade seal and wax per manufacturer's recommendations.

### **SERVICES PERFORMED BI-ANNUALLY & ANNUALLY**

At minimum, Contractor agrees to perform the following custodial and cleaning maintenance services pursuant to this Agreement on an annual or bi-annual basis.

1. It is suggested that all hard surface flooring is to be stripped and waxed/sealed on an annual basis. (Custodial Contractor will provide a rate per square foot within the current bid.)
  - a. VCT Flooring to be deep cleaned and polished annually.
2. It is suggested that all carpeting and non-specialty rugs be cleaned via hot water extraction or shampooing methods recommended by the carpeting manufacturers' specifications on a Bi-Annual basis. (Custodial Contractor will provide a rate per square foot within the current bid.)

### **NOTE:**

Security systems may be activated at several facilities. The custodial contractor will be responsible for deactivating it upon arrival, and ensuring it is reset prior to leaving the premises.

## **RESTROOMS – ALL FACILITIES**

### **SERVICES PERFORMED DAILY**

1. Sweep and mop all hard surface floors with an approved odor control disinfectant, grouted tile floors shall be cleaned to prevent accumulations of dirt and mildew. Application of grout sealant at vendor's expense is subject to approval by Contract Manager or his/her designate.
2. Clean and sanitize all mirrors, chrome and stainless steel. Polish to a shine.
3. Wash and disinfect with approved odor control disinfectant, all wash basins, urinals, and toilet bowls to remove stains and clean the underside of the rims on urinals and bowls including flush holes.
4. Wash both sides of toilet seats and base with antibacterial type approved disinfectant and wipe dry. Wash with disinfectant specifically for urine stains behind toilets and surrounding flooring to keep urine stains from accumulating.
5. Clean with disinfectant all partitions, tile walls, and outside surfaces of all dispensers (paper), including soap dishes and receptacles, to remove stains, streaks, watermarks and soil. Polish and sanitize to a shine.
6. Empty and sanitize all receptacles and sanitary napkin disposal, thoroughly clean and wash with disinfectant, replace liners.
7. Restock all toilet tissue, paper towel, air fresheners, and soap dispensers with approved products.
8. All urinals must have urinal screens and urinal mats to be supplied by the contractor. Urinal mats must be cleaned nightly and replaced or deep cleaned monthly.
9. Clean and disinfect showers including green discoloration.
10. Rinse/replace shower mats.
11. Wipe outside of lockers including tops and inside if empty.

### **SERVICES PERFORMED WEEKLY**

1. Clean and sanitize piping, toilet seat hinges, and other metal.
2. Clean and sanitize floor drain covers.
3. Thoroughly clean shower stalls with abrasive cleaner and treat with a disinfecting sanitizer

### **SERVICES PERFORMED MONTHLY**

1. Vacuum all ventilating grills, vents, and light fixtures to remove dust and prevent cobwebs.
2. Clean tile floor/walls and grout lines. Grout lines must be sealed annually or as determined by the City's contract manager.
3. Flush all floor drains with approved odor control disinfectant solution.

## **PRODUCT AND EQUIPMENT ACCEPTABILITY**

### **SUPPLIES AND MATERIALS**

Contractor shall furnish all supplies, materials and equipment necessary for the performance of work in this contract.

Supplies and materials shall be of high quality and acceptable to City. Contractor shall be responsible for furnishing plastic trash bags used in collecting trash and plastic bag liners for trash receptacles, urinal mats for each urinal in all buildings as well as feminine sanitary supplies for vending machines at City Hall, Library, Aquatic and Recreation Center. Contractor shall be responsible for replenishing supplies in all dispensers. (City will provide designated storage space to stock (on a rolling basis) toilet tissue, hand towels, liquid soap, trash receptacle plastic liners, etc.)

Contractor shall provide the Director with a list of the materials that will be provided on site. Any changes to supplies must be approved in writing before use by the Director. Material Safety Data Sheets shall be kept in all areas where materials and supplies are stored, in approved notebooks that are readily available to vendor and City staff.

Located at each City facility will be storage areas for additional paper products. Contractor will be responsible for maintaining stocked product. City's Facilities Services staff will have access to this area in case of emergency situations.

A list of specific area supplies specific to City that must be provided to fit the following dispensers:

1. PLEASE LIST ALL DISPENSER PRODUCT DESCRIPTIONS HERE AND ITS CORRESPONDING PRODUCT SUPPLY TO MAINTAIN STOCK.
  - a. Automated paper towel dispenser – varies by building
  - b. Fold up paper towel dispenser – varies by building
  - c. Toilet paper roll dispensers – varies by building
  - d. Hand soap dispensers – varies by building
  - e. Paper toilet seat cover dispensers
2. If vendor changes style, types or brands of disposal products paper towels, toilet tissue, soap, toilet seat covers, deodorizers, the vendor is responsible for providing new dispensers made specifically for the products, including the cost of installation and removal of replaced equipment.
3. All replacement equipment or replacement disposal products as identified above shall be approved by the owner's representative prior to implementation.

### **EQUIPMENT**

All necessary cleaning equipment, including commercial type power driven floor scrubber, carpet extraction machines, waxing, and high speed polishing machines, vacuum cleaners, and all necessary vehicles required for the performance of the work in this contract shall be provided by Contractor.

### **MANDATORY EQUIPMENT NEEDS**

The following major equipment is needed at all buildings and must remain in the buildings. City personnel for emergency situations may use this equipment clean up during the day.



1. Commercial upright vacuum cleaner and backpack unit
2. Mop/Mop Bucket
3. Push Broom/Dust Pan
4. Commercial wet/dry vacuum
5. Dusting equipment sufficient to reach all areas of the buildings
6. High speed floor buffing machine

## **QUALITY CONTROL REQUIREMENTS – STANDARD EXPECTATION LEVELS**

Services performed under this Agreement shall be subject to regular inspections by City representatives. This section outlines acceptable standards.

### **FLOOR CLEANING**

Baseboards, walls, doors, furniture, and equipment shall not be splashed, disfigured, or damaged during cleaning. Proper precautions shall be taken to advise building occupants of wet and/or slippery floor conditions. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions. Vendor must provide necessary warning signage to warn owner's staff and patrons of potential slip hazards.

Sweeping: Floor shall be swept clean, free of dirt streaks and no dirt shall be left in corners, behind doors, on stair treads, or under furniture or equipment. Likewise, exterior entrances shall be swept clean of all dirt and trash. During sweeping operations, gum, tar and other sticky substances shall be removed with a putty knife. In addition, spills and spots must be removed during the sweeping process. This operation shall be performed with a cotton mop that has been dampened with a neutral detergent solution.

Damp or Wet Mopping: Floors shall be damp or wet mopped to remove dirt and stains that cannot be removed by sweeping. Mopping should be completed so as to leave no water or soap spotting or residue. A cotton mop, mop bucket wringer, and a neutral detergent solution shall be used to remove the soil. Mops and buckets shall be cleaned after each use and kept odor free. Buckets shall not be stored with solutions left in them.

Mopping solution shall be changed frequently to ensure floors are being properly cleaned. Furniture and other equipment shall be moved to mop underneath and replaced in its original position.

Mopped water splashed on baseboards, doors, or furniture shall be removed immediately. On completion of mopping operation there shall be no soil, litter, splash marks, streaks, swirls, or mop strands visible. The floor shall present an overall appearance of cleanliness.

Spot Mopping: This operation shall include the removal of stains by spillage on small areas of floor surface, and when doors have been left open and rain, snow, or sleet has blown in, or other substances have been tracked in.

Sweeping: Sweep all floor surfaces thoroughly. Removal all gum and adhesive material.

Spray Buffing: A high speed buffing machine shall be used with a synthetic buffer pad attached thereto, and the surface shall be buffed only enough to harden the finish and bring the surface to desired luster.

Woodwork, baseboards, and furniture shall not be scarred or discolored by the buffing equipment or the solution used. Spray buffing solution shall not be applied to floors near than six (6) inches to the baseboard or non-movable fixtures.

Vacuuming of Carpet: Surface litters such as paper, gum, rubber bands, paper clips, etc. shall be picked up prior to vacuuming. A commercial heavy-duty upright carpet vacuum shall be used to remove obvious dust and soil from carpet. The carpeted floor, after vacuuming, shall be free of all visible litter and soil. In addition, movable furniture or equipment shall be tilted or moved to vacuum underneath or a portable vacuum with a crevice tool shall be used. In areas with permanent or stationary furniture and fixtures, a crevice tool shall be used to remove all dirt/dust from the edges of fixtures, etc. The carpeted floor after vacuuming shall be completely free of litter, soil and embedded grit.

Cleaning Office Furniture: Soil and dust shall be removed from office furniture. Metal desks, file cabinets, chairs, tabletops, etc., shall be dusted with clean wiping cloths and spots removed with sponge dampened in a neutral detergent solution. Vinyl covered furniture shall be cleaned with sponge or wiping cloth dampened in a neutral detergent solution. For hard to remove spots an approved cleaner shall be used. Wood furniture shall be dusted with treated dust cloths that have been sprayed with an approved polish and wiped to a shine with clean cloths.

Regular Dusting: All dust, lint, litter and dry soil shall be removed from horizontal surfaces and walls including office furniture, windowsills, shelves, etc., but items on desktops shall not be disturbed. Dusting shall be performed with clean dust cloths, and surfaces shall be dust free.

Spot Cleaning: Smudges, finger prints, marks and streaks shall be removed from washable surfaces, without scarring or discoloring the finish, by use of a sponge, clean cloth and spray bottle of neutral detergent. Germicidal cleaner solution shall be used in restrooms, eating areas, and drinking fountains. Glass cleaner shall be used on mirrors and windows. After spot cleaning, the surfaces shall have a uniform appearance free of spots, streaks and removable soil.

Washing of Interior and Exterior Glass: Smudges, oily film, dust and soil shall be removed from interior glass and mirrors by cleaning with glass cleaner solution, squeegee, and wiping cloths. Glass cleaner splash and drip marks shall be removed from adjacent surfaces. Glass surfaces shall be rinsed of detergent residue. All necessary precautions shall be taken to assure that safety regulations prescribed by OSHA and the City's representative is followed.

Trash Removal: All wastebaskets shall be emptied and returned to their initial location. Boxes, cans, papers and other trash placed near a trash receptacle and marked "TRASH" shall be removed and emptied directly into a designated trash dumpster, receptacle or area. Soiled or torn plastic wastebasket liners shall be replaced. Sand in cigarette butt urns shall be strained to remove all debris. Both the exterior and interior of wastebaskets and trash containers shall be damp wiped with germicidal detergent solution from a spray bottle using a sponge or cloth as needed. Trash receptacles that have accumulations of debris must be removed from their location and thoroughly cleaned to prevent odor and insect infestations. Trash receptacles that are supplied with lids, the lids must be cleaned to remove all spills and accumulations of food or other substances daily.

Entrance Mats: Carpet mats shall be vacuumed with commercial heavy-duty upright vacuum machine. Entrance mats of rubber or polyester shall be swept, shaken, vacuumed or washed. Entrance mats shall be lifted and soil and moisture underneath shall be removed.

Elevators: Smudges, fingerprints, gum, marks and graffiti shall be removed from interior, exterior surfaces and railings. Floors shall be cleaned in the same manner as other types of floor coverings as specified herein.

Restrooms:

- (1) *Germicidal:* Using an approved germicidal, detergent solution, completely sanitize restroom; to include floors, walls to ceiling, partitions, doors, and fixtures. Other cleaning materials specified herein shall be in addition to the germicidal.
- (2) *General:* Schedule of clean restrooms shall include sweeping, mopping, and scrubbing as necessary of floors, cleaning of mirrors, cleaning of nickel and chrome hardware, cleaning of fixtures, walls, stall partitions, and shower stalls. Cleaning of commodes and urinals detailed in the following section. Sanitary receptacles in women's restrooms shall be cleaned and washed daily during cleaning schedule. Paper liners shall be inserted in these receptacles and replaced as necessary. Receptacles shall be emptied; liners folded, collected in separate containers, and disposed of with trash. Servicing and cleaning of restrooms during the building occupants' working hours shall be at intervals frequent enough to police and maintain an adequate supply of white toilet tissue, paper towels, hand soap, etc.
- (3) *Fixtures:* Commodes shall be cleaned daily to remove all rust and stains, inside and outside.

Urinals shall be cleaned daily to remove rust, and stains in the same manner as commodes. Cleaning solutions shall be flushed through the traps to reduce accumulations of scale. Urinal Mats shall be cleaned daily and replaced or deep cleaned monthly to prevent accumulations of urine and odors.

Commodes shall be cleaned inside and out with one gallon bucket containing germicidal solution.

Exterior of paper towel cabinets, soap dispensers, and tissue dispensers shall be wiped cleaned and refilled.

All stainless steel fixtures shall be cleaned daily with a commercial stainless steel cleaner to maintain the appearance of said fixture.

- (4) *Restroom, shower stall, and wall cleaning:* Floors shall be cleaned with mildew cleaner and sanitized with germicidal detergent cleaner and allowed to dry. In no instance shall a hose or stream of water be used to wash floor.

Shower stalls shall be cleaned with mildew cleaner to remove stains, soap scum, rust, mildew, etc., and sanitized with a germicidal detergent solution.

Walls, partitions, and woodwork shall be washed with germicidal detergent solution where wall surfaces are covered with a washable paint or vinyl covering.

Cleaning of Drinking Fountains: Soil, streaks, smudges, etc., shall be removed by use of spray bottle, germicidal detergent solution, and sponge, cloth. After cleaning, the fountain shall be free of stains, spots, smudges, and sanitized.

Polishing Metals: Solid push plates, kick plates, nameplates, and other metal fixtures shall be polished to present a bright, neat, clean shining appearance. Polishing shall be performed so as not to damage or scratch the finish

# SITE SPECIFIC SCOPE OF WORK

CITY HALL – 13000 William Dodson Parkway

APPROXIMATELY 58,600 SQUARE FEET

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Five (5) CLEANINGS PER WEEK: SUNDAY - THURSDAY

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## EXTERIOR

1. Sweep the exterior concrete entrances and remove chewing gum accumulations and spills.

## GENERAL

### EACH NIGHTLY CLEANING:

2. Refer to General Specifications for All Buildings.
3. All cleaning in this facility should begin after 6:00 PM.
4. Initiating cleaning in other areas of the building while night meetings are in progress is acceptable. Care should be taken not to disrupt these meetings. Schedule to be coordinated with the Director.
5. On the first and third Tuesday's of each month, the daily cleaning requirements shall be performed after the conclusion of the City Council Meeting. The meeting starts at 6 pm and will end at different times, depending on the agenda.
6. Council Chambers cleaning may not be performed during Council meetings.
7. Spray buff all lobbies and entrance areas.
8. Empty all Paper Recycling boxes found in offices and by printers. Empty into Recycle containers found in outside dock area.
9. All offices are to be locked when cleaning is complete, except where indicated by the Director or designee.
10. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.

## WEEKLY

1. Break Areas: Clean and sanitize microwave
2. Break Areas: Clean and sanitize outside of ice machine.

## MONTHLY

1. Refer to general specifications for All Buildings.

## QUARTERLY:

1. Refer to general specifications for All Buildings.
2. Dust under Council seating area to remove dirt and cobweb building up.
3. Wipe down / Polish all wood furniture in Council Chambers (Council seating area, podium, pews).

# SITE SPECIFIC SCOPE OF WORK

SERVICE CENTER – 13333 Senlac Drive &  
Utilities Field Office – 13335 Senlac Drive

APPROXIMATELY 14,700 SQUARE FEET

## SERVICE CENTER (13,000 sq.ft.):

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**FIVE (5) CLEANINGS PER WEEK: SUNDAY - THURSDAY**

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### GENERAL

1. Refer to General Specifications for All Buildings.
2. All cleaning in this facility shall be performed after 6:00 PM.
3. The door between offices and break room should be locked after cleaning.
4. Spray buff all lobbies and entrance areas.
5. Sweep the exterior entrances and remove chewing gum accumulations and spills.
6. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.

### MONTHLY & QUARTERLY:

1. Refer to general specifications for All Buildings.
2. Scrub epoxy floor – Monthly.

*(Note: Kitchen is not part of the custodial services cleaning scope of work.)*

## SERVICE CENTER (1,700 sq.ft.):

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**THREE (3) NIGHTS PER WEEK: MONDAY, WEDNESDAY & FRIDAY**

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### GENERAL

1. Refer to General Specifications for All Buildings.
2. All cleaning in this facility shall be performed after 8:00 PM on Monday, Wednesday & Friday
3. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.

### MONTHLY & QUARTERLY:

1. Refer to general specifications for All Buildings.

# SITE SPECIFIC SCOPE OF WORK

## JUSTICE CENTER

POLICE AND COURTS – 3723 Valley View Lane

APPROXIMATELY 37,000 SQUARE FEET

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SEVEN (7) NIGHTS PER WEEK: SUNDAY - SATURDAY

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### FACILITY BREAKDOWN IN SQUARE FOOTAGE:

JAIL: 10,000 SQ.FT.  
COURT ROOM: 3,000 SQ.FT.  
OFFICES: 24,000 SQ.FT.

### EXTERIOR

1. Sweep the exterior entrances and remove chewing gum accumulations and spills

### GENERAL

#### NIGHTLY:

1. Refer to General Specifications for All Buildings.
2. All cleaning in this facility shall be performed after 6:00 PM Monday through Friday.
3. Upon arrival to building the crew and supervisor must identify themselves to the dispatch desk to receive access to all areas of the building to complete assigned duties.
4. Spray buff all lobbies and entrance areas.
5. JAIL: Sweep and mop all hard surface flooring.  
Mop down sink and commode stand.  
Replace toilet tissue if needed.  
Full spray and scrub of all cell areas in the interest in preventing communicable disease issues, will be coordinated through the Farmers Branch Building Maintenance Department upon request at an additional charge.
6. OSHA guidelines will be strictly adhered to in this area.
7. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.

#### MONTHLY & QUARTERLY:

1. Refer to general specifications for All Buildings

***Note: All janitorial staff need to go through background check process completed by Farmers Branch Police Department.***

# **SITE SPECIFIC SCOPE OF WORK**

**AQUATIC CENTER – 14032 HEARTSIDE**

**APPROXIMATELY 8,000 SQUARE FEET**

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**SEVEN (7) NIGHTS PER WEEK**

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## **GENERAL**

1. Refer to General Specifications for All Buildings.
2. All cleaning in this facility shall be performed after 10:00 PM daily (7 days per week)
  - a) Spray buff all lobbies and entrance areas.
  - b) Wipe clean all telephone receivers and dust bases.
3. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.

## **MONTHLY & QUARTERLY:**

1. Refer to general specifications for All Buildings.

## **RESTROOMS:**

1. Refer to General Specifications for All Buildings.
2. Clean exterior of swimsuit dryers.
3. Contractor is responsible for supplying all sanitary napkins products and will service machines, collect monies for it.

## **The Aquatic Center includes a Party Room and Ticket Booth:**

1. Empty trash receptacles, clean trash receptacles out and replace trash liners as needed.
2. Sweep and mop all hard surface floors.
3. Wipe counter areas with disinfectant.

## **SEASONAL:**

1. Ticketing Booth and Outside Restrooms from Memorial Day to Labor Day.



**SITE SPECIFIC SCOPE OF WORK**  
**MANSKE PUBLIC LIBRARY – 13613 Webb Chapel Road**  
**APPROXIMATELY 44,000 SQUARE FEET**  

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**FIVE (5) NIGHTS PER WEEK: SUNDAY - THURSDAY**

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**EXTERIOR**

1. Sweep the exterior entrances and remove chewing gum accumulations and spills
2. Clean Exterior Glass Doors nightly.

**GENERAL**

**NIGHTLY:**

1. Refer to General Specifications for All Buildings.
2. All cleaning in this facility shall be performed after 9:00 PM Monday - Friday.
3. Initiating cleaning in other areas of the building while night meetings are in progress is acceptable. Care should be taken not to disrupt these meetings.
4. All weekly cleaning specifications should be performed on Monday evenings.
5. Spray buff all lobbies and entrance areas.
6. Lift chair pads and vacuum as necessary.
7. Properly position furniture, magazines and waste baskets after cleaning.
8. Empty all Paper Recycle Boxes found in offices and by printers. Empty into Paper Recycle container found by Web Chapel side entrance.
9. All offices are to be locked when cleaning is complete.
10. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at \_\_\_\_\_.

**MONTHLY & QUARTERLY:**

1. Contractor is responsible for supplying all sanitary napkins products and will service machines, collect monies for it.
2. Refer to general specifications for All Buildings.

# SITE SPECIFIC SCOPE OF WORK

HISTORICAL PARK – 2540 Farmers Branch Lane  
APPROXIMATELY 14,000 SQUARE FEET

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Five (5) NIGHTS PER WEEK: SUNDAY - THURSDAY

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*Janitorial Support for Events to be included*

## GENERAL

1. Refer to General Specifications for All Buildings.
2. Cleaning shall be performed after 10:00 PM.
3. Spray buff all lobbies and entrance areas.
4. **Church:**
  - a. Dust entry table, lectern, organ, piano and stage table.
  - b. Clean restroom.
  - c. Empty trash and replace bag.
  - d. Stock with supplies as needed.
5. **Commercial Kitchen:**
  - a. Appliances: Clean exterior weekly.
  - b. Microwave: Clean interior weekly.
  - c. Refrigerator: Clean interior monthly.
  - d. Sinks: Clean and sanitize.
  - e. Floors: Sweep and mop.
  - f. Restock supplies when needed.
  - g. Trash receptacles: Empty and replace liners as needed.
  - h. Countertops & Prep Areas: Clean and sanitize
  - i. Restrooms: Clean mirror, clean and sanitize toilet and basin, Sweep and mop floor. Restock with supplies when needed.
6. **Dodson House:**
  - a. Clean mirror.
  - b. Clean table tops.
  - c. Dust.
  - d. Trash receptacles: Empty and replace liners as needed.
  - e. Kitchen: Clean appliances interior and exterior weekly.
  - f. Kitchen: Clean Refrigerator interior monthly.
  - g. Kitchen: Clean and sanitize countertops, prep areas and sinks.
  - h. Kitchen: Sweep and Swiffer.
  - i. Restrooms: Clean mirror, clean and sanitize toilet and basin, Sweep and mop floor. Restock with supplies when needed.
  - j. Offices: Upstairs restroom – clean and sanitize toilet, sink and basin. Stock with supplies if needed. Empty Trash and replace bags (under desks and in common areas. Vacuum.

**7. McKee:**

- a. Kitchenette: Clean and sanitize counter tops, prep areas and sinks.
- b. Kitchenette/Office and work area: Sweep and empty trash receptacles and replace liners as needed.
- c. Restrooms: Clean mirror, clean and sanitize toilet and basin, Sweep and mop floor. Restock with supplies when needed.

**8. Museum Store:**

- a. Sweep floors daily.
- b. Empty trash receptacles daily and replace liners as needed.
- c. Clean glass front door and tables weekly.
- d. Dust shelves and displays weekly

**9. School:**

- a. Sweep floors daily.
- b. Dust when needed.

10. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch to 972-484-3620 or 911.

**MONTHLY & QUARTERLY:**

1. Refer to general specifications for All Buildings.

# SITE SPECIFIC SCOPE OF WORK

ANIMAL SHELTER – 3727 Valley View Lane

APPROXIMATELY 5,810 SQUARE FEET

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FIVE (5) NIGHTS PER WEEK: SUNDAY – THURSDAY

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## EXTERIOR

1. Sweep exterior entrances and remove cigarette products from ashtrays.
2. Sweep the exterior entrances and remove chewing gum accumulations and spills

## GENERAL

1. Refer to General Specifications for All Buildings.
2. All cleaning in this facility shall be performed after 6:00 PM on Monday – Friday.
4. Spray buff all lobbies and entrance areas.
5. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch 972-484-3620 or 911.

**Note:** NOT RESPONSIBLE FOR: Kennel or animal handling areas.

**SITE SPECIFIC SCOPE OF WORK**  
**COMMUNITY RECREATION CENTER – 14050 Heartside**  
**APPROXIMATELY 60,603 SQUARE FEET**  

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**SEVEN (7) NIGHTS PER WEEK**

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**EXTERIOR**

1. Sweep exterior entrances and remove cigarette products.
2. Sweep the exterior entrances and remove chewing gum accumulations and spills

**GENERAL**

1. Refer to General Specifications for All Buildings.
2. Spray buff all lobbies and entrance areas.
3. All cleaning in this facility shall be performed after 10:00 PM seven days per week.
4. Dust mop gymnasium floor with dry dust mop followed by damp mopping utilizing approved waterless cleaning product and remove all gum.
5. Clean bleachers if extended out.
6. Clean track and pulastic gym floor daily due to sweat and spit.
7. Contractor is responsible for supplying all sanitary napkins products and will service machines, collect monies for it.
8. Empty all Paper Recycle boxes found in offices and by printer. Empty into Paper Recycle container.
9. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.

**MONTHLY & QUARTERLY:**

1. Refer to general specifications for All Buildings.

**Bi-Annually:**

1. VCT floors in meeting rooms - perform strip & wax 2 times per year.
2. Cleaning of track and pulastic gym floor with chemical provided by city Bi-annually.  
*Service to be billed separately.*

# SITE SPECIFIC SCOPE OF WORK

SENIOR CENTER – 14055 Dennis Lane

APPROXIMATELY 22,400 SQUARE FEET

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FIVE (5) NIGHTS PER WEEK: SUNDAY - THURSDAY

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## EXTERIOR

1. Sweep all the exterior entrances and building overhang covers/patios.
2. Remove chewing gum accumulations and spills.

## GENERAL

1. Refer to General Specifications for All Buildings.
2. All cleaning in this facility shall be performed after 9:00 PM daily.
3. Dining Hall floors, tables, chairs, counters, etc. to be cleaned and sanitized.
4. High speed buffing, halls all lobbies and entrance areas.
5. Clean coffee bar area and wipe down splashes from coffee on walls.
6. All restroom floors to be cleaned and sanitized.
7. Clean both commercial kitchens.
8. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.

## MONTHLY & QUARTERLY:

1. Refer to general specifications for All Buildings.
2. Cleaning of track and pulastic gym floor with chemical provided by city Bi-annually.  
*Service to be billed separately.*

**SITE SPECIFIC SCOPE OF WORK**  
**FIRE HOUSE THEATER – 2535 Valley View Lane**  
**APPROXIMATELY 7,700 SQUARE FEET**

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**ONE (1) NIGHTS PER WEEK: WEDNESDAYS**

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**“INCLUDING 113 DAYS A YEAR FOR PERFORMANCES”**

**EXTERIOR**

1. Sweep all the exterior entrances and building overhang covers/patios.
2. Remove chewing gum accumulations and spills.

**GENERAL**

1. Refer to General Specifications for All Buildings with duties that are applicable.
2. All cleaning in this facility shall performed after 10:30 PM daily.
3. Dining Hall floors, tables, chairs, counters, etc. to cleaned and sanitized.
4. Spray buff all lobbies and entrance areas.
5. All restroom floors to be cleaned and sanitized.
6. Vacuum carpeted seat riser.
7. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.
8. Stage area IS NOT to be cleaned.

**MONTHLY & QUARTERLY:**

1. Refer to general specifications for All Buildings.

# **SITE SPECIFIC SCOPE OF WORK**

**BOB PHELPS FIRE STATION 3 ADMINISTRATION – 13333 Hutton Drive**

**APPROXIMATELY 7,924 SQUARE FEET**

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**FIVE (5) NIGHTS PER WEEK: SUNDAY - THURSDAY**

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## **EXTERIOR**

1. Sweep all the exterior entrances and building overhang covers/patios.
2. Remove chewing gum accumulations and spills.

## **GENERAL**

1. Refer to General Specifications for All Buildings with duties that are applicable.
2. Dust clothing racks, shelving and closets.
3. Dust or polish all wooden areas as needed to maintain good appearance.
4. Spray buff all lobbies and entrance areas.
5. All cleaning in this facility shall be performed after 6:00 PM daily.
6. Dining Hall floors, tables, chairs, counters, etc. to be cleaned and sanitized.
7. All restroom floors to be cleaned and sanitized.
8. Any noted building maintenance emergencies during cleaning activities shall be immediately reported to Police Dispatch at 972-484-3620 or 911.
9. Empty all Paper Recycle boxes found in offices and by printers. Empty into paper recycle retainer by outside dumpster.

## **MONTHLY & QUARTERLY:**

1. Refer to general specifications for All Buildings.



## **EXHIBIT B FEE SCHEDULE**

### **City of Farmers Branch – Janitorial Services (Night Cleaning& Day Porter Services)**

*Note: Each location pricing includes 9 paid holidays observed by City of Farmers Branch. The day porter receives 2 weeks vacation. (Health Insurance Package has not been included).*

*Pricing also includes:*

- *Background Checks (Police Department check for Justice Center staff only) & I-9 Verification*
- *5 days per week service (Sunday – Thursday Night Cleaning)*
- *7 days per week service at Justice Center, Recreation Center & Aquatics Center*
- *1 day per week service at Firehouse Theatre plus 113 days for performances*
- *Day Porters receives 2 weeks paid vacation each year*
  - *Replacement personnel to be re-billed back to City of Farmers Branch for the 2 weeks of vacation.*
- *Floor Maintenance*
  - *VCT Maintenance*
    - *Annual Strip & Wax of VCT Flooring*
    - *Semi-Annual Scrub & top coat of VCT Flooring*
    - *Monthly hi-speed buffing of VCT Flooring*
  - *Carpet Care*
    - *Weekly/Nightly Spot Treatment*

*\*\* All wall-to-wall carpet cleaning/shampoo, marble, pulastic flooring, polished granite, and/or wood floor restoration/maintenance (if applicable) to billed separately. \*\**

**1) City Hall (58,600 sf) Total Cost: \$ 3,223.00**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**2) Historical Park (14,000 sf) Total Cost: \$ 812.00**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**3) Fire House Theatre (7,700 sf) Total Cost: \$ 570.00**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**4) Animal Adoption (5,810 sf) Total Cost: \$ 319.55**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**5) Service Center & Utilities Office and Field Office(14,700 sf)**

**Total Cost: \$ 852.60**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**6) Fire Dept. Admin (7,924 sf) Total Cost: \$ 435.82**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**7) Library (44,000 sf) Total Cost: \$ 2,420.00**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**8) Senior Center (22,400 sf) Total Cost: \$ 1,232**

Inclusive of the following monthly costs:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

*Cleaning of Pulastic flooring to be done bi-annually at a price of  
\$.08 per square foot and to be billed separately.*

**9) Justice Center (37,000 sf) Total Cost: \$ 2,664.00**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

**10) Recreation Center (60,603 sf) Total Cost: \$ 4,363.42**

Inclusive of the following monthly costs:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

*Cleaning of Pulastic flooring to be done bi-annually at a price of  
\$.08 per square foot, and to be billed separately.*

**11) Aquatics Center (8,000 sf) Total Cost: \$ 592.00**

Inclusive of the following monthly costs:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phones

\*Includes monthly cost for outside restrooms & ticket booth at 7 days per week from Memorial Day through Labor Day\*

**Day Porter Monthly Price: \$2,950.00**

Inclusive of the following:

Cleaners' Labor Costs Including PT&I, Chemicals, Cleaning Tools, Equipment Depreciation & Maintenance, Uniforms, Cell Phone

Special Events janitorial and set-up outside of normal hours **\$20.00 per hour**

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**Total Monthly Cost for all above sites, night cleaning + day porter: \$20,434.48**

**Consumables may be billed at Cost + 6%**

**Example: Consumables for 280,737 sq. ft. x 3,000 + 6% = \$3,180.00**

(Inclusive of toilet tissue, paper towels, hand soap, liners, seat covers and feminine products, etc.)

**TOTAL ALL ABOVE: \$23,614.48**

**Per square foot price all above = \$0.084/sq. ft.  
Monthly**

**ALL INCLUSIVE ANNUAL PRICE:**

**TOTAL ANNUAL COSTS \$283,373.76**