

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Janitorial Services Contract with Kellermeyer Bergensons Services, LLC in the Amount of \$325,514.13 to Clean City of Shoreline Facilities
DEPARTMENT:	Administrative Services Department
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Parks, Fleet & Facilities Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City's current janitorial services contract expires on December 31, 2020. In preparation for 2021, staff requested proposals from qualified janitorial service companies. Four companies submitted proposals to provide this service and based on an evaluation of specific criteria, Kellermeyer Bergensons Services (KBS), LLC rated the highest.

Staff is requesting that the City Council authorize the City Manager to execute a janitorial services contract with KBS in the amount of \$325,514.13 to clean City of Shoreline Facilities with the exception of the Shoreline Swimming Pool, which was removed from the cleaning schedule.

RESOURCE/FINANCIAL IMPACT:

KBS submitted their fee schedule, consisting of \$325,514.13 to clean City facilities, including specialty cleaning and consumable products and supplies identified in the City's RFP. There is funding in the City's proposed 2021 Operating Budget to complete the scope of work.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a janitorial services contract in the amount of \$325,514.13 with Kellermeyer Bergensons Services, LLC to clean City of Shoreline facilities.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The City of Shoreline has historically contracted with private janitorial companies to clean City facilities. While the City's current contractor, Varsity Facility Services (VFS) has been performing this service, their final contract term will expire on December 31, 2020. VFS, now known as Kellermeyer Bergensons Services (KBS), LLC is familiar with the City's facilities and contracting requirements. The facilities cleaning tasks are identified in Attachment A to this staff report.

The City facilities identified for cleaning include Shoreline City Hall, the Shoreline Police Station and Jails, Spartan and Richmond Highlands Recreation Centers, Hamlin and North Maintenance Facilities, Ronald Wastewater Facility and 14 standalone park restrooms. With the planned closure of the Shoreline Swimming Pool, this facility was not included in the future facility list. In addition to standard cleaning, the janitorial services contract includes specialty cleaning and consumable cleaning products and various supplies. Each facility location requiring janitorial services is identified in a map in Attachment B to this staff report.

DISCUSSION

In preparation for a new janitorial services contract in 2021, staff prepared a Request for Proposal (RFP) and requested proposals from qualified janitorial services companies. Following advertisement of the RFP, prospective companies were invited to attend a voluntary walk-through of the City facilities. Four companies subsequently submitted proposals and were evaluated by an employee panel. The companies included the following:

- Kellermeyer Bergensons Services, LLC (formerly Varsity Facility Services)
- SMS Cleaning, Inc.
- Sound Maintenance Services
- CCS Facility Services

The companies were evaluated based on specific criteria identified in the RFP. The criteria included the following:

- Cost,
- Capability, Qualifications, and References,
- Work Plan, and
- Responsiveness and Understanding.

Based on the evaluation criteria, KBS was the highest rated firm and was subsequently interviewed by the employee panel. The interview allowed KBS an opportunity to review their qualifications with the panel and their ability to complete the janitorial scope of work. KBS was also requested to provide a workplan that addressed COVID-19 concerns and remediation methods. At the conclusion of the interview, KBS highlighted their experience, capability and answered all questions from the panel.

Given this evaluation, staff is requesting that the City Council authorize the City Manager to execute a janitorial services contract with KBS in the amount of \$325,514.13 to clean City of Shoreline Facilities with the exception of the Shoreline Swimming Pool, which was removed from the cleaning schedule.

RESOURCE/FINANCIAL IMPACT

KBS submitted their fee schedule consisting of \$325,514.13 to clean all facilities including specialty cleaning and consumable products and supplies identified in the City's RFP. There is funding in the City's proposed 2021 Operating Budget to complete the scope of work. The table below provides a price breakdown for each of facilities submitted by KBS.

KBS Fee Schedule

Facility	Amount
Shoreline City Hall	\$82,426
Shoreline Police Station Including Addition and Jails	\$23,469
Richmond Highlands Recreation Center	\$14,976
Shoreline Swimming Pool (Scope of work eliminated from proposal per Addendum 2)	\$0
Spartan Recreation Center	\$48,734
Wastewater Facility Offices	\$6,942
Hamlin Maintenance Facility – Public Works Streets Offices	\$4,631
Hamlin Maintenance Facility – Parks Operations Offices	\$4,631
North Maintenance Facility – Public Works Ground Maintenance Offices	\$4,622
Subtotal:	\$190,431
Park Restrooms	
14 City-Wide Park Restrooms	Subtotal: \$86,929
Specialty Cleaning & Consumable Products & Supplies	
Specialty Cleaning (Various Facilities)	\$29,883
All Consumable (Cleaning Products & Supplies)	\$18,271
Subtotal:	\$48,154
Total:	\$325,514

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a janitorial services contract in the amount of \$325,514.13 with Kellermeyer Bergensons Services, LLC to clean City of Shoreline facilities.

ATTACHMENTS

Attachment A – Janitorial Tasks for City Facilities and 14 Park Restrooms
Attachment B – Map of Shoreline Facilities Requiring Janitorial Service

Shoreline City Hall

EXHIBIT A

44,661 Sq. Ft (Location A on the Map).

17500 Midvale Ave N

Cleaning Tasks		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1	Dust, wipe, spot clean and remove finger prints to include:								
a.	Elevator walls and hand rails (interior and exterior)	X	X	X	X	X			
b.	Reception area tables, counters, chairs and windows	Vendor - As needed							
c.	Copy room counters and tables	Vendor - As needed							
d.	Spot clean all smudges, stains and spills as needed on any flooring or open surface	Vendor - As needed							
e.	Low Ledges	Vendor - As needed							
f.	General hallway and corridor walls	Vendor - As needed							
g.	Stairwell steps, walls and hand rails (Includes easterly & westerly stairwells)	Vendor - As needed							
h.	Remove cobwebs	Vendor - As needed							
i.	File cabinets	Vendor - As needed							
j.	Baseboards	Vendor - As needed							
k.	Horizontal surfaces & moldings (within reach)	Vendor - As needed							
l.	Picture frames and signage within reach	Vendor - As needed							
m.	Clean supply and mailroom room	Vendor - As needed							
n.	Clean light switches and door handles	Vendor - As needed							
o.	Vents/grills to include ceiling vents	Vendor - As needed							
2	Check and clean office kitchen to include:								
a.	Wiping kitchen sinks and fixtures					X			
b.	Reposition kitchen furniture in an orderly manner					X			
c.	Clean counter, table tops & floors					X			
d.	Chairs (includes rungs, ledges and arms)					X			
e.	Clean surfaces of cabinets, appliances (i.e. microwaves, refrigerators; inside refrigerators and microwaves NOT included)					X			
f.	Clean outside and fill soap and paper dispensers					X			
g.	Clean outer surfaces of vending machines (If located on floor)					X			
h.	Vendor will turn off any coffee makers, etc. left on after hours in the kitchen areas as a safety precaution					X			
Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area									
3	Empty trash, recycling and compostable cans to include:								
a.	Pick up all trash, recycling and compostable cans from various locations including the Lobby, Council kitchen & Chambers, kitchenettes, Plaza, 3rd Floor Conference Rooms, catering kitchen, lunch room, copy, supply, and mail rooms and provide/replace trash liners - replace also when they become stained, soiled or torn	X	X	X	X	X			
b.	Pick up all trash, recycling and compostable cans from centralized locations from Floors 2 & 4 and provide/ replace also when they become stained, soiled or torn.	X		X		X			
c.	Pick up loose debris from under tables and desks, etc.	Vendor - As needed							
4	Clean restrooms and locker room showers (locker room showers located on the 1st Floor) and (use *disinfectant to clean toilets, sink and floor) to include:								
a.	Sanitize all toilets, urinals, tile walls, floors & wash basins, etc. (Floors 1 Lobby & 3 only)	X	X	X	X	X			
b.	Plunge toilets (Floors 1 Lobby & 3 only)	X	X	X	X	X			
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc. (Floors 1 Lobby & 3 only)	X	X	X	X	X			
d.	Fill all paper towel dispensers, toilet tissue holders and soap dispensers (Floors 1 Lobby & 3 only)	X	X	X	X	X			
e.	Perform above cleaning tasks 4 a., b., c., and d. (Floors 1 (Non-Lobby & Locker Rooms), 2 & 4)			X		X			
5	Thoroughly vacuum carpet to include:								
a.	Dark carpet on every floor, lobby floor, and elevators etc. (janitors shall lock the elevator door(s) to remain open with an assigned elevator key when cleaning)	X		X		X			
b.	Light carpet in the Council Chambers and 3rd Floor Conference Rooms.	X		X		X			
c.	Light carpet in all other locations (office bays, offices and all other conference rooms.)					X			

6	Clean inside of interior/exterior glass to include:							
a.	Lobby doors & windows for Council Chambers, facing Midvale and Plaza, lower level windows, entrance to Chambers (Checked Mon thru Fri for cleaning or cleaned as needed)	X	X	X	X	X		
b.	Glass railing (2nd Floor and facing elevators), slider by the Clerk's Office, lower level windows located on all floors next to dark carpet. (Checked M thru F for cleaning or cleaned as needed)	X	X	X	X	X		
7	All Other Doors to include:							
a.	Clean doors and door handles to stairways (inside and outside), employee entrances, conference rooms, restrooms, and clean with *disinfectant cleaning product due to high volume. (Cleaned more often if needed)			X		X		
8	Main Entrances to include:							
a.	Midvale Avenue & Plaza entrances (Sweep and clean within 10 feet of entrances)	Vendor - As needed						
9	Specialty Cleaning to include:							
a.	Shampoo all carpets	Once Per Year						
b.	Bonnetted shampoo carpet cleaning	Twice Per Year						
c.	Waxing restroom floors	Once Per Year						
d.	Shampooing Chairs	Once Per Year						
e.	Annual Campus Cleaning	Once Per Year						

Janitorial work shall begin after facility has closed. Any changes to the schedule to be approved by the City.

***The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.**

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

*** Please see Exhibit A-2 for Square Footage**

Shoreline Police Station
27,106 Sq. Ft (Location B on the Map).

EXHIBIT A
17500 Midvale Ave N.

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Tables	X	X	X	X	X		
b.	Cobweb removal	X	X	X	X	X		
c.	Counters and sink areas	X	X	X	X	X		
d.	Doors (interior and exterior)	X	X	X	X	X		
e.	Horizontal surfaces and moldings (within reach)	X	X	X	X	X		
f.	Cloth panels	X	X	X	X	X		
g.	Work station surfaces	X	X	X	X	X		
h.	File cabinets	X	X	X	X	X		
i.	Chairs (includes rungs, ledges and arms)	X	X	X	X	X		
j.	Window sills and blinds	X	X	X	X	X		
k.	Vents/grills (including ceiling vents)	X	X	X	X	X		
L.	Walls and ceilings	X	X	X	X	X		
2	Clean kitchen to include:							
a.	Wiping kitchen sinks and fixtures	X	X	X	X	X		
b.	Reposition furniture in an orderly manner	X	X	X	X	X		
c.	Refill soap dispensers and paper products dispensers	X	X	X	X	X		
d.	Clean surfaces of cabinets, appliances (i.e. microwaves, refrigerators; inside refrigerators and microwaves are NOT included)	X	X	X	X	X		
e.	Clean outer surfaces of vending machines	X	X	X	X	X		
f.	Vendor will turn off any coffee makers, tea makers, etc. left on after hours in the kitchen areas as a safety precaution	X	X	X	X	X		
Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area and shall not be used in any other area of the building								
3	Empty garbage to include:							
a.	Pick up all trash cans from a centralized location and provide/replace trash liners - replace also when they become stained, soiled or torn.	X	X	X	X	X		
b.	Remove waste paper from office recycling containers and food waste items from kitchen areas and place in appropriate outside building containers (trash/recycle)	X	X	X	X	X		
c.	Pick up loose debris from under tables and desks, etc.	X	X	X	X	X		
4	Clean restrooms and locker room showers (use * disinfectant to clean toilets, sinks and floor) to include:							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X		
b.	Plunge and flush toilets	X	X	X	X	X		
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X		
d.	Fill all paper towel dispensers, toilet tissue holders and soap dispensers	X	X	X	X	X		
5	Thoroughly vacuum all carpeted areas to include:							
a.	Corridors	X	X	X	X	X		
b.	Rugs	X	X	X	X	X		
c.	Sweep all outside entrances, etc.	X	X	X	X	X		
d.	Spot clean carpet when needed	X	X	X	X	X		
6	Clean resilient ceramic and vinyl floors to include:							
a.	Dry/damp mop	X	X	X	X	X		
b.	Sweep	X	X	X	X	X		
7	Clean, chrome fixtures drinking fountains with *disinfectant cleaner to include:							
a.	Remove foreign objects from fountains	X	X	X	X	X		
8	Clean entryway and front desk windows.	X	X	X	X	X		
9	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X		
10	Reposition movable office furniture (chairs, tables, furniture with wheels or on rollers).	X	X	X	X	X		
11	Clean all entry, interior and exterior windows.	Jan		Apr		Jul		Oct
12	Dust blinds (both sides) and spot clean as necessary.	Jan		Apr		Jul		Oct
13	Shampoo carpets.	Jan	Mar	May	Jul	Sept	Nov	
14	Specialty Cleaning to include:							

a.	Shampooing the Chairs	Once Per Year
b.	Annual Campus Cleaning	Once Per Year

Janitorial work shall begin after facility has closed. Any changes to the schedule to be approved by the City and Police Department jointly.

***The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.**

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

**** Please see Exhibit A-2 for Square Footage***

Shoreline Police Station Holding Cells (Jail)

EXHIBIT A

Note: All employees must have BPA (barrier protection attire).

Equipment and supplies will be purchased for Jail Cell Cleaning and will not be used for another site on campus. All cleaning shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service day and replaced on a weekly basis. All equipment will be washed with a germicidal solution, rinsed and air dried.

Note: Square footage accounted for in Shoreline Police Station building.

17500 Midvale Ave N.

Cleaning Tasks		Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Horizontal surfaces and moldings (within reach)	X	X	X	X	X		
b.	Surfaces protruding from wall	X	X	X	X	X		
c.	Vents/grills (including ceiling vents)	X	X	X	X	X		
d.	Walls and ceilings - use brush and wipe with cotton towels (the cotton mop used on high surfaces will be used in hard to reach locations and back areas on the underside of the bed racks)	X	X	X	X	X		
2	Empty garbage to include:							
a.	Remove any large debris, body fluids or material and dispose of in the appropriate container based on type of waste	X	X	X	X	X		
3	Clean restrooms (use Grande 1 bacterial disinfectant to clean toilets, sinks and floor) to include:							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X		
b.	Plunge	X	X	X	X	X		
4	Clean, chrome fixtures and drinking fountains with Grade 1 bacterial disinfectant cleaner to include:							
a.	Wipe down fixtures in Holding Cell area	X	X	X	X	X		
5	Clean Epoxy floor to include:							
a.	Sweep	X	X	X	X	X		
b.	Wet mop - with Grade 1 bacterial disinfectant	X	X	X	X	X		
6	Wash walls and ceilings - Spray ceiling and walls with Grade 1 bacterial disinfectant and allow to localize for 5 minutes. Wipe with cotton cloth	X	X	X	X	X		
7	Spray interior and exterior entry door surface with Grade 1 bacterial disinfectant and allow to localize for 5 minutes. Wipe with cotton cloth.	X	X	X	X	X		
8	Spray stainless steel kuff bench and hinges with Grade 1 bacterial disinfectant and allow to localize for 5 minutes. Wipe down areas with cotton towels. Use cotton mop on high surfaces and hard to reach locations and back area on the underside of the bed racking.	X	X	X	X	X		
9	Spray entire cell with Grade 1 bacterial disinfectant.	X	X	X	X	X		

Janitorial work shall begin after facility has closed. Any changes to the schedule to be approved by the City and Police Department jointly.

*The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Richmond Highlands Recreation Center
6,650 Sq. Ft (Location C on the Map).

EXHIBIT A
16554 Fremont Ave N

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Tables	X	X	X	X	X	X	X
b.	Spot clean interior walls	X	X	X	X	X	X	X
c.	Cobweb removal	X	X	X	X	X	X	X
d.	Doors (interior and exterior)	X	X	X	X	X	X	X
e.	Low edges	X	X	X	X	X	X	X
f.	Horizontal surfaces & moldings (within reach)	X	X	X	X	X	X	X
g.	Baseboards	X	X	X	X	X	X	X
h.	Vents/grills (including ceiling vents)	X	X	X	X	X	X	X
i.	Vacuum and wipe baseboards	X	X	X	X	X	X	X
2	Clean kitchen to include:							
a.	Wiping kitchen sinks, splashguard areas around sink and fixtures	X	X	X	X	X	X	X
b.	Reposition furniture in an orderly manner	X	X	X	X	X	X	X
c.	Clean counter and table tops	X	X	X	X	X	X	X
d.	Clean chairs (includes rungs, ledges and arms)	X	X	X	X	X	X	X
e.	Clean surfaces of cabinets, appliances (i.e. microwaves, refrigerators; inside refrigerators and microwaves are NOT included)	X	X	X	X	X	X	X
f.	Clean outside and fill soap dispensers and paper products dispensers	X	X	X	X	X	X	X
g.	Vendor will turn off any coffee makers, tea makers, etc. left on after hours	X	X	X	X	X	X	X
Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area								
3	Empty garbage to include:							
a.	Pick up all trash cans and provide/replace trash liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
b.	Remove waste from recycling and kitchen area containers.	X	X	X	X	X	X	X
c.	Pick up loose debris from under tables and desks, etc.	X	X	X	X	X	X	X
4	Clean restrooms with *disinfectant to include:							
a.	Use *disinfectant to clean toilets, sinks and floors	X	X	X	X	X	X	X
b.	Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.	X	X	X	X	X	X	X
c.	Plunge toilets	X	X	X	X	X	X	X
d.	Clean chrome, mirrors and frames, dispensers, vanity counters, doors,	X	X	X	X	X	X	X
e.	Fill all paper towel dispensers, toilet tissue holders and soap dispensers	X	X	X	X	X	X	X
5	Thoroughly vacuum all carpeted areas to include:							
a.	Corridors	X	X	X	X	X	X	X
b.	Rugs	X	X	X	X	X	X	X
c.	Sweep all outside entrances, stairs, etc.	X	X	X	X	X	X	X
d.	Spot clean carpet when needed	X	X	X	X	X	X	X
6	Clean resilient floors to include damp mop ceramic and vinyl floors. (Comply with standard floor maintenance specifications) to include:							
a.	Dry mop	X	X	X	X	X	X	X
b.	Sweep	X	X	X	X	X	X	X
c.	Wet mop (once per week on Sunday)	X	X	X	X	X	X	X
d.	Wax-strip and re-seal resilient floors (as necessary - City will schedule)	X	X	X	X	X	X	X
7	Strip and wax all floor to include:							
a.	As necessary and to be scheduled by Facilities							
8	Clean chrome fixtures and drinking fountains with LEED cleaner	X	X	X	X	X	X	X
9	Clean entryway and office windows	X	X	X	X	X	X	X
10	Clean kitchen stove	per Month						
11	Sweep within 10 feet of each entrance and remove trash from outside cans	X	X	X	X	X	X	X
12	Specialty cleaning to include:							
a.	Shampooing Chairs	Once Per Year						

Janitorial work shall begin after facility has closed. Any changes to the schedule to be approved by the City.

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Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Shoreline Pool

15,375 Sq. Ft (Location D on the Map).

EXHIBIT A

19030 1st Ave NE

Cleaning Tasks

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
1 Dust, wipe, spot clean and remove finger prints & graffiti to include:							
a. Tables	X	X	X	X	X	X	X
b. Spot clean stairwell walls and hand rails	X	X	X	X	X	X	X
c. Cobweb removal	X	X	X	X	X	X	X
d. Low ledges	X	X	X	X	X	X	X
e. Horizontal surfaces and moldings	X	X	X	X	X	X	X
f. Balcony ledge and balcony area	X	X	X	X	X	X	X
g. File cabinets	X		X	X	X	X	X
h. Entryway, interior office and wet room windows, including sill and blinds	X		X		X		
i. Vents/grilles/ceiling vents	X			X			
j. Clean supply/mailrooms, stairway/hall area	X	X	X	X	X	X	X
k. Balcony bleachers (spills/debris)	X			X			
l. Clean counter and table tops		X			X		X
m. Refill soap dispensers and paper products dispensers		X			X		X
n. Clean surfaces of cabinets, appliances (i.e. microwaves, refrigerators; inside refrigerators and microwaves are NOT included)		X			X		X
o. Clean outer surfaces of vending machines	X			X			
p. Reposition furniture in an orderly manner	X	X	X	X	X	X	X
q. Vendor will turn off any coffee makers, etc. left on after hours as a safety precaution	X	X	X	X	X	X	X
2 Empty garbage to include:							
a. Pick up all trash cans from a centralized location and provide/replace trash liners - replace also when they become stained, soiled or torn	X	X	X	X	X	X	X
b. Remove waste paper from office recycling containers and food waste items and place in appropriate bldg. containers (trash/recycle)	X	X	X	X	X	X	X
c. Pick up loose debris from under tables and desks, etc.	X	X	X	X	X	X	X
3 Clean all restrooms & showers (use *disinfectant to clean toilets, sink, showers and floor) to include:							
a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b. Use *disinfectant cleaner and clean entire locker room floor, shower floor, shower tiles and grout and shower walls	X	X	X	X	X	X	X
c. Squeegee excess water from floors and wall	X	X	X	X	X	X	X
d. Remove hair and other items at all traps, around shower trees, benches and changing areas	X	X	X	X	X	X	X
e. Clean mirrors, wipe down front of lockers, wipe horizontal surfaces	X	X	X	X	X	X	X
f. Clean chrome, mirrors, mirror frames, metal (shower fixtures) work, dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
g. Fill all paper towel dispensers, toilet tissue holders and soap dispensers	X	X	X	X	X	X	X
4 Thoroughly **vacuum all carpeted areas (see noted below) to include:							
a. Office spaces	X			X			
b. Entry area mats and office rugs	X	X	X	X	X	X	X
c. Sweep all outside entrances, stairs, etc.	X	X	X	X	X	X	X
5 Clean resilient, ceramic and vinyl floors with damp mop to include: DO NOT use any equipment in the locker rooms or the upstairs room that can damage the floor material at the corners:							
a. Dry mop	X	X	X	X	X	X	X
b. Sweep floors including bleacher & balcony floors (prior to mopping)	X	X	X	X	X	X	X
c. Wet mop floors (as needed)	X	X	X	X	X	X	X
d. Clean floors of the men's, women's & staff locker rooms, lobby, office & hallway	X	X	X	X	X	X	X
6 Clean chrome fixtures and drinking fountains with *disinfectant cleaner to include:							
a. Remove foreign objects from fountains	X	X	X	X	X	X	X
b. Clean stall walls, locker room walls and locker doors	X	X	X	X	X	X	X
7 Sweep within 10 feet of each entrance area.	X	X	X	X	X	X	X
8 Empty outside trash cans into proper receptacle.	X	X	X	X	X	X	X

9	Thoroughly scrub aggregate and grouted pool deck area.	Jan	Mar		May	Jul	Sep	Nov
10	Thoroughly scrub the floors of men & women's locker rooms, lobby, office, and hallway.	Jan	Mar		May	Jul	Sep	Nov
11	Thoroughly scrub on the on-deck handicap shower, unisex bathroom and break room.	Jan	Mar		May	Jul	Sep	Nov
12	Thoroughly clean and scrub aggregate and grouted pool deck with the water wand broom.	Jan	Mar		May	Jul	Sep	Nov
13	Thoroughly scrub pool deck (3,288 sq ft.) and rinse with water wand broom to include: (Follow steps below).	Jan	Mar		May	Jul	Sep	Nov
a.	Move dirty water away from the wall (under the bleachers) to the drains without allowing any water to drain into the pool	Jan	Mar		May	Jul	Sep	Nov
b.	Pick up hair and other debris	Jan	Mar		May	Jul	Sep	Nov
14	Clean entryway and auditorium windows.			APR			Sep	
15	Clean all interior and exterior windows.			APR			Sep	
16	Shampoo carpets.			APR			Sep	
17	Replace urinal mats.	Jan				Jul		
18	Thoroughly scrub showers and family tile floors (474 sq. ft.) and staff room.	Jan	Mar		May	Jul	Sep	Nov
19	Thoroughly scrub grouted tile walls and grouted tile floors.	Jan	Mar		May	Jul	Sep	Nov
20	Remove gum, sticky debris and graffiti as needed daily.	X	X	X	X	X	X	X
21	Specialty cleaning to include:							
a.	Shampooing Chairs	Once Per Year						

*The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.

**Vacuuming carpets - Janitors to pre-vacuum all carpeted areas with an upright roller brush vacuum. Janitor to only use an approved hot water extraction process equipment. Janitor must perform cleaning early enough to allow for full drying prior to 5:30am the following morning.

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Spartan Recreation Center
25,000 Sq. Ft (Location E on the Map).

EXHIBIT A
202 NE 185th ST

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Clean front lobby/office area to include:							
A.	Dust, wipe, spot clean and remove finger prints including:	X	X	X	X	X	X	X
a.	Furniture	X	X	X	X	X	X	X
b.	Interior glass (front doors)	X	X	X	X	X	X	X
c.	Window sills	X	X	X	X	X	X	X
d.	Horizontal surfaces and moldings within reach	X	X	X	X	X	X	X
e.	Cobweb removal	X	X	X	X	X	X	X
B.	Empty trash - follow steps below:	X	X	X	X	X	X	X
a.	Empty all trash bins and small recycle containers	X	X	X	X	X	X	X
b.	Replace liners in all trash bins and small recycle containers	X	X	X	X	X	X	X
c.	Pick-up loose debris from behind couches, under tables, chairs, etc.	X	X	X	X	X	X	X
d.	Dispose all trash to outside dumpster	X	X	X	X	X	X	X
C.	Thoroughly vacuum all carpeted areas	X	X	X	X	X	X	X
D.	Spot clean carpet	X	X	X	X	X	X	X
E.	Clean interior and exterior windows			X				
2	Clean entry of building to include:							
A.	Sweep within 10 feet of main (south side) entrance	X	X	X	X	X	X	X
B.	Remove trash from outside trash bins and dispose in dumpster	X	X	X	X	X	X	X
C.	Stock and monitor all janitorial supplies	X	X	X	X	X	X	X
3	Clean restrooms and locker rooms to include: Inventory - 2 family restrooms, 1 women's restroom, 1 men's restroom, 1 men's locker room, 1 women's locker room							
A.	Clean and sanitize all toilets, urinals, tile walls, floors, sinks and baseboards	X	X	X	X	X	X	X
B.	Wipe down surface of stall doors	X	X	X	X	X	X	X
C.	Plunge and flush toilets	X	X	X	X	X	X	X
D.	Clean chrome, mirrors, mirror frames, metal work and dispensers, counters and doors	X	X	X	X	X	X	X
E.	Fill all paper products: paper towels, toilet paper, seat covers	X	X	X	X	X	X	X
F.	Fill all soap dispensers	X	X	X	X	X	X	X
G.	Sweep and wet mop floors with disinfectant cleaner	X	X	X	X	X	X	X
H.	Wipe diaper changing tables with disinfectant cleaner	X	X	X	X	X	X	X
I.	Wash and disinfect showers in locker rooms	X	X	X	X	X	X	X
J.	From a centralized location, pick up and empty trash and recycling from small bins (including sanitary disposal in women's restrooms and locker room) and dispose in dumpster	X	X	X	X	X	X	X
4	Clean Dance Room and Gymnastics Room to include:							
A.	Sweep floors including under chairs and along wall	X	X	X	X	X	X	X
B.	Remove clothing, books, etc. and put in lost and found	X	X	X	X	X	X	X
C.	Wet mop floors with cleaner	X	X	X	X	X	X	X
D.	Wipe down door handles	X	X	X	X	X	X	X
E.	Clean finger prints off mirrors	X	X	X	X	X	X	X
F.	Clean finger prints off interior windows and door windows	X	X	X	X	X	X	X
5	Clean display case and lobby area to include:							
A.	Vacuum carpet - including area behind and carpet underneath furniture	X	X	X	X	X	X	X
B.	Sweep the floors	X	X	X	X	X	X	X
C.	Wet mop tile floors with cleaner	X	X	X	X	X	X	X
D.	Remove clothing, books and any personal items left behind - put in lost and found	X	X	X	X	X	X	X
E.	Clean fingerprints from display case windows	X	X	X	X	X	X	X
F.	Wipe down tables in the lobby area	X	X	X	X	X	X	X
6	Clean hallway to Cascade and Olympic Rooms to include:							
A.	Vacuum carpet, including area behind and carpet underneath furniture	X	X	X	X	X	X	X
B.	Reposition furniture to original location including reception area chairs	X	X	X	X	X	X	X
C.	Remove clothing, books and any personal items left behind - put in lost and found	X	X	X	X	X	X	X

D.	Clean fingerprints off of interior windows (window to Gymnasium, Cascade and Olympic room)	X	X	X	X	X	X	X
7	Clean Cascade and Olympic Rooms to include:							
A.	Sweep floors	X	X	X	X	X	X	X
B.	Wipe counter tops	X	X	X	X	X	X	X
C.	Wet mop floors with cleaner	X	X	X	X	X	X	X
D.	Reposition furniture to original locations	X	X	X	X	X	X	X
E.	Wipe out sinks	X	X	X	X	X	X	X
F.	Remove trash and recycling from small bins and dispose in dumpster	X	X	X	X	X	X	X
G.	Wipe down trash bin covers	X	X	X	X	X	X	X
8	Clean kitchen to include:							
A.	Wipe counter tops	X	X	X	X	X	X	X
B.	Sweep Floor	X	X	X	X	X	X	X
C.	Wet mop floor with cleaner	X	X	X	X	X	X	X
D.	Fill paper towel dispenser	X	X	X	X	X	X	X
E.	Fill soap dispenser	X	X	X	X	X	X	X
F.	Turn off and unplug coffee makers, toaster, etc. left on after hours in the kitchen area as a safety precaution	X	X	X	X	X	X	X

Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area

9	Clean gymnasium to include:							
A.	Sweep floor - including under chairs along wall	X	X	X	X	X	X	X
B.	Remove clothing and personal items left behind - put items in lost and found bin located next to Coke machine in main hallway.	X	X	X	X	X	X	X
C.	Remove trash including plastic bottles, food wrappers, etc. and place in trash	X	X	X	X	X	X	X
D.	Wet mop entire floor with cleaner							X
E.	Clean HVAC grills							X
10	Clean weight/fitness rooms to include:				X			X
A.	Wipe down all equipment with cleaner				X			X
B.	Vacuum floor				X			X
C.	Sweep tile floor area				X			X
D.	Wipe down mats in stretching room				X			X
11	Specialty Cleaning to include:							
a.	Clean, strip and wax resilient floors (mandatory 4 coats of wax)	Once Per Year						
b.	Scrub resilient floors (mandatory 2 new coats of wax)	Three Times Per Year						
c.	Shampoo carpets	Once Per Year						
d.	Shampooing Chairs	Once Per Year						
e.	Bonneted shampoo carpet cleaning	Two Times Per Year						
f.	Scrub and polish thresholds	Jan/Apr/Jun/Sept						

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Wastewater Facility Offices
2,420 Sq Ft (Location F on the Map).

EXHIBIT A
17505 Linden Avenue N

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Tables		X		X			
b.	Spot clean interior walls		X		X			
c.	Cobweb removal		X		X			
d.	Doors (interior and exterior)		X		X			
e.	Low edges		X		X			
f.	Horizontal surfaces & moldings (within reach)		X		X			
g.	Baseboards		X		X			
h.	Vents/grills (including ceiling vents)		X		X			
i.	Vacuum and wipe baseboards		X		X			
2	Clean kitchen to include:							
a.	Wiping kitchen sinks, splashguard areas around sink and fixtures		X		X			
b.	Reposition furniture in an orderly manner		X		X			
c.	Clean counter and table tops		X		X			
d.	Chairs (includes rungs, ledges and arms)		X		X			
e.	Clean surfaces of cabinets, appliances (i.e. microwave(s),		X		X			
f.	Clean outside and fill soap dispensers and paper products dispensers		X		X			
g.	Vendor will turn off any coffee makers, tea makers, etc. left on after hours		X		X			

Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area

3	Empty garbage to include:							
a.	Empty all trash cans provide/replace liners		X		X			
b.	Remove waste from office recycling containers, kitchen areas		X		X			
c.	Pick up loose debris from under tables and desks, etc.		X		X			
4	Clean restroom to include:							
a.	Use *disinfectant to clean toilets, sinks and floors		X		X			
b.	Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.		X		X			
c.	Plunge and flush toilets		X		X			
d.	Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.		X		X			
e.	Fill all paper towel dispensers, toilet tissue holders and soap dispensers		X		X			
5	Thoroughly vacuum all identified carpeted areas to include:							
a.	Corridors		X		X			
b.	Rugs		X		X			
c.	Spot clean carpet when needed		X		X			
6	Clean floors to include:							
a.	Dry mop		X		X			
b.	Sweep		X		X			
c.	Wet mop		X		X			
d.	Wax-strip and re-seal resilient floors (as necessary - City will schedule)	Once per year						
7	Clean entryway and office windows.		X		X			
8	Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, etc.		X		X			
9	Sweep within 10 feet of each entrance.		X		X			
10	Specialty Cleaning to include:							
a.	Shampooing Chairs	Once Per Year						

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Hamlin Maintenance Facility - PW Streets Office
1,760 Sq Ft (Location G on the Map).

EXHIBIT A
16006 15th Avenue NE

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Tables		X		X			
	b. Spot clean interior walls		X		X			
	c. Cobweb removal		X		X			
	d. Doors (interior and exterior)		X		X			
	e. Low edges		X		X			
	f. Horizontal surfaces & moldings (within reach)		X		X			
	g. Baseboards		X		X			
	h. Vents/grills (including ceiling vents)		X		X			
	i. Vacuum and wipe baseboards		X		X			
2	Clean kitchen to include:							
	a. Wiping kitchen sinks, splashguard areas around sink and fixtures		X		X			
	b. Reposition furniture in an orderly manner		X		X			
	c. Clean counter and table tops		X		X			
	d. Chairs (includes rungs, ledges and arms)		X		X			
	e. Clean surfaces of cabinets, appliances (i.e. microwave(s), refrigerator(s))		X		X			
	f. Clean outside and fill soap dispensers and paper products dispensers		X		X			
	g. Vendor will turn off any coffee makers, tea makers, etc. left on after hours		X		X			
Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area								
3	Empty garbage to include:							
	a. Empty all trash cans provide/replace liners		X		X			
	b. Remove waste from office recycling containers, kitchen areas		X		X			
	c. Pick up loose debris from under tables and desks, etc.		X		X			
4	Clean restroom to include:							
	a. Use *disinfectant to clean toilets, sinks and floors		X		X			
	b. Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.		X		X			
	c. Plunge		X		X			
	d. Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.		X		X			
	e. Fill all paper towel dispensers, toilet tissue holders and soap dispensers		X		X			
5	Thoroughly vacuum all identified carpeted areas to include:							
	a. Corridors		X		X			
	b. Rugs		X		X			
	c. Spot clean carpet when needed		X		X			
6	Clean floors to include:							
	a. Dry mop		X		X			
	b. Sweep		X		X			
	c. Wet mop		X		X			
	d. Wax-strip and re-seal resilient floors (as necessary - City will schedule)	Once per year						
7	Clean entryway and office windows.		X		X			
8	Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, etc.		X		X			
9	Sweep within 10 feet of each entrance.		X		X			
10	Specialty Cleaning to include:							
	a. Shampooing Chairs	Once Per Year						

Janitorial work shall begin after facility has closed. Any changes to the schedule to be approved by the City.

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Hamlin Maintenance Facility - Parks Office
1,800 Sq Ft (Location H on the Map).

EXHIBIT A

16006 15th Avenue NE

Cleaning Tasks

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Tables		X		X			
	b. Spot clean interior walls		X		X			
	c. Cobweb removal		X		X			
	d. Doors (interior and exterior)		X		X			
	e. Low edges		X		X			
	f. Horizontal surfaces & moldings (within reach)		X		X			
	g. Baseboards		X		X			
	h. Vents/grills (including ceiling vents)		X		X			
	i. Vacuum and wipe baseboards		X		X			
2	Clean kitchen to include:							
	a. Wiping kitchen sinks, splashguard areas around sink and fixtures		X		X			
	b. Reposition furniture in an orderly manner		X		X			
	c. Clean counter and table tops		X		X			
	d. Chairs (includes rungs, ledges and arms)		X		X			
	e. Clean surfaces of cabinets, appliances (i.e. microwave(s),		X		X			
	f. Clean outside and fill soap dispensers and paper products dispensers		X		X			
	g. Vendor will turn off any coffee makers, tea makers, etc. left on after hours		X		X			
Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area								
3	Empty garbage to include:							
	a. Empty all trash cans provide/replace liners		X		X			
	b. Remove waste from office recycling containers, kitchen areas		X		X			
	c. Pick up loose debris from under tables and desks, etc.		X		X			
4	Clean restroom to include:							
	a. Use * disinfectant to clean toilets, sinks and floors		X		X			
	b. Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.		X		X			
	c. Plunge		X		X			
	d. Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.		X		X			
	e. Fill all paper towel dispensers, toilet tissue holders and soap dispensers		X		X			
5	Thoroughly vacuum all identified carpeted areas to include:							
	a. Corridors		X		X			
	b. Rugs		X		X			
	c. Spot clean carpet when needed		X		X			
6	Clean floors to include:							
	a. Dry mop		X		X			
	b. Sweep		X		X			
	c. Wet mop		X		X			
	d. Wax-strip and re-seal resilient floors (as necessary - City will schedule)	Once per year						
7	Clean entryway and office windows.		X		X			
8	Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, etc.		X		X			
9	Sweep within 10 feet of each entrance.		X		X			
10	Specialty cleaning to include:							
	a. Shampooing of Chairs.	Once Per Year						

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North Maintenance Facility - PW Grounds
1,250 Sq Ft (Location I on the Map).

EXHIBIT A
19547 25th Avenue NE

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Tables		X		X			
	b. Spot clean interior walls		X		X			
	c. Cobweb removal		X		X			
	d. Doors (interior and exterior)		X		X			
	e. Low edges		X		X			
	f. Horizontal surfaces & moldings (within reach)		X		X			
	g. Baseboards		X		X			
	h. Vents/grills (including ceiling vents)		X		X			
	i. Vacuum and wipe baseboards		X		X			
2	Clean kitchen to include:							
	a. Wiping kitchen sinks, splashguard areas around sink and fixtures		X		X			
	b. Reposition furniture in an orderly manner		X		X			
	c. Clean counter and table tops		X		X			
	d. Chairs (includes rungs, ledges and arms)		X		X			
	e. Clean surfaces of cabinets, appliances (i.e. microwave(s), refrigerator(s))		X		X			
	f. Clean outside and fill soap dispensers and paper products dispensers		X		X			
	g. Vendor will turn off any coffee makers, tea makers, etc. left on after hours		X		X			
Note: cleaning tools (sponges, brushes, etc.) used in kitchen area shall be used only in the kitchen area								
3	Empty garbage to include:							
	a. Empty all trash cans provide/replace liners		X		X			
	b. Remove waste from office recycling containers, kitchen areas		X		X			
	c. Pick up loose debris from under tables and desks, etc.		X		X			
4	Clean restroom to include:							
	a. Use *disinfectant to clean toilets, sinks and floors		X		X			
	b. Sanitize all toilets, urinals, tile walls, floors & wash basins, etc.		X		X			
	c. Plunge		X		X			
	d. Clean chrome, mirrors, mirror frames, dispensers, vanity counters, doors, etc.		X		X			
	e. Fill all paper towel dispensers, toilet tissue holders and soap dispensers		X		X			
5	Thoroughly vacuum all identified carpeted areas to include:							
	a. Corridors		X		X			
	b. Rugs		X		X			
	c. Spot clean carpet when needed		X		X			
6	Clean floors to include:							
	a. Dry mop		X		X			
	b. Sweep		X		X			
	c. Wet mop (once per week on Sunday)		X		X			
	d. Wax-strip and re-seal resilient floors (as necessary - City will schedule)	Once per year						
7	Clean entryway and office windows.		X		X			
8	Dust workstation surfaces, file cabinets, tabletops, partition edges, walls, etc.		X		X			
9	Sweep within 10 feet of each entrance.		X		X			
10	Specialty Cleaning to include:							
	a. Shampooing chairs	Once Per Year						

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Echo Lake Park Portland Loo Restroom

58 sq. ft. (Location J on the Map).

EXHIBIT A

19901 Ashworth Ave N

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restroom to include: Note: Use * disinfectant to clean toilet and floor.							
a.	Sanitize the toilet, walls, floor, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilet.	X	X	X	X	X	X	X
c.	Clean chrome, frames, metal work and dispensers, doors, etc.	X	X	X	X	X	X	X
d.	Fill all toilet tissue dispensers	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilet	X	X	X	X	X	X	X
f.	Refill hand sanitizer dispenser in mechanical room	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floor before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Hose down floor using hose from mechanical room.	X	X	X	X	X	X	X
c.	Damp mop with a*disinfectant cleaner	X	X	X	X	X	X	X
d.	Squeegee floor dry after mopping	X	X	X	X	X	X	X
5	Sweep, hose and rinse within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
6	Remove and replace red Sharp's container when full (per safe Blood Borne Pathogen protocols).	X	X	X	X	X	X	X
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

*The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Hillwood Park Restroom
260 Sq. Ft (Location K on the Map).

EXHIBIT A
19001 3rd Ave NW

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use *disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

*The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Frequency for this restroom only:

March 1- November 30 : 7 days per week (Sun through Sat)

December 1 - February 28: Restroom Closed

Kayu Kayu Ac Park Restroom
260 sq. ft. (Location L on the Map).
Cleaning Tasks

EXHIBIT A
19911 Richmond Beach Dr

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use *disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floor before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floor dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

*The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Hamlin Park Upper Restroom
435 sq. ft. (Location M on the Map).
Cleaning Tasks

EXHIBIT A
16006 15th Ave NE

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use *disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Hamlin Park Lower Restroom
435 sq. ft. (Location N on the Map).
Cleaning Tasks

EXHIBIT A
16006 15th AVE NE

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use *disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Shoreview Park Upper Restroom

515 sq. ft. (Location O on the Map).

EXHIBIT A

700 NW Innis Arden Way

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use *disinfectant to clean toilets, sinks and floor.							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Shoreview Park Lower Restroom

515 sq. ft. (Location P on the Map).

EXHIBIT A

700 NW Innis Arden Way

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use *disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Paramount Park Restroom
525 sq. ft. (Location Q on the Map).
Cleaning Tasks

EXHIBIT A
15300 8th Ave NE

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use *disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Richmond Beach Saltwater Park Upper Restroom

EXHIBIT A

505 sq. ft. (Location S on the Map).

2021 NW 190th Street

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use *disinfectant to clean toilets, sinks and floor.							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Richmond Beach Saltwater Park Lower Restroom

EXHIBIT A

505 sq. ft. (Location R on the Map).

2021 NW 190th Street

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use *disinfectant to clean toilets, sinks and floor.							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

*The City requires the use of environmentally preferable janitorial disinfectant products that have been third-party certified by either Green Seal and/or Ecologo and that are bio-based products.

Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Richmond Highlands Park Restroom

361 sq. ft. (Location T on the Map).

EXHIBIT A

16554 Fremont Ave N

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use *disinfectant to clean toilets, sinks and floor.							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Equipment and supplies will be purchased for cleaning tasks and will not be used for another site on campus. All cleaning supplies shall be maintained and stored in a manner that will not support growth and spread of pathogen organisms. Mops and rags shall be disinfected in a soaking solution after each service and replaced on a weekly basis. All cleaning equipment will be washed after each service with a germicidal solution, rinsed and air dried.

Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Shoreline Park Restroom
500 sq. ft. (Location U on the Map).
Cleaning Tasks

EXHIBIT A
19030 1st Avenue NE

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include:							
	Note: Use * disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Twin Ponds Park Restroom
380 sq. ft. (Location V on the Map).

EXHIBIT A
15401 1st Ave NE

Cleaning Tasks		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
a.	Cobweb removal	X	X	X	X	X	X	X
b.	Doors (interior and exterior)	X	X	X	X	X	X	X
c.	Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
a.	Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
b.	Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
c.	Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
d.	Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use *disinfectant to clean toilets, sinks and floor.							
a.	Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
b.	Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
c.	Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
d.	Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
e.	Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
a.	Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
b.	Damp mop with a cleaner	X	X	X	X	X	X	X
c.	Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
a.	Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
b.	Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
8	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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Cleaning must be completed between 4:00 a.m. and 8:00 a.m.

Cromwell Park Restroom
220 sq. ft. (Location W on the Map).
Cleaning Tasks

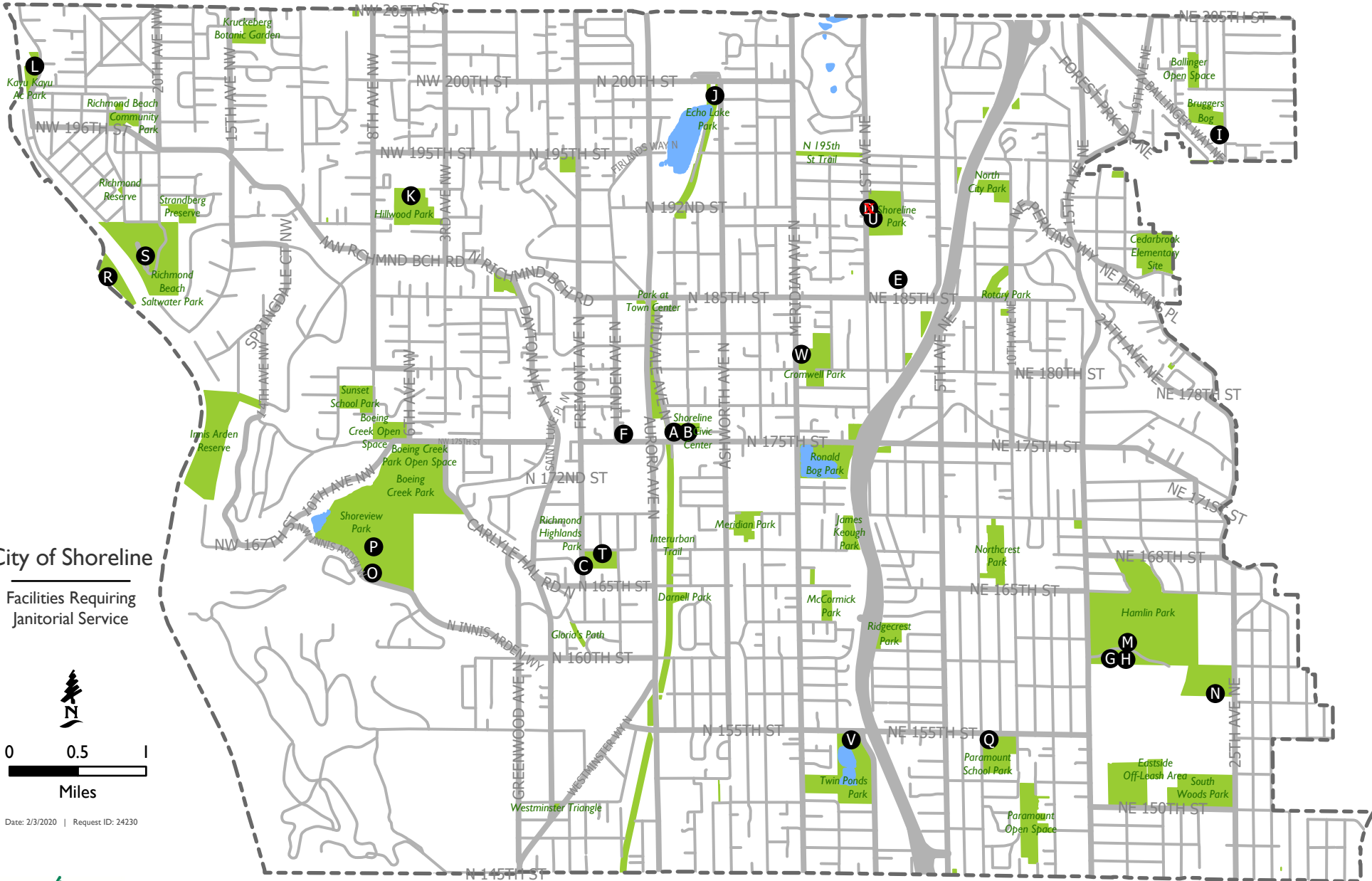
EXHIBIT A
18030 Meridian Ave N

		Mon	Tues	Wed	Thu	Fri	Sat	Sun
1	Dust, wipe, spot clean and remove finger prints to include:							
	a. Cobweb removal	X	X	X	X	X	X	X
	b. Doors (interior and exterior)	X	X	X	X	X	X	X
	c. Interior walls	X	X	X	X	X	X	X
2	Empty garbage to include:							
	a. Empty all garbage cans once they are half-full or sooner if unpleasant odor.	X	X	X	X	X	X	X
	b. Provide/replace trash can liners - replace also when they become stained, soiled or torn.	X	X	X	X	X	X	X
	c. Remove all garbage from site and haul and dump trash at designated City's dumpsters located at Hamlin Maintenance Facility.	X	X	X	X	X	X	X
	d. Verify restroom is free of graffiti and garbage can is free of dents and graffiti. Janitors are to notify City Representative daily of any graffiti, vandalism and repair needs inside and outside of the restrooms.	X	X	X	X	X	X	X
3	Clean restrooms to include: Note: Use *disinfectant to clean toilets, sinks and floor.							
	a. Sanitize all toilets, urinals, tile walls, floors and wash basins, etc.	X	X	X	X	X	X	X
	b. Plunge and flush toilets. Check faucet and floor drains	X	X	X	X	X	X	X
	c. Clean chrome, mirrors, mirror frames, metal work and dispensers, vanity counters, doors, etc.	X	X	X	X	X	X	X
	d. Fill all paper towel dispensers and toilet tissue holders	X	X	X	X	X	X	X
	e. Remove all foreign objects from toilets and sinks	X	X	X	X	X	X	X
4	Clean floors to include:							
	a. Sweep floors before mopping and use a dust pan to remove and properly dispose of sweepings in the trash	X	X	X	X	X	X	X
	b. Damp mop with a cleaner	X	X	X	X	X	X	X
	c. Squeegee floors dry after mopping	X	X	X	X	X	X	X
5	Clean chrome fixtures with *disinfectant cleaner to include:							
	a. Remove all foreign objects from drinking fountain	X	X	X	X	X	X	X
	b. Clean drinking fountain	X	X	X	X	X	X	X
6	Sweep within 10 feet of each entrance and remove trash from outside trash cans.	X	X	X	X	X	X	X
7	Clean all interior windows (ceiling windows).	X	X	X	X	X	X	X
	Clean out "chase area" (mechanical room); includes sweeping, mopping and removing cobwebs.	Monthly						
9	Deep Cleaning includes hot water pressure wash with *disinfectant. Separate price and approval required by City prior to work.	As Needed						

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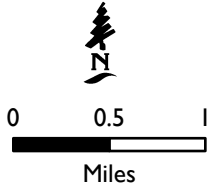
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Cleaning must be completed between 4:00 a.m. and 8:00 a.m.



City of Shoreline

Facilities Requiring Janitorial Service



Date: 2/3/2020 | Request ID: 24230



Geographic Information System

This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

City of Shoreline RFP Janitorial Services

- A** Shoreline City Hall
17500 Midvale Ave N
- B** Shoreline Police Station including Jails
17500 Midvale Ave N
- C** Richmond Highlands Rec Center
16554 Fremont Ave N
- D** ~~Shoreline Swimming Pool
19030 1st Ave NE~~
- E** Spartan Recreation Center
202 NE 185th St
- F** Wastewater Facility Offices
17505 Linden Ave N
- G** Hamlin Maintenance Facility - PW
16006 15th Ave NE
- H** Hamlin Maintenance Facility - Parks
16006 15th Ave NE
- I** North Maintenance Facility
PW Grounds Maintenance
19547 25th Ave NE
- J** Echo Lake Restroom
19901 Ashworth Ave N
- K** Hillwood Restroom
19001 3rd Ave NW
- L** Kayu Kayu Restroom
19911 Richmond Beach Dr NW
- M** Upper Hamlin Restroom
16006 15th Ave NE
- N** Lower Hamlin Restroom
16006 15th Ave NE
- O** Shoreview Park Upper Restroom
700 NW Innis Arden Way
- P** Shoreview Park Lower Restroom
700 NW Innis Arden Way
- Q** Paramount Restroom
15300 8th Ave NE
- R** Richmond Bch Saltwater Lower Restroom
2021 NW 190th St
- S** Richmond Bch Saltwater Upper Restroom
2021 NW 190th St
- T** Richmond Highlands Park Restroom
16554 Fremont Ave N
- U** Shoreline Park Restroom
19030 1st Ave NE
- V** Twin Ponds Park Restroom
15401 1st Ave NE
- W** Cromwell Park Restroom
18030 Meridian Ave N