

## AGREEMENT FOR JANITORIAL SERVICES

THE STATE OF TEXAS   §  
                                  §                   KNOW ALL MEN BY THESE PRESENTS  
COUNTY OF DALLAS   §

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 **GCA Cleaning Specialties, L.P.** ("Contractor"), a a Texas limited partnership. 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 - May 1, 2017, and, unless extended or terminated earlier in accordance with the provisions of this Agreement, shall end on April 30, 2018 ("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 January 1, 2018, with respect to extension of the term for the first Renewal Period, and on or before January 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.

**2.4. Contract Price Adjustments:** The Fee Schedule shall be adjusted as follows:

A. If during the Initial Term or any Renewal Term a change in Federal or Texas law is enacted that imposes an increase in Contractor's costs relating to social security taxes or Federal or Texas unemployment taxes, results in the imposition of new or increased Federal, Texas or local payroll taxes payable from Contractor's funds (as opposed to funds withheld from the pay of Contractor's employees or subcontractors), or imposes on Contractor additional government-mandated healthcare costs applicable to any of Contractor's employees and/or subcontractors performing the Services pursuant this Agreement, the Fee Schedule may be adjusted by Contractor to allow Contractor to reasonably recover such additional costs in providing the Services.

B. In the event of a change in the Federal, Texas or local minimum wage rates or paid leave/time off laws applicable to any of Contractor's employees and/or subcontractors providing the Services pursuant to this Agreement, the labor cost portion of the Fee Schedule shall be changed by the percentage increase in the minimum wage rates or by any increase required for Contractors and/or its subcontractors to comply with amended law.

C. In the event of any increases in wages for Contractor's employees providing the Services because of any collective bargaining by such employees or contained in any collective bargaining agreement governing such employees, the Fee Schedule shall be changed by the projected change in costs to Contractor from the date of such change in wages and/or benefits.

D. Notwithstanding anything to the contrary above, the increases authorized by Paragraphs A, B, and C of this Section 2.4 shall not be effective until the 31<sup>st</sup> day following receipt by City of the revised Fee Schedule from Contractor. City shall have the right to reject such increase and terminate this Agreement by providing Contractor written notice; provided, however, City agrees that it will remain obligated to pay any increased amounts set forth on the

revised Fee Schedule that become effective prior to the date of termination under this Paragraph D.

### **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 as follows:

A: With respect to all buildings other than the Recreation Center, Aquatics Center and Historical Park: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; and

B. With respect to the Recreation Center, Aquatics Center and Historical Park: New Year's Day, Easter, Thanksgiving Day, Christmas Eve, 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.

E. Either Party may, without cause and for any reason, terminate this Agreement at any time upon giving ninety (90) days written notice to the other Party.

**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:

GCA Cleaning Specialties, L.P.  
Attn: Legal Department  
1350 Euclid Avenue, Suite 1500  
Cleveland, OH 44115

With copy to:



**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 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 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 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 NEGLIGENCE OF THE CITY, AND, ONLY THEN, TO THE EXTENT OF THE PERCENTAGE OF LIABILITY ATTRIBUTED TO CITY'S NEGLIGENCE), 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 \_\_\_\_\_, 2017.

CITY OF FARMERS BRANCH, TEXAS

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

ATTEST:

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

APPROVED AS TO FORM:

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

**SIGNED AND AGREED** this 10th day of March, 2017.

GCA Cleaning Specialties, L.P.  
A Texas limited partnership  
By: Associated Facility Management, LLC  
A Nevada limited liability company, its  
general partner

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


Name: Randy Twyman

Title: V.P. Finance, CFO & Secretary



**EXHIBIT A**  
**SCOPE OF SERVICES**





|  |  |
|--|--|
| <p>Fire Extinguisher Cabinet – Fascia</p> <p>Fire Extinguisher Cabinet – Interior</p> <p>Floors</p> <p>Light Fixtures</p> <p>Columns/Wood Paneling</p> <p>Carpet</p> <p><b>DETAIL EDGES AND CORNERS</b></p> <p>Furniture/Hard Surfaces(dust/damp wipe fingerprints)</p> <p>Upholstered Furniture (vacuum /brush spot clean)</p> <p>Glass/Doors/Frames/Handles</p> <p>Furniture – Non-Wood</p> <p>Furniture – Wood</p> <p>Table-Desk Lamps</p> <p>Recycling Receptacles <b>(rinse/clean inside)</b></p> <p>Fire Extinguisher Cabinet – Fascia</p> <p>Fire Extinguisher Cabinet – Interior</p> <p>Trash Receptacles</p> <p>Ceramic Tile Floor Area</p> <p>Floor Grout</p> <p>Stalls/Walls/Doors</p> <p>Stall Hinges</p> <p>Vinyl Walls</p> <p>Plumbing Fixtures: Basins/Toilet Bowls/Toilet Seats/Urinals</p> <p>Tile Wall Behind/Around Urinals</p> <p>Mirrors/Doors/Frames</p> <p>Horizontal Surfaces – Tables/Counters</p> <p>Plumbing Connections</p> <p>Dispensers</p> <p>Ceiling Air Grilles</p> <p>Recessed Lighting/Globe Fixtures</p> <p>Egg Crate Light Diffuser</p> <p>Floor drains <b>(Add/pour one gallon of water into drain)</b></p> <p>Bright Metal Work</p> <p>Ceramic Tile Floor Area</p> <p>Floors: <b>Washing machine</b></p> <p><b>Scrub machine</b></p> <p>Floor Grout</p> <p>Stalls/Walls/Doors</p> <p>Stall Hinges</p> <p>Tile Walls/Baseboards</p> <p>Vinyl Walls</p> <p>Plumbing Fixtures: Basins/Toilet Bowls/Toilet Seats/Urinals</p> <p>Tile Wall Behind/Around Urinals</p> <p>Mirrors/Doors/Frames</p> <p>Horizontal Surfaces: Tables/Counters</p> <p>Plumbing Connections</p> <p>Dispensers</p> <p>Built-in Receptacles</p> <p>Ceiling Air Grilles</p> <p>Recessed Lighting</p> <p>Egg Crate Light Diffuser</p> <p>Floor drains <b>(Add/pour one gallon of water into drain)</b></p> <p>Bright Metal Work</p> |  |
|--|--|

|  |  |
|--|--|
| <b>Edges &amp; Corners</b><br><b>Floors <i>Machine deep Scrub</i></b><br>Bulletin Boards<br>Doors/Frames/Glass/Walls<br>Bright Metal Work<br>Wall Light Fixtures<br>Recessed Lighting<br>Ceiling Air Grilles<br>Glass Partitions<br>Counter Tops<br>Cabinet Doors<br>Trash Receptacles ( <i>framed/clean inside</i> )<br>Microwave – inside/Behind/Under<br>Ceiling Air Grilles<br>Glass Doors - Clean - Wash<br>Carpet Areas<br><b>Carpet DETAIL EDGES AND CORNERS</b><br>Table Tops<br>Table Bases<br>Chair Bases<br>Upholstered Furniture ( <i>vacuum/brush spot clean</i> )<br>Floors in All Areas | Floors in All Areas<br>Vacuum<br>Mop<br>Buff   |
|  | High Horizontal Surfaces (including Shelving, Pipes, Door Hoods)<br><b>Main Shipping and Loading Dock Area</b><br><b>Receiving</b><br>Concrete Flooring<br>Cabinet Doors<br>Refrigerators<br>Tables/Chairs<br>Table Bases<br>Dock Office |
| <b>Misc. Lower Level Areas</b><br>Vinyl Floors : Mop<br>Buff<br>Baseboards : Dust<br>Remove scuff marks<br>Fire Extinguisher Cabinet – Facia<br>Fire Extinguisher Cabinet – Interior<br>Chrome Corner Guards<br>Door/Frames<br>Water Fountains   |  |

**City of Farmers Branch**  
**Janitorial Services Scope - Building Specific**

**Buildings:**

The square footage reflected is gross and not cleanable. The building start time for each building indicates the earliest work can begin and work must be completed 1 hour prior to the time buildings open for business the next morning. City buildings are closed for business and do not need to be cleaned on the holidays noted below except for Recreation Center, Aquatics Center and Historical Park. If the holiday falls on Saturday, then it will be taken off Friday; if holiday falls on Sunday then it will be taken on Monday

- Thanksgiving and day after.
- Christmas Eve and Christmas
- New Year's day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day

The Recreation Center, Aquatics Center and Historical Park are only closed on:

- Easter
- Christmas Eve and Christmas day
- New Year's day
- Thanksgiving Day

**Building Security Issues – Fee and guidelines**

- \$100 per false alarm fee for all building alarms set off by vendor's employee resulting in the Police or Fire Department responding to building.
- \$50 per lost access card fee.
- Cost to rekey building if the issued key is lost.
- Only custodial service providers employees are allowed to be in City buildings

**Building Specific Scope and Information:**

When cleaning work space surfaces, the items on the surface shall not be moved or disturb. (Example of surface; desks, shelving, tables, etc.). Only discard items outside of trash containers if they are properly labeled as trash.

- 1) **City Hall - 58,600 sf – 5 days per week – Monday thru Friday – Start time 6:30 pm**  
**13000 William Dodson Parkway**
  - Recycling in office and printer areas – containers for recycling on back dock
  - Recycling containers in lobby – containers for recycling on back dock
- 2) **Fire House Theatre - 7,700 sf – Every Wednesday and up to 113 added performance**  
**– Start time 10:30 pm - 2535 Valley View Lane**
  - Monthly performance schedule will be provided one week prior to the 1<sup>st</sup> of each month.
  - Stage or shop area are not to be cleaned.
- 3) **Animal Adoption - 5,810 sf – 5 days per week - Monday thru Friday – Start time 6 pm**  
**3727 Valley View Lane**
  - Need to disinfect with cleaner that kills Parvo



- Surgical room involves cleaning and disinfecting the floor as well as emptying the trash.
  - Areas and rooms where animals are housed do not get cleaned
- 4) **Service Center & Utilities Office and Field Office - 14,700 sf – 5 days per week**  
**Monday thru Friday – Start time 6 pm**  
**13333 Senlac Drive**
- Two separate buildings at same location.
  - Vehicle shop repair areas and warehouse areas are not to be cleaned.
- 5) **Fire Dept. Administration - 7,924 sf - 5 days per week - Monday thru Friday – Start Time 6 pm**  
**13333 Hutton Drive**
- Recycling in office and printer areas – recycle container by trash dumpster
- 6) **Library - 34,000 sf - 5 days per week – Monday thru Friday – Start time 10 pm**  
**13613 Webb Chapel**
- Recycling in office and printer areas – recycle containers by rear entrance door
  - Three recycling containers in lobby – recycle containers by rear entrance door
- 7) **Senior Center - 22,400 sf - 6 days per week– Monday thru Saturday– Start time 10 pm**  
**14055 Dennis Lane**
- Recycling in office and printer areas – recycle containers in rear storage area
  - One recycling containers in public area – recycle containers in rear storage area
  - Monthly deep cleaning of kitchens to include behind appliances
- 8) **Justice Center - 37,000 sf - Monday thru Sunday – Start time 6 pm**  
**3723 Valley View Lane**
- Special background check and I-9 verification for janitorial staff to be in building unescorted.
  - Jail - disinfect floors, toilets and surfaces as needed and directed by jail staff.
  - Jail – all areas being clean nightly will be affect by jail population and activities in the jail at the time of cleaning.
- 9) **Recreation Center - 60,603 sf – 7 days per week - Monday thru Sunday start time 10:30 pm**  
**14050 Heartside Place**
- Recycling in office and printer areas – recycle containers in rear storage area
  - Three recycling containers in public area – recycle containers in rear storage area
  - Nightly wet cleaning of track area and gym with rubber floor
  - Summer months have a children program with 300 kids on site Monday thru Friday.
  - Disinfect Gymnasium room weekly
  - Fill Shampoo, conditioner and lotion dispensers in lockers rooms
  - Clean mats in gymnastic room with disinfected weekly
  - Clean gym basketball backboard glass weekly

**10) Aquatics Center - 8,000 sf – 7 days per week - Monday thru Sunday–Start time 10 pm**

**14050 Heartside Place**

- Main building and natatorium year round – does not include ticket booth, concession area, and outside access restrooms.
- Seasonal – beginning Thursday prior to Memorial Day weekend through Tuesday after Labor Day weekend – added cleaning areas are ticket booth, concession area, and outside access restrooms.
- All mats on floors to be taken up and rinsed daily to allow for mopping.
- Clean indoor pool tile nightly

**11) Historical Park - 14,000 sf - 5 days per week – Monday thru Friday Start time 10 pm**

**2540 Farmers Branch Lane**

- The scope needs to be adhered to and caution taken when in the historical buildings because of the preservation of the building and the historical museum aspect involve historical furniture and items.
- During performance the scope of work there will be signage that will indicate “Do Not Move or Disturb” or “Do Not Enter” which will be adhered to.
- Church
  - Dust – entry table, lectern, Organ, Piano, Stage Table
  - Restroom – clean/sanitize, sweep, stock supplies, empty trash
- Commercial Kitchen
  - Appliances (weekly) – clean exterior, clean interior microwave
  - Restroom – sweep/mop, clean/sanitize, stock supplies empty trash
  - Sinks – clean/sanitize
  - Sweep/Mop, stock supplies, empty trash
- Dodson House
  - Clean/ mirror, table tops
  - Dust, Dry mop, stock supplies, empty trash
  - Kitchen – clean exterior appliances, interior microwave, counter tops
  - Kitchen – sweep & swiffer
  - Restroom – clean/sanitize, sweep/mop, stock supplies, empty trash
  - Upstairs – Restroom – clean/sanitize, stock supplies, empty trash, vacuum
- McKee – office/kitchenette/work area/restrooms
  - Kitchenette - Clean/sanitize counter tops, prep areas and sinks
  - Sweep
  - Empty trash
  - Restroom – clean/sanitize, sweep/mop, stock supplies, empty trash
- Museum Store
  - Clean glass – front door and table
  - Dust shelves and displays
  - Sweep
  - Empty trash
- Ladonia Restrooms
  - Restroom – clean/sanitize, sweep/mop, stock supplies, empty trash
- School House
  - Dust and sweep

**EXHIBIT B**  
**FEE SCHEDULE**





## **Custodial Pricing Quote for the City of Farmers Branch**

### **BuyBoard Cooperative Contract 472-14**

#### **Annual Cost per location:**

- Animal Adoption Center & Justice Center - \$46,931
- Rec & Aquatic Center - \$75,208
- Senior Center & Library - \$61,830
- Historical Park & Fire House Theater - \$23,789
- City Hall - \$64,241
- Service Center & Fire Dept. Admin - \$24,802

**\*Includes Day Porter Services at an Annual Cost of \$29,893**

**2017 Special Event Pricing: \$2808**

**Estimated Annual Cost for Consumables: \$38,400**

#### **Summary:**

**Total Annual Cost: \$338,009**

**\* Hourly Rate for Additional Special Events/Services: \$28.50**

#### **GCA Services Group**

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