

**DRAFT SERVICES AGREEMENT BETWEEN THE CITY OF SUNNYVALE
AND UNITED BUILDING MAINTENANCE, INC. FOR CUSTODIAL SERVICES**

THIS AGREEMENT dated _____ is by and between the CITY OF SUNNYVALE, a California chartered municipal corporation ("CITY"), and UNITED BUILDING MAINTENANCE, INC. ("CONTRACTOR"), a corporation.

WHEREAS, CITY advertised an Invitation for Bids (IFB) on March 3, 2026; and

WHEREAS, CITY accepted CONTRACTOR's bid submitted on April 15, 2026; and

WHEREAS, CITY desires to secure services necessary for custodial services; and

WHEREAS, in reliance upon CONTRACTOR's representations regarding its qualifications, CITY finds that CONTRACTOR possesses the skill and expertise to provide the required services;

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Contract Documents

The complete Contract consists of the following documents: Exhibit A, Scope of Services; Notice Inviting Bids; Instructions to Bidders; Specifications; Terms and Conditions; and CONTRACTOR's completed bid. These documents are all incorporated herein by reference. All exhibits, including all associated attachments, are incorporated herein by reference. The documents and exhibits comprising the complete contract are collectively referred to as the Contract Documents.

Any and all obligations of the CITY and the CONTRACTOR are fully set forth and described therein.

All of the above documents are intended to cooperate so that any work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all documents.

2. Services by CONTRACTOR

It is understood and agreed that tools, equipment, apparatus, facilities, labor, transportation, and material shall be furnished and work performed and completed as required in the bid documents under the sole direction and control of the CONTRACTOR, and subject to approval of the City.

3. Time for Performance

The term of this Agreement shall be from October 1, 2026, through September 30, 2028, unless otherwise terminated in accordance with Section 16 below. The schedule of performance may be revised by the mutual agreement of CONTRACTOR and the CITY.

4. Compensation

In no event shall the total amount of compensation payable under this agreement for base bid services exceed the sum of Two Million Seventeen Thousand Three Hundred Sixty-Eight and 12/100 Dollars (\$2,017,368.12) for the duration of the contract, as well as optional services in an amount not to exceed One Hundred Eleven Thousand Seven Hundred Two and 05/100 Dollars (\$111,702.05) unless upon written modification of this Agreement in accordance with Section 17 below. In no event shall the total amount of compensation payable under this agreement exceed the sum of Two million One Hundred Twenty-Nine Thousand Seventy and 17/100 Dollars (\$2,129,070.17).

CONTRACTOR shall submit invoices to CITY no more frequently than monthly for services provided to date, and in accordance with the compensation schedule outline in Exhibit "B". All invoices, including detailed backup, shall be sent to City of Sunnyvale, attention Accounts Payable, P.O. Box 3707, Sunnyvale, CA 94088-3707 or accountspayable@sunnyvale.ca.gov. Payment shall be made within thirty days upon receipt of an accurate itemized invoice by CITY's Accounts Payable unit.

5. Wage Rates

CONTRACTOR shall comply with the minimum wage provisions set forth in Section 3.80.040 of the Sunnyvale Municipal Code.

6. Conflict of Interest

CONTRACTOR shall avoid all conflicts of interest, or appearance of conflict, in performing the services and agrees to immediately notify CITY of any facts that may give rise to a conflict of interest. CONTRACTOR is aware of the prohibition that no officer of CITY shall have any interest, direct or indirect, in this Agreement or in the proceeds thereof. During the term of this Agreement CONTRACTOR shall not accept employment or an obligation which is inconsistent or incompatible with CONTRACTOR'S obligations under this Agreement.

7. Confidential Information

CONTRACTOR shall maintain in confidence and at no time use, except to the extent required to perform its obligations hereunder, any and all proprietary or confidential information of CITY of which CONTRACTOR may become aware in the performance of its services.

8. Compliance with Laws

- A. CONTRACTOR shall not discriminate against, or engage in the harassment of, any City employee or volunteer or any employee of CONTRACTOR or applicant for employment because of an individual's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status, or any other protected characteristic in violation of federal or state law. This prohibition shall apply to all of CONTRACTOR's employment practices and to all of CONTRACTOR's activities as a provider of services to the City.

- B. CONTRACTOR shall comply with all federal, state and city laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Agreement.

9. Independent Contractor

CONTRACTOR is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant or employee of CITY. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between CITY and CONTRACTOR. CONTRACTOR is responsible for paying all required state and federal taxes.

10. Indemnity

To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend, and hold harmless the CITY, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of the performance of the services described herein, caused in whole or in part by any negligent act or omission of CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful acts of the CITY. The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this agreement. CONTRACTOR's responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement.

11. Insurance

The City requires that CONSULTANT maintain insurance requirements on the electronic insurance verification system. CONSULTANT shall procure and maintain, at its own expense, during the life of this Agreement, policies of insurance as specified in Exhibit "C" attached and incorporated herein by reference and shall provide all certificates and endorsements as specified in Exhibit "C" for approval by the City Risk Manager prior to CONSULTANT (or subcontractor) commencing any work under this Agreement.

12. CITY Representative

Ramana Chinnakotla, Interim Director of Public Works, as the City Manager's authorized representative ("CITY representative"), shall represent CITY in all matters pertaining to the services to be rendered under this Agreement. All requirements of CITY pertaining to the services and materials to be rendered under this Agreement shall be coordinated through the CITY representative.

13. CONTRACTOR Representative

Jon Dunn, Operations Manager, shall represent CONTRACTOR ("CONTRACTOR representative") in all matters pertaining to the services and materials to be rendered under this Agreement; all requirements of CONTRACTOR pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the CONTRACTOR representative.

14. Notices

All notices required by this Agreement, other than invoices for payment which shall be sent directly to Accounts Payable, shall be in writing, and sent by first class with postage prepaid, or sent by commercial courier, to address below as follows:

Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by email, to accomplish timely communication. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of three business days after mailing.

To CITY: Ramana Chinnakotla, Interim Director
Department of Public Works
CITY OF SUNNYVALE
P. O. Box 3707
Sunnyvale, CA 94088-3707

To CONTRACTOR: UNITED BUILDING MAINTENANCE, INC.
1143 N. Market Blvd. Suite 3
Sacramento, CA 95834

15. Assignment

Neither party shall assign or sublet any portion of this Agreement without the prior written consent of the other party.

16. Termination

- A. If CONTRACTOR defaults in the performance of this Agreement, or materially breaches any of its provisions, CITY at its option may terminate this Agreement by giving written notice to CONTRACTOR. In the event of such termination, CONTRACTOR shall be compensated in proportion to the percentage of satisfactory services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONTRACTOR shall present CITY with any work product completed at that point in time.
- B. Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY also shall have the right to terminate this Agreement for any reason upon ten (10) days' written notice to CONTRACTOR. In the event of such termination, CONTRACTOR shall be compensated in proportion to the percentage of services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONTRACTOR shall present CITY with any work product completed at that point in time.
- C. If CITY fails to pay CONTRACTOR, CONTRACTOR at its option may terminate this Agreement if the failure is not remedied by CITY within 30 days after written notification of failure to pay.

17. Entire Agreement; Amendment

This writing constitutes the entire agreement between the parties relating to the services to be performed or materials to be furnished hereunder. No modification of this Agreement shall be effective unless and until such modification is evidenced by writing as an amendment to this Agreement signed by all parties. If the amendment is signed electronically, the digital signatures must comply with the requirements of California Government Code Section 16.5.

18. Governing Law, Jurisdiction and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its conflict of law principles. Proper venue for legal actions will be exclusively vested in a state court in the County of Santa Clara. The parties agree that subject matter and personal jurisdiction are proper in state court in the County of Santa Clara, and waive all venue objections.

19. Miscellaneous

Time shall be of the essence in this Agreement. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF SUNNYVALE ("CITY")

UNITED BUILDING MAINTENANCE, INC.
("CONTRACTOR")

By _____
City Manager

By _____

Name and Title

APPROVED AS TO FORM:

By _____
City Attorney

By _____

Name and Title

ATTEST:

By _____
City Clerk

EXHIBIT "A"
SCOPE OF SERVICES

Base Bid Services:

Contractor shall furnish all materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor and supervision necessary to provide CUSTODIAL SERVICES at the following City of Sunnyvale facilities:

Cluster 1: Civic Center

Bid Item	Description	Unit Type	Qty.
1.1	City Hall (456 West Olive Ave)	SF	118,698
1.2	Department of Public Safety (700 All America Way, Suite A)	SF	60,870
1.3	Sunnyvale Emergency Operations Center (700 All America Way)	SF	12,946
1.4	Day Porter City Hall (456 W. Olive Ave)	LS	1
1.5	Sunnyvale Library (665 W. Olive Ave)	SF	34,672
1.6	Day Porter Library (665 W. Olive Ave)	LS	1

Cluster 2: Community Center Complex (550 E. Remington Dr.)

Bid Item	Description	Unit Type	Qty.
2.1	Recreation Building	SF	17,912
2.2	Indoor Sports Center	SF	24,125
2.3	Creative Arts Building	SF	9,063
2.4	Theatre	SF	14,862
2.5	Senior Center	SF	23,000
2.6	Heritage Center (Arboretum)	SF	3,956

Cluster 3: Various City Buildings

Bid Item	Description	Unit Type	Qty.
3.1	Corporation Yard (221 Commercial St.)	SF	18,459
3.2	Columbia Neighborhood Center (CNC) – (785 Morse Ave.)	SF	19,735
3.3	Water Pollution Control Plant (1444 Borregas Ave.)	SF	12,228
3.4	Fire Station #5 Training Center (1210 Bordeaux Dr.)	SF	3,840
3.5	725 Kifer Dr. Building	SF	7,875

3.6	Sunnyvale Lakewood Branch Library	SF	22,771
3.7	Day Porter Lakewood Branch Library	LS	1

Cluster 4: Swim Centers

Bid Item	Description	Unit Type	Qty.
4.1	Fremont High School Swim Center (1283 Sunnyvale Saratoga Road)	SF	3,000
4.2	Washington Swim Center – Summer Schedule (255 S. Pastoria Ave.)	SF	4,470
4.3	Washington Swim Center – Fall – Winter – Spring Schedule	SF	4,470

Optional Custodial Services: Add Alts

Add Alt Cluster 1: Community Center

Bid Item	Description	Unit Type	Qty.
5.1	Orchard Pavilion Ballroom	EA	40
5.2	Senior Center Kitchen	EA	4

Add Alt Cluster 2: Recreation Summer Cleaning Services

Bid Item	Description	Unit Type	Qty.
6.1	Columbia School Multi-purpose Room	EA	21
6.2	Columbia 2 Classroom Cleaning	EA	10
6.3	Columbia Pool Locker Rooms	EA	21
6.4	Sunnyvale Middle School Pool Locker Rooms	EA	21

Add Alt Cluster 3: Swim Centers

Bid Item	Description	Unit Type	Qty.
7.1	Sunnyvale Swim Center Locker Room Deep Clean	EA	24

Add Alt 4: Deep Carpet Cleanings

Bid Item	Description	Unit Type	Qty.
8.1	Steam Clean Carpets in Various City Buildings	SF	200,000

Add Alt 5:

Bid Item	Description	Unit Type	Qty.
9.1	Multi-Modal Caltrain Station (121 E. Evelyn Ave.)	SF	200

TECHNICAL SPECIFICATIONS

1. Civic Center Cluster

1.1 City Hall (456 W. Olive Ave)

1.1.1 Total Area: 118,698 SF

1.1.2 Cleaning Hours: 6:00 PM to 2:00 AM (Five days/week, Monday- Friday)

1.1.3 Measurement and Payment

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

1.1.4 Daily Frequency

- i. Empty all garbage bins, food scraps bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Auditoriums: City Hall Council Chambers, conference rooms and related Auditoriums to be inspected and spot cleaned daily. Full cleans after all meetings.
- v. Drinking Fountains: clean, disinfect and polish.
- vi. Glass, windows, and mirrors - spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- vii. Elevators: Floors cleaned and free of debris and stains. All stainless steel polished.
- viii. Graffiti: Remove all marks and writing.
- ix. Clean and disinfect showers, locker rooms, exercise rooms (floor, equipment, and fixtures). Clean floor drains grates until they are free of dust, debris, and hair.
- x. Kitchens and Breakrooms: clean, restock and wipe down disinfected areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Spot clean floors daily until they are free of debris.
- xi. Classrooms, conference rooms, meeting rooms and ballrooms - inspected and spot cleaned daily.
- xii. Ashtray (sand urns) outside the building: Clean. Remove cigarette butts.

- xiii. Stairwells to be walked and spot cleaned.
- xiv. Elevated Patio area's (located outside of second floor One Stop Permit Center and outside second floor next to Department of Public Works): Spot clean tables, seating, benches, handrails, door handles, trash and recycle bins and enclosures.
- xv. Closets and custodial storage rooms to be kept organized daily.

1.1.5 Weekly Frequency

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All Vinyl and linoleum floors to be spray buffed.
- vii. All stainless steel to be cleaned and polished.

1.1.6 Monthly Frequency

- i. Spot clean carpets free of any visible stains.
- ii. Remove fingerprints, smudges, and dirt on all vertical surfaces such as walls, doors, moldings, wood, marble, ceramic, metal, plastic, glass etc.
- iii. Dusting: remove all accumulated dust from table-tops, desks, filing cabinets and all horizontal surfaces 8' and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails - washed clean. (White board surface cleaned only when no writing or drawings are noticed).
- vi. Restroom floors: machine scrubbed and extracted.
- vii. Elevated Patio area's (located outside of second floor One Stop Permit Center and outside second floor next to Department of Public Works) Clean and disinfect tables, seating, benches, handrails, door handles, trash and recycle bins and enclosures.
- viii. Wooden furniture - cleaned and polished. All redwood tables, furniture and staircases must be wiped down with microfiber towels only. Approved chemicals must be approved prior to use.
- ix. Office and Conference room chair bottoms to be wiped clean.
- x. All windowsills and framing to be dusted and cleaned.

1.1.7 Quarterly Frequency

- i. Vinyl and linoleum -Scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica, plastic, wood and metal desks, file cabinets wipe down and cleaned.
- iii. Fabric or carpeted wall coverings -dust and/or vacuum, spot clean.
- iv. Light Switches -Clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Venetian blinds -vacuumed, wiped down, and cleaned.
- vii. Elevated Patio area's (located outside of second floor One Stop Permit Center and outside second floor next to Department of Public Works): Clean paver stones and hard surface seating by washing down, scrubbing, use of pressurized water or equipment.

1.1.8 Semi-Annual Frequency

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a

- proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting -high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures -clean
- v. All computer monitors: clean with anti-static cleaner
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

1.1.9 Annual Frequency

- i. Stone, marble, slate, granite, ceramic tile: Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. High dusting: remove all accumulated dust, dirt, and debris.
- iii. Fabric furniture: dust, vacuum, and spot clean.
- iv. Refrigerators: clean all breakroom refrigerators inside/out.
- v. Council Chamber Seating: dust, vacuum, and spot clean. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- vi. Vinyl and linoleum floors to be stripped and waxed.
- vii. Wipe down all vertical hard surfaces (wood, marble, ceramic, metal, plastic, glass, etc.)

1.2 Department of Public Safety (700 All American Way)

1.2.1 Total Area: 60,870 SF

1.2.2 Cleaning Hours: Cleaning Hours: 6:00 PM to 2:00 AM (Seven days/week, Sunday-Saturday)

1.2.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

1.2.4 Daily Frequency

- i. Empty all garbage bins, food scraps bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking Fountains: clean, disinfect and polish.
- v. Glass, windows, and mirrors - spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- vi. Elevators: floors cleaned and free of debris and stains. All stainless steel polished.
- vii. Graffiti: remove all marks and writing.
- viii. Showers, locker rooms, exercise rooms (floor, equipment, and fixtures), and jail area (When accessible) - clean and disinfected. Floor drains grates inspected and keep clean of dust, debris, and hair.
- ix. Kitchens and Breakrooms - clean, restock and wipe down disinfected areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Floors are to be spot cleaned and free of debris daily.
- x. Outdoor Patio: Spot clean tables, seating, benches, handrails, door handles, trash and recycle bins and enclosures.
- xi. Classrooms, conference rooms, meeting rooms and ballrooms - Spot cleaned daily to an orderly fashion.
- xii. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- xiii. Stairwells to be walked and spot cleaned.
- xiv. Closets and custodial storage rooms to be kept organized daily.

1.2.5 Weekly Frequency

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All Vinyl and linoleum floors to be spray buffed.
- vii. All stainless steel to be cleaned and polished.

1.2.6 Monthly Frequency

- i. Spot clean carpets free of any visible stains.
- ii. Remove fingerprints, smudges, and dirt on all vertical surfaces such as walls, doors, moldings, wood, marble, ceramic, metal, plastic, glass etc.
- iii. Dusting: remove all accumulated dust from table-tops, desks, filing cabinets and all horizontal surfaces 8' and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails - washed clean. (White board surface cleaned only when no writing or drawings are noticed).
- vi. Restroom floors: machine scrubbed and extracted.

- vii. Wooden furniture - cleaned and polished. All redwood tables, furniture and staircases must be wiped down with microfiber towels only. Chemicals must be approved by the City prior to use.
- viii. Office and Conference room chair bottoms to be wiped clean
- ix. All windowsills and framing to be dusted and cleaned.

1.2.7 Quarterly Frequency

- i. Vinyl and linoleum -Scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Wipe down and clean Formica, plastic, wood and metal desks, and file cabinets.
- iii. Fabric or carpeted wall coverings: dust and/or vacuum, spot clean.
- iv. Light Switches -Clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Venetian blinds: vacuumed, wiped down, and cleaned.

1.2.8 Semi-Annual Frequency

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting -high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures -clean
- v. All computer monitors: clean with anti-static cleaner
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

1.2.9 Annual Frequency

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows, and first (1st) floor exterior windows to be cleaned.
- iii. High dusting: remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside/out.
- vi. Council Chamber Seating: Dust surfaces, vacuum floors, and clean any visible spots or stains. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.

- vii. Vinyl and linoleum floors to be stripped and waxed.
- viii. Wipe down all vertical hard surfaces (wood, marble, ceramic, metal, plastic, glass, etc.)

1.3 Sunnyvale Emergency Operations Center (700 All American Way, Suite B)

1.3.1 Total Area: 12,946 SF

1.3.2 Cleaning Hours: Cleaning Hours: 6:00 PM to 2:00 AM (Five days/week, Monday- Friday)

1.3.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

1.3.4 Daily Frequency

- i. Empty all garbage bins, food scraps bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Auditoriums: City Hall Council Chambers, conference rooms and related Auditoriums to be inspected and spot cleaned daily. Full cleans after all meetings.
- v. Drinking Fountains: clean, disinfect and polish.
- vi. Glass windows, and mirrors – Clean until glass and windows are free of any handprints, dust, and debris.
- vii. Elevators: floors cleaned and free of debris and stains. All stainless-steel polished finish.
- viii. Graffiti: remove all marks and writing.
- ix. Clean and disinfect showers, locker rooms, exercise rooms (floor, equipment, and fixtures). Floor drains grates cleaned until they are free of dust, debris, and hair.
- x. Kitchens and Breakrooms - clean, restock and wipe down disinfect areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Floors to be spot cleaned and free of debris daily.
- xi. Classrooms, conference rooms, meeting rooms and ballrooms - inspected and spot cleaned daily.
- xii. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- xiii. Stairwells to be walked and spot cleaned.
- xiv. Closets and custodial storage rooms to kept organized daily.

1.3.5 Weekly Frequency

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All Vinyl and linoleum floors to be spray buffed.
- vii. All stainless steel to be cleaned and polished.

1.3.6 Monthly Frequency

- i. Spot clean carpets free of any visible stains.
- ii. Remove fingerprints, smudges, and dirt on all vertical surfaces such as walls, doors, moldings, wood, marble, ceramic, metal, plastic, glass etc.
- iii. Dusting: remove all accumulated dust from table-tops, desks, filing cabinets and all horizontal surfaces 8' and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails - washed clean. (White board surface cleaned only when no writing or drawings are noticed).
- vi. Restroom floors: machine scrubbed and extracted.
- vii. Wooden furniture - cleaned and polished. All redwood tables, furniture and staircases must be wiped down with microfiber towels only. Approved chemicals must be approved prior to use.
- viii. Office and Conference room chair bottoms to be wiped clean.
- ix. All windowsills and framing to be dusted and cleaned.

1.3.7 Quarterly Frequency

- i. Vinyl and linoleum -Scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica, plastic, wood and metal desks, file cabinets wipe down and cleaned.
- iii. Fabric or carpeted wall coverings -dust and/or vacuum, spot clean.
- iv. Light Switches -Clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Venetian blinds -vacuumed, wiped down, and cleaned.

1.3.8 Semi-Annual Frequency

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting -high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures -clean
- v. All computer monitors: clean with anti-static cleaner
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a

written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

1.3.9 Annual Frequency

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows, and first (1st) floor exterior windows to be cleaned. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- iii. High dusting: remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside/out.
- vi. Vinyl and linoleum floors to be stripped and waxed.
- vii. Wipe down all vertical hard surfaces (wood, marble, ceramic, metal, plastic, glass, etc.)

1.4 Day Porter City Hall

1.4.1 General Requirements: The day porter is expected to be on-site at the City Hall building Monday – Friday (10:00 am – 2:30 pm). Revised hours and duration are at the City's discretion. Day Porter is to be same employee stationed onsite daily.

1.4.2 Measurement and Payment

- i. Measurement: Day Porter Services will be measured on a lump sum (LS) basis per facility. The bidder shall provide one lump sum (LS) price that covers all required day porter duties and frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The lump sum price shall include all work necessary to maintain the required level of cleanliness and support during operating hours.
- ii. Payment: The lump sum bid price for Day Porter Services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract lump sum price per facility, based on satisfactory performance and compliance with the cleanliness standards and service expectations outlined in these specifications. No additional compensation will be allowed for variations in workload, facility usage, or service hours.

1.4.3 Monday:

- i. Check all restrooms: Stock paper supplies if needed.
- ii. Wipe countertops.
- iii. Clean all mirrors, chrome and stainless free of spots.
- iv. Pick up any debris on the floor.
- v. Lobby and Stairwells: wipe down all handrails.
- vi. Dust furniture and tabletops.
- vii. Wipe down baseboards.
- viii. Check elevators: wipe down and shine all stainless steel inside and out.
- ix. Clean and sweep all entrances.
- x. Patrol all outside courtyards and patio area's making sure they are free of debris and empty garbage.

- xi. Wipe down and polish painted metal and stainless-steel card reader pedestals outside of building exterior doors.

1.4.4 Tuesday:

- i. Check all restrooms: Stock paper supplies if needed.
- ii. Wipe countertops.
- iii. Clean all mirrors, chrome and stainless free of spots.
- iv. Pick up any debris on the floor.

1.4.4.1 Council Chambers

- i. Spot clean and all chairs and flooring.
- ii. Dust all desks and wood surfaces.
- iii. Dust council seating area.
- iv. Clean all glass and wipe down door handles and handrails.
- v. Clean council chamber windowsills.
- vi. Wipe down all surfaces and clean fingerprints, smudges and stains off all fixtures located in the catering kitchen.

1.4.5 Wednesday:

- i. Check all restrooms: Stock paper supplies if needed.
- ii. Wipe countertops.
- iii. Clean all mirrors, chrome and stainless free of spots.
- iv. Pick up any debris on the floor.
- v. Spot clean Council Chambers to an orderly level.

1.4.5.1 Parking Garage

- i. Pick up trash and debris.
- ii. Sweep outside of elevators.
- iii. Sweep around yellow bollards and vehicle separator barrier. Wipe down all surfaces.
- iv. Empty trash cans and recycle bins, wipe down enclosures.
- v. Sweep out bike storage room. Floor drains grates inspect and keep clean of dust and debris.
- vi. Wipe off dust on bike racks.
- vii. Empty trash and recycle bins inside of bike storage room.
- viii. Sweep exterior stairwell and landing located outside behind bike storage room. Floor drains grates inspect and keep clean of dust and debris.
- ix. Clean and disinfect all door handles (exterior, interior, storage rooms etc.).

1.4.5.2 4th Floor

- i. Dust and clean cubicle partition caps and glass free of dust.

1.4.6 Thursday:

- i. Check all restrooms: Stock paper supplies if needed.
- ii. Wipe countertops inside restrooms.
- iii. Clean all mirrors, chrome and stainless free of spots in restrooms.
- iv. Pick up any debris on the floor in restrooms.
- v. Clean lobby entrance glass.
- vi. Wipe down and polish elevators.
- vii. Check lobbies and perform spot cleaning.

1.4.6.1 3RD Floor

- i. Dust and clean cubicle partition caps and glass free of dust.

1.4.7 Friday:

- i. Check all restrooms: Stock paper supplies if needed.
- ii. Wipe countertops inside restrooms.
- iii. Clean all mirrors, chrome and stainless free of spots in restrooms.
- iv. Pick up any debris on the floor in restrooms.

1.4.7.1 2nd Floor

- i. Dust and clean cubicle partition caps and glass free of dust.

1.4.7.2 1ST Floor

- i. Dust and clean cubicle partition caps and glass free of dust.

1.5 Sunnyvale Library (665 W. Olive Ave)

1.5.1 Total Area: 34,672 sq ft

1.5.2 Cleaning hours between 9:15 p.m. – 3:00 a.m. (Monday – Thursday) and 6:15 p.m. – 12:00 a.m. (Friday – Sunday)

1.5.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

1.5.4 Daily:

- i. Empty all garbage bins, food scraps bins and recycling bins. Ensure separation of all bins to be disposed of properly. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking Fountains: clean, disinfect and polish.
- v. Glass, windows, and mirrors -spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.

- vi. Elevators: floors cleaned and free of debris and stains. All stainless steel to be polished.
- vii. Graffiti: remove all marks and writing.
- viii. Kitchens and Breakrooms -clean, restock and wipe down all areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Floors to be spot cleaned and free of debris daily.
- ix. Classrooms, conference rooms, and program rooms - inspected and spot cleaned daily.
- x. Ashtray (and urns) outside: Clean. Remove cigarette butts.
- xi. Stairwells to be walked and spot cleaned.
- xii. Closets and custodial storage rooms to kept organized daily.

1.5.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.
- iv. All stairwells vacuumed, railings disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All chairs must be wiped clean and disinfected from top to bottom. All soft seating is to be vacuumed, cleaned, and disinfected.
- vii. All stainless steel to be cleaned and polished.

1.5.6 Monthly:

- i. Spot clean all carpets free of any visible stains.
- ii. Walls, doors, and moldings: remove fingerprints, smudges, and dirt.
- iii. Dusting: remove all accumulated dust from table-tops and legs, desk and legs, filing cabinets and all horizontal surfaces 8" and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails: washed and cleaned.
- vi. Restroom floors: machine scrubbed and extracted.
- vii. Wooden furniture: clean and polished.
- viii. Office and Conference room chair bottoms to be wiped clean.
- ix. All windowsills and framing to be dusted and cleaned.
- x. Program Room Tables: clean and disinfect surfaces for all furniture including chairs, and tables that are set up in room at time of service.

1.5.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iii. Light switches: clean and disinfected.
- iv. Custodial closets: Deep clean.
- v. Venetian blinds: vacuumed, wiped down and cleaned.

1.5.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.

- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures: Clean free of dust.
- v. All computer monitors: cleaned with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

1.5.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows, and first floor exterior windows to be cleaned.
- iii. High dusting: remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and Linoleum floors stripped and waxed.

1.6 Day Porter Services at Library

1.6.1 Total Area: 34,672 SF

1.6.2 Measurement and Payment

- i. Measurement: Day Porter Services will be measured on a lump sum (LS) basis per facility. The bidder shall provide one lump sum (LS) price that covers all required day porter duties and frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The lump sum price shall include all work necessary to maintain the required level of cleanliness and support during operating hours.
- ii. Payment: The lump sum bid price for Day Porter Services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract lump sum price per facility, based on satisfactory performance and compliance with the cleanliness standards and service expectations outlined in these specifications. No additional compensation will be allowed for variations in workload, facility usage, or service hours.

1.6.3 Cleaning Hours:

1.6.3.1 11:00 a.m. -8:30 p.m. Monday - Thursday

1.6.3.2 11:00 a.m.- 6:30 p.m. Friday

1.6.3.3 10:00 a.m.- 6:30 p.m. Saturday

1.6.3.4 12:00 p.m. - 6:30 p.m. Sunday

1.6.4 General Requirements: During these hours, the day porter shall be available to perform any of the custodial services identified in the library cluster as needed and in coordination with the needs of the library. In addition to the basic custodial services, the day porter shall be available and equipped to perform the following duties and assignments.

1.6.5 Daily:

- i. Restrooms: perform light cleaning and public restroom upkeep including performing light corrective and preventive maintenance. Duties such as removing foreign items from toilets, urinals, sinks and surrounding area. Use a hand plunger to unclog plumbing fixtures. Day Porter is to report any issues in a timely manner which may require specialized staff.
- ii. Change light bulbs when requested: report issues requiring specialized staff.
- iii. Pick up garbage and litter off the floors and countertops.
- iv. Perform light office maintenance with such task as furniture assembly and disposal, hanging bulletin boards/banners, etc.
- v. Other basic cleaning, maintenance and repair duties as assigned including but not limited to cleaning of spills, vomit, urine, feces and more in both public area's and assisting city staff in non-public areas, if necessary, replacement of damaged carpet squares and maintaining appropriate levels of toiletries in all restrooms.

1.6.6 Weekly:

- i. Though-out the week clean and disinfect arm rest and backs of seating focusing on areas in frequent contact with hands and bare skin.

1.6.7 Monthly:

- i. Dust all top and bottom shelves.
- ii. Clean the basement area and kitchenette, including vacuuming all floor surfaces; dusting exposed surfaces; wiping and sanitizing countertops, sinks, and backsplashes. All areas shall be left clean, free of dust, debris, smudges, and visible residue, with surfaces wiped using appropriate, non-abrasive cleaners.

2. Community Center Complex (550 E. Remington)

2.1 Recreation Building

2.1.1 Total Area: 17,912 SF

2.1.2 Cleaning hours 10:30 p.m. – 6:30 a.m. (Seven-days week)

2.1.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

2.1.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking fountains clean, disinfect and polished.
- v. Spot clean glass windows, and mirrors. Keep glass and windows free of any handprints, dust, and debris.
- vi. Graffiti: remove all marks and writing.
- vii. Kitchens and breakrooms: clean, restock, wipe down and disinfect all areas. This service would include but not limited to sinks, appliances, vent hoods, stoves, counter tops, fixtures, tables, chairs, backsplash. Floors to be spot cleaned and free of debris daily.
- viii. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- ix. Closets and custodial storage rooms to kept organized daily.

2.1.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall on Monday and Thursday
- iii. All mats are to be lifted, surface under mat cleaned, mopped, or vacuumed, and replaced when completed.
- iv. All mirrors to be fully cleaned.
- v. All vinyl, wood, and linoleum floors to be sprayed and buffed.
- vi. All stainless steel to be cleaned and polished.

2.1.6 Monthly:

- i. Spot clean carpet areas free of visible stains.
- ii. Walls, doors, and moldings to be wiped down to remove fingerprints, smudges, and dirt.
- iii. Dusting: Remove all high dust and cobwebs from all interior locations.
- iv. Dusting: Remove all high dust and cobwebs from all exterior doors and entrances.
- v. White boards and pen rails to be washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Office and Conference room chair bottoms to be wiped clean.
- viii. All windowsills and framing to be dusted and cleaned.

2.1.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean wipe down dust and stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

2.1.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures dusted and cleaned.
- v. All computer monitors cleaned with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

2.1.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows and first 1st floor exterior windows to be cleaned.
- iii. High dusting: Remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.
- vii. Deep Clean Recreation Center Ballroom Kitchen: Deep cleaning shall include moving appliances as necessary to access and clean all interior and exterior surfaces of the appliances and surrounding areas. All vertical and horizontal surfaces including walls, doors, ceiling panels, countertops, and similar surfaces shall be thoroughly cleaned and disinfected using appropriate, non-damaging products. The scope shall also include polishing all stainless-steel surfaces; cleaning and disinfecting glass surfaces; high dusting; cleaning and disinfecting all fixtures and high-touch points; and stripping and waxing all flooring. All areas shall be left clean, sanitary, and free of visible soil, residue, and contaminants. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

2.2 Indoor Sports Complex

2.2.1 Total Area: 24,125 SF

2.2.2 Cleaning hours to be performed 10:30 pm – 6:30 am (Seven-days week)

2.2.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and

annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.

- ii. The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

2.2.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking fountains clean, disinfect and polished.
- v. Spot clean glass windows, and mirrors. Keep glass and windows free of any handprints, dust, and debris.
- vi. Graffiti: remove all marks and writing.
- vii. Kitchens and breakrooms: clean, restock, wipe down and disinfect all areas. This service would include but not limited to sinks, appliances, vent hoods, stoves, counter tops, fixtures, tables, chairs, backsplash. Floors to be spot cleaned and free of debris daily.
- viii. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- ix. Stairwells to be walked and spot cleaned.
- x. Showers and locker rooms clean and disinfect all surfaces and fixtures. Floor drains grates inspected and keep clean of dust, debris, hair.
- xi. Gym Floor to be swept nightly of all dust and debris.
- xii. Closets and custodial storage rooms to kept organized daily.

2.2.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. Gym floor shall be swept nightly to remove all dust, dirt, and debris, leaving the surface clean, and free of visible residue.
- iii. All carpets are to be vacuumed wall to wall on Monday and Thursday
- iv. All mats are to be lifted, surface under mat cleaned, mopped, or vacuumed, and replaced when completed.
- v. All stairwells to be swept and wet mopped or vacuumed wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- vi. All mirrors to be fully cleaned.
- vii. All vinyl, wood, and linoleum floors to be sprayed and buffed.
- viii. All stainless steel to be cleaned and polished.

2.2.6 Monthly:

- i. Spot clean carpet areas free of any visible stains.
- ii. Walls, doors, and moldings to be wiped down to remove fingerprints, smudges, and dirt.
- iii. Dusting: Remove all high dust and cobwebs from all interior locations.
- iv. Dusting: Remove all high dust and cobwebs from all exterior doors and entrances.
- v. White boards and pen rails to be washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Office and Conference room chair bottoms to be wiped clean.
- viii. All windowsills and framing to be dusted and cleaned.
- ix. Buff and wax hardwood floors.

2.2.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean wipe down dust and stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

2.2.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures dusted and cleaned.
- v. All computer monitors cleaned with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- vii. Gymnastic area: remove all mats and pads, clean and disinfect pads and surface under pads. The contractor shall submit a request to perform this activity and schedule two weeks prior to completing this activity. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- viii. Clean all surfaces on, around, and beneath the bleachers, including seats, rails, supports, and surrounding floor areas, removing dust, dirt, debris, and visible residue.

2.2.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum

- of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows and first 1st floor exterior windows to be cleaned.
 - iii. High dusting: Remove all accumulated dust, dirt, and debris.
 - iv. Fabric furniture: dust, vacuum, and spot clean.
 - v. Refrigerators: clean all breakroom refrigerators inside and out.
 - vi. Vinyl and linoleum floors to be stripped and waxed.

2.3 Creative Arts Center

2.3.1 Total Area: 9,063SF

2.3.2 Cleaning hours to be performed 10:30 pm – 6:30 am (Seven-days week)

2.3.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

2.3.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking fountains clean, disinfect and polished.
- v. Spot clean glass windows, and mirrors. Keep glass and windows free of any handprints, dust, and debris.
- vi. Graffiti: remove all marks and writing.
- vii. Kitchens and breakrooms: clean, restock, wipe down and disinfect all areas. This service would include but not limited to sinks, appliances, vent hoods, stoves, counter tops, fixtures, tables, chairs, backsplash. Floors to be spot cleaned and free of debris daily.
- viii. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- ix. Pottery Room Cleaning: clean of clay residue, dust, and debris generated by normal use. Work shall include sweeping and wet mopping of floors to remove clay dust and particulate; wiping and cleaning of worktables, counters, shelves, and splash areas; and

cleaning of sinks, faucets, and surrounding surfaces to remove clay buildup. All surfaces shall be left clean, free of visible dust, clay residue, and slip hazards. Dry sweeping that creates airborne dust is not permitted; damp methods shall be used as necessary.

- x. Closets and custodial storage rooms to be kept organized daily.

2.3.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall on Monday and Thursday.
- iii. All mats are to be lifted, surface under mat cleaned, mopped, or vacuumed, and replaced when completed.
- iv. All mirrors to be fully cleaned.
- v. All vinyl, wood, and linoleum floors to be sprayed and buffed.
- vi. All stainless steel to be cleaned and polished.

2.3.6 Monthly:

- i. Spot clean carpet areas free of visible stains.
- ii. Walls, doors, and moldings to be wiped down to remove fingerprints, smudges, and dirt.
- iii. Dusting: Remove all high dust and cobwebs from all interior locations.
- iv. Dusting: Remove all high dust and cobwebs from all exterior doors and entrances.
- v. White boards and pen rails to be washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Office and Conference room chair bottoms to be wiped clean.
- viii. All windowsills and framing to be dusted and cleaned.

2.3.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean wipe down dust and stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfected.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

2.3.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv.
- v. Light fixtures dusted and cleaned.
- vi. All computer monitors cleaned with anti-static cleaner.
- vii. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a

written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

2.3.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows and first 1st floor exterior windows to be cleaned.
- iii. High dusting: Remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.

2.4 Theater

2.4.1 Total Area: 14,862 SF

2.4.2 Cleaning hours to be performed 10:30 pm – 6:30 am (Seven-days week)

2.4.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

2.4.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms/Shower: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking fountains clean, disinfect and polished.
- v. Spot clean glass windows, and mirrors. Keep glass and windows free of any handprints, dust, and debris.

- vi. Graffiti: remove all marks and writing.
- vii. Kitchens and breakrooms: clean, restock, wipe down and disinfect all areas. This service would include but not limited to sinks, appliances, vent hoods, stoves, counter tops, fixtures, tables, chairs, backsplash. Spot clean floors daily until they are cleaned and free of debris.
- viii. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- ix. Stairwells to be swept and spot cleaned.
- x. Closets and custodial storage rooms to kept organized daily.

2.4.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall on Monday and Thursday
- iii. All mats are to be lifted, surface under mat cleaned, mopped, or vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped or vacuumed wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All vinyl, wood, and linoleum floors to be sprayed and buffed.
- vii. All stainless steel to be cleaned and polished.

2.4.6 Monthly:

- i. Spot clean carpet free of any visible stains.
- ii. Walls, doors, and moldings to be wiped down to remove fingerprints, smudges, and dirt.
- iii. Dusting: Remove all high dust and cobwebs from all interior locations.
- iv. Dusting: Remove all high dust and cobwebs from all exterior doors and entrances.
- v. White boards and pen rails to be washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Office and Conference room chair bottoms to be wiped clean.
- viii. All windowsills and framing to be dusted and cleaned.
- ix. Vacuum all theater seating.

2.4.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean wipe down dust and stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfected.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

2.4.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures dusted and cleaned.
- v. All computer monitors cleaned with anti-static cleaner.

- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

2.4.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows and first 1st floor exterior windows to be cleaned.
- iii. High dusting: Remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.
- vii. Theater seating and lobby soft furniture to have upholstery cleaning performed.

2.5 Senior Center

2.5.1 Total Area: 23,000 SF

2.5.2 Cleaning hours to be performed 10:30 pm – 6:30 am (Seven-days week)

2.5.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

2.5.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking

- all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
 - iv. Drinking fountains clean, disinfect and polished.
 - v. Spot clean glass windows, and mirrors. Keep glass and windows free of any handprints, dust, and debris.
 - vi. Graffiti: remove all marks and writing.
 - vii. Senior Center Catering Kitchen, Staff Kitchen and Breakrooms: clean, restock, wipe down and disinfect all areas. This service would include but not limited to sinks, appliances, vent hoods, stoves, counter tops, fixtures, tables, chairs, backsplash. Floors to be spot cleaned and free of debris daily.
 - viii. Ashtray (sand urns) outside: clean and remove cigarette butts.
 - ix. Stairwells to be walked and spot cleaned.
 - x. Inspect and clean daily classrooms, meeting rooms and ballrooms.
 - xi. Exercise room: clean and disinfect equipment.
 - xii. Closets and custodial storage rooms kept organized daily.

2.5.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall on Monday and Thursday
- iii. All mats are to be lifted, surface under mat cleaned, mopped, or vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped or vacuumed wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All vinyl, wood, and linoleum floors to be sprayed and buffed.
- vii. Senior Center Kitchen: All stainless steel to be cleaned and polished. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

2.5.6 Monthly:

- i. Spot clean carpets free of visible stains.
- ii. Walls, doors, and moldings to be wiped down to remove fingerprints, smudges, and dirt.
- iii. Dusting: Remove all high dust and cobwebs from all interior locations.
- iv. Dusting: Remove all high dust and cobwebs from all exterior doors and entrances.
- v. White boards and pen rails to be washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Office and Conference room chair bottoms to be wiped clean.
- viii. All windowsills and framing to be dusted and cleaned.

2.5.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean wipe down dust and stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

2.5.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures dusted and cleaned.
- v. All computer monitors cleaned with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

2.5.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows and first 1st floor exterior windows to be cleaned.
- iii. High dusting: Remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.
- vii. Fitness rooms flooring to be deep cleaned wall to wall--stripped and waxed.

2.6 Heritage Center

2.6.1 Total Area: 3,956 SF

2.6.2 Cleaning hours to be performed 10:30 pm – 6:30 am (Seven-days week)

2.6.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on

satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

2.6.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Clean floor drains until they are free of dust, hair, and debris.
- iv. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- v. Drinking fountains clean, disinfect and polished.
- vi. Spot clean glass windows, and mirrors. Keep glass and windows free of any handprints, dust, and debris.
- vii. Elevators: clean floors and keep them free of debris and stains. Polish all stainless steel.
- viii. Graffiti: remove all marks and writing.
- ix. Kitchens and breakrooms: clean, restock, wipe down and disinfect all areas. This service would include but not limited to sinks, appliances, vent hoods, stoves, counter tops, fixtures, tables, chairs, backsplash. Spot clean floors daily until they are free of debris.
- x. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- xi. Stairwells to be walked and spot cleaned.
- xii. Closets and custodial storage rooms to be kept organized daily.

2.6.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall on Monday and Thursday
- iii. All mats are to be lifted, surface under mat cleaned, mopped, or vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped or vacuumed wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All vinyl, wood, and linoleum floors to be sprayed and buffed.
- vii. All stainless steel to be cleaned and polished.

2.6.6 Monthly:

- i. Spot clean carpets free of visible stains.
- ii. Walls, doors, and moldings to be wiped down to remove fingerprints, smudges, and dirt.
- iii. Dusting: Remove all high dust and cobwebs from all interior locations.
- iv. Dusting: Remove all high dust and cobwebs from all exterior doors and entrances.
- v. White boards and pen rails to be washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Office and Conference room chair bottoms to be wiped clean.
- viii. All windowsills and framing to be dusted and cleaned.

2.6.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean wipe down dust and stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfected.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

2.6.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures dusted and cleaned.
- v. All computer monitors cleaned with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

2.6.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows and first 1st floor exterior windows to be cleaned.
- iii. High dusting: Remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.

3. Various City Buildings

3.1 Corporation Yard

- 3.1.1 Total Area: 18,459 SF
- 3.1.2 Cleaning will occur between 6:00pm to 2:00am (Five days a week, Monday- Friday)
- 3.1.3 General Requirements: The facility includes cleaning per the following frequencies, specifications, and measurements for Miscellaneous Areas which includes two locker

rooms, Fleet office, Water office, Meter shop office, Facilities office, back warehouse parks office, fleet break room, fleet locker room.

3.1.4 Measurement and Payments:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

3.1.5 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floor drains grates cleaned until they are free of dust, hair, and debris.
- iv. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- v. Drinking fountains clean, disinfect and polished.
- vi. Glass, windows, and mirrors -spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- vii. Elevators: clean and disinfect all surfaces including floors, walls, buttons, ceiling panels, glass. Keep free of debris and stains. Polish all stainless steel inside and outside of units.
- viii. Graffiti: remove all marks and writing.
- ix. Locker rooms and exercise rooms: Clean and disinfect flooring, equipment, plumbing fixtures, tile, and seating. Clean showers and floor drains until they are free of dust, debris, hair.
- x. Kitchens and Breakrooms: clean, restock and wipe down all areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Spot clean floors until they are free of debris daily.
- xi. Classrooms, conference rooms and meeting rooms: inspect and spot clean daily.
- xii. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- xiii. Closets and custodial storage rooms to kept organized daily.

3.1.6 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets shall be vacuumed from wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.

- iv. All stairwells to be swept and wet mopped wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All vinyl and linoleum floors to be sprayed and buffed.
- vii. All stainless steel to be cleaned and polished.
- viii. Exterior picnic area recycling and garbage bins emptied into the exterior central recycling and garbage bins.
- ix. Gym floors to be swept free of all dust and debris.

3.1.7 Monthly:

- i. Spot clean carpets free of any visible stains.
- ii. Walls, doors, and moldings: remove fingerprints, smudges, and dirt.
- iii. Dusting: remove all accumulated dust from table-tops, desk, filing cabinets and all horizontal surfaces 8' and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails: washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Wooden furniture: cleaned and polished.
- viii. Office and Conference room chair bottoms to be wiped clean.
- ix. All windowsills and framing to be dusted and cleaned.

3.1.8 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean, wipe down dust and remove stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

3.1.9 Semi-Annually:

- i. Dusting: High dusting of HVAC vents and diffusers.
- ii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iii. Light fixtures: Clean free of dust.
- iv. All computer monitors: clean with anti-static cleaner.
- v. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- vi. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.

3.1.10 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: all interior and exterior windows, and first 1st floor exterior windows clean inside and out.
- iii. High dusting: remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.

3.2 Columbia Neighborhood Center

3.2.1 Total Area: 19,735

3.2.2 Cleaning hours will occur between 6:00 pm to 2:00am (Six days a week, Sunday- Friday)

3.2.3 Measurement and Payments:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

3.2.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iii. Drinking fountains clean, disinfect and polished.
- iv. Glass, windows, and mirrors -spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- v. Graffiti: remove all marks and writing.
- vi. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.

- vii. Sweep and wash all locker room and shower floors to remove dirt, debris, and residues, and disinfect all floor surfaces, walls, and drains to ensure no buildup of soap scum, mold, hair, or mildew.
- viii. Clean and disinfect all restroom and shower fixtures, including sinks, faucets, toilets, urinals, and showerheads, ensuring they are odor-free and free of visible soil.
- ix. Kitchens and Breakrooms: clean, restock and wipe down all areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Floors to be spot cleaned and free of debris daily.
- x. Classrooms, conference rooms, medical exam rooms, lobbies and meeting rooms: inspect and spot clean daily.
- xi. Ashtray (sand urns) outside: clean and remove cigarette butts.
- xii. Gym floors to be swept nightly of all dust and debris.
- xiii. Closets and custodial storage rooms to be kept organized daily.

3.2.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. Gym floor shall be swept nightly to remove all dust, dirt, and debris, leaving the surface clean, and free of visible residue.
- iii. All carpets shall be vacuumed wall to wall.
- iv. All mats are to be lifted, vacuumed, and replaced when completed.
- v. All mirrors to be fully cleaned.
- vi. All vinyl and linoleum floors to be sprayed and buffed.
- vii. All stainless steel to be cleaned and polished.

3.2.6 Monthly:

- i. Spot clean carpets free of visible stains.
- ii. Walls, doors, and moldings: remove fingerprints, smudges, and dirt.
- iii. Dusting: remove all accumulated dust from table-tops, desk, filing cabinets and all horizontal surfaces 8' and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails: washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Wooden furniture: clean and polished.
- viii. Office and Conference room chair bottoms to be wiped clean.
- ix. All windowsills and framing to be dusted and cleaned.
- x. Bleachers: Clean all surfaces on, around, and beneath the bleachers, including seats, rails, supports, and surrounding floor areas, removing dust, dirt, debris, and visible residue. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- xi. Buff and wax hardwood floors.

3.2.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean, wipe down dust and remove stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfected.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

3.2.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: High dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures: Clean.
- v. All computer monitors: clean with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

3.2.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: all interior and exterior windows, and first 1st floor exterior windows clean inside and out.
- iii. High dusting: remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.

3.3 Water Pollution Control Plant (WPCP) (1444 Borregas Ave)

3.3.1 Total Area: 12,228 SF

3.3.2 Cleaning hours between 6:00pm to 2:00am (Five days a week, Monday- Friday)

3.3.3 Measurement and Payments:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these

specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

3.3.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking fountains clean, disinfect and polished.
- v. Glass, windows, and mirrors -spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- vi. Elevators: clean and disinfect all surfaces including floors, walls, buttons, ceiling panels, glass. Keep free of debris and stains. Polish all stainless steel inside and outside of units.
- vii. Graffiti: remove all marks and writing.
- viii. Sweep and wash all locker room and shower floors to remove dirt, debris, hair, and residues, and disinfect all floor surfaces, walls, and drains to ensure no buildup of soap scum, mold, or mildew. Cleaning includes disinfecting. and disinfect restroom and locker room floors.
- ix. Kitchens and Breakrooms: clean, restock and wipe down all areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Spot clean floors daily until they are free.
- x. Classrooms, conference rooms and meeting rooms: inspect and spot clean daily.
- xi. Ashtray (sand urns) outside: clean and remove cigarette butts.
- xii. Stairwells to be walked and spot cleaned.
- xiii. Closets and custodial storage rooms to kept organized daily.

3.3.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. Vacuum all carpets wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All vinyl and linoleum floors to be sprayed and buffed.
- vii. All stainless steel to be cleaned and polished.
- viii. Exterior picnic area recycling and garbage bins emptied into the exterior central recycling and garbage bins.

3.3.6 Monthly:

- i. Spot clean carpets free of visible stains.
- ii. Walls, doors, and moldings: remove fingerprints, smudges, and dirt.
- iii. Dusting: remove all accumulated dust from table-tops, desk, filing cabinets and all horizontal surfaces 8' and below.
- iv. High dusting: removal of all high dust and cobwebs.

- v. White boards and pen rails: washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Wooden furniture: Clean and polish all wooden furniture surfaces to remove dust, smudges, and residue, leaving surfaces clean and evenly finished.
- viii. Office and Conference room chair bottoms to be wiped clean.
- ix. All windowsills and framing to be dusted and cleaned.

3.3.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean, wipe down dust and remove stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfected.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

3.3.8 Semi-Annually:

- i. Dusting: High dusting of HVAC vents and diffusers.
- ii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iii. Light fixtures: Clean, free of dust and spiderwebs.
- iv. All computer monitors: clean with anti-static cleaner.
- v. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

3.3.9 Annually:

- i. Glass and windows: all interior and exterior windows, and first 1st floor exterior windows clean inside and out.
- ii. High dusting: remove all accumulated dust, dirt, and debris.
- iii. Fabric furniture: dust, vacuum, and spot clean.
- iv. Refrigerators: clean all breakroom refrigerators inside and out.
- v. Vinyl and linoleum floors to be stripped and waxed.

3.4 Fire Station # 5 Training Center (1210 Bordeaux Dr.)

3.4.1 Total Area: 3,840 SF

3.4.2 Cleaning hours between 6:00pm to 2:00am (Five days a week, Monday- Friday)

3.4.3 Measurement and Payments:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified.

Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

3.4.4 Daily:

- i. Empty all garbage bins, food scrap bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking fountains clean, disinfect and polished.
- v. Glass, windows, and mirrors -spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- vi. Elevators: clean and disinfect all surfaces including floors, walls, buttons, ceiling panels, glass. Keep free of debris and stains. Polish all stainless steel inside and outside of units.
- vii. Graffiti: remove all marks and writing.
- viii. Showers, locker rooms, exercise rooms clean and disinfect flooring, equipment, plumbing fixtures, tile, seating. Floor drains grates inspected and keep clean of dust, debris, and hair.
- ix. Kitchens and Breakrooms: clean, restock and wipe down all areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Floors to be spot cleaned and free of debris daily.
- x. Classrooms, conference rooms and meeting rooms: inspect and spot clean daily.
- xi. Ashtray (sand urns) outside: clean and remove cigarette butts.
- xii. Stairwells to be walked and spot cleaned.
- xiii. Gym floors to be swept nightly of all dust and debris.
- xiv. Closets and custodial storage rooms kept organized daily.

3.4.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets shall be vacuumed wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.
- iv. All stairwells to be swept and wet mopped wall to wall. Railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All vinyl and linoleum floors to be sprayed and buffed.
- vii. All stainless steel to be cleaned and polished.
- viii. Exterior picnic area recycling and garbage bins emptied into the exterior central recycling and garbage bins.

3.4.6 Monthly:

- i. Carpets spot cleaned free of visible stains.
- ii. Walls, doors, and moldings: remove fingerprints, smudges, and dirt.

- iii. Dusting: remove all accumulated dust from table-tops, desk, filing cabinets and all horizontal surfaces 8' and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails: washed and cleaned.
- vi. Restroom floors to be machine scrubbed and extracted.
- vii. Patio Tables: clean and polished.
- viii. Wooden furniture: Clean and polish all wooden furniture surfaces to remove dust, smudges, and residue, leaving surfaces clean and evenly finished.
- ix. Office and Conference room chair bottoms to be wiped clean.
- x. All windowsills and framing to be dusted and cleaned.

3.4.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Formica and metal desk clean, wipe down dust and remove stains.
- iii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iv. Light switches: clean and disinfect.
- v. Custodial closets: Deep clean.
- vi. Blinds: vacuumed, wiped down and cleaned.

3.4.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: High dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures: Clean free of dust.
- v. All computer monitors: clean with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

3.4.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: all interior and exterior windows, and first 1st floor exterior windows clean inside and out.
- iii. High dusting: remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.

- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and linoleum floors to be stripped and waxed.

3.5 725 Kifer Building

3.5.1 Total Area: 7,875 SF

3.5.2 Cleaning hours 8:00 p.m. – 2:00 AM (M/W/F)

3.5.3 General Requirements: Only the office and common spaces in the front half of the building are being serviced. Excludes Print Shop.

3.5.4 Measurement and Payment

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

3.5.5 Daily:

- i. Vacuum all the carpets.
- ii. Dust surface and counters.
- iii. Spot clean front entrance interior glass.
- iv. Empty all interior trash cans and recycle bins.
- v. Clean stainless steel drinking fountains and sinks.
- vi. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- vii. Clean and disinfect all counters and partitions.
- viii. Restock paper products and dispensers.
- ix. Remove cobwebs.

3.5.6 Monthly:

- i. All windowsills and framing to be dusted and cleaned.

3.5.7 Semi-Annually:

- i. Scrub and polish all hard floors.
- ii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iii. Perform high dusting throughout building.
- iv. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and

stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

3.5.8 Annually:

- i. Glass and windows: All interior and exterior windows, and first (1st) floor exterior windows to be cleaned. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

3.6 Sunnyvale Lakewood Branch Library

3.6.1 Total Area: 22,771 SF

3.6.2 Cleaning hours: 9:15 p.m. – 3:00 a.m. (Monday – Thursday) and 6:15 p.m. – 12:00 a.m. (Friday – Sunday)

3.6.3 Measurement and Payment:

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

3.6.4 Daily:

- i. Empty all garbage bins, food scraps bins and recycling bins. Ensure items disposed within the building are placed in the matching bins outside for collection. Flatten cardboard boxes and place them in the exterior cardboard recycling bins.
- ii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- iii. Floors: Spot clean all carpet, mats, and hard floors daily to ensure they are free of debris and spills. Provide wall-to-wall cleaning once per week.
- iv. Drinking Fountains: clean, disinfect and polish.
- v. Glass, windows, and mirrors -spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- vi. Elevators: floors cleaned and free of debris and stains. All stainless steel to be polished.
- vii. Graffiti: remove all marks and writing.
- viii. Kitchens and Breakrooms -clean, restock and wipe down all areas including but not limited to tables, chairs, counters, backsplash, appliances, fixtures. Spot clean floors daily until they are free of debris.
- ix. Classrooms, conference rooms, and program rooms - Spot cleaned daily.
- x. Ashtray (sand urns) outside: Clean. Remove cigarette butts.
- xi. Stairwells to be walked and spot cleaned.

- xii. Closets and custodial storage rooms to kept organized daily.

3.6.5 Weekly:

- i. All hard flooring to be swept and wet mop wall to wall.
- ii. All carpets are to be vacuumed wall to wall.
- iii. All mats are to be lifted, vacuumed, and replaced when completed.
- iv. All stairwells vacuumed, railings to be disinfected and wiped clean. Edges to be free of dust and debris.
- v. All mirrors to be fully cleaned.
- vi. All chairs must be wiped clean and disinfected from top to bottom. All soft seating is to be vacuumed, cleaned, and disinfected.
- vii. All stainless steel to be cleaned and polished.

3.6.6 Monthly:

- i. Spot clean carpets free of visible stains.
- ii. Walls, doors, and moldings: remove fingerprints, smudges, and dirt.
- iii. Dusting: remove all accumulated dust from table-tops and legs, desk and legs, filling cabinets and all horizontal surfaces 8" and below.
- iv. High dusting: removal of all high dust and cobwebs.
- v. White boards and pen rails: washed and cleaned.
- vi. Restroom floors: machine scrubbed and extracted.
- vii. Clean and polish all wooden furniture surfaces to remove dust, smudges, and residue, leaving surfaces clean and evenly finished.
- viii. Office and Conference room chair bottoms to be wiped clean.
- ix. All windowsills and framing to be dusted and cleaned.

3.6.7 Quarterly:

- i. Vinyl and linoleum: scrub and re-coat floors. Minimum of 2 coats of sealant/wax.
- ii. Fabric or carpeted wall coverings: dust and vacuum, spot clean.
- iii. Light switches: clean and disinfected.
- iv. Custodial closets: Deep clean.
- v. Venetian blinds: vacuumed, wiped down and cleaned.

3.6.8 Semi-Annually:

- i. Stone, marble, slate, granite, ceramic tile: Deep clean and polish flooring, including mechanical scrubbing and buffering to remove of embedded soil, buildup, and light scuffing. Achieve a uniform, clean surface condition. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date.
- ii. Dusting: high dusting of HVAC vents and diffusers.
- iii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.
- iv. Light fixtures: cleaned free and clear of dust and cobwebs.
- v. All computer monitors: cleaned with anti-static cleaner.
- vi. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a

written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

3.6.9 Annually:

- i. Stone, marble, slate, granite, ceramic tile (Refinishing): Provide annual refinishing of designated hard surface flooring, including grinding, honing, resurfacing, or reapplication of finishes, as necessary to restore surface condition and appearance. The Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Refinishing methods and materials shall be compatible with the existing flooring system and performed in accordance with manufacturer recommendations.
- ii. Glass and windows: All interior and exterior windows, and first floor exterior windows to be cleaned.
- iii. High dusting: remove all accumulated dust, dirt, and debris.
- iv. Fabric furniture: dust, vacuum, and spot clean.
- v. Refrigerators: clean all breakroom refrigerators inside and out.
- vi. Vinyl and Linoleum floors stripped and waxed.

3.7 Day Porter Services at the Sunnyvale Lakewood Branch Library

3.7.1 Total Area: 22,771 SF

3.7.2 Measurement and Payment

- i. Measurement: Day Porter Services will be measured on a lump sum (LS) basis per facility. The bidder shall provide one lump sum (LS) price that covers all required day porter duties and frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The lump sum price shall include all work necessary to maintain the required level of cleanliness and support during operating hours.
- ii. Payment: The lump sum bid price for Day Porter Services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract lump sum price per facility, based on satisfactory performance and compliance with the cleanliness standards and service expectations outlined in these specifications. No additional compensation will be allowed for variations in workload, facility usage, or service hours.

3.7.3 Cleaning Hours:

- i. 10:00 AM to 6:30 PM Monday, Tuesday, Friday, Saturday
- ii. 12:00 PM to 8:30 PM Wednesday, Thursday

3.7.4 General Requirements: During these hours, the day porter shall be available to perform any of the custodial services identified in the library cluster as needed and in coordination with the needs of the library. In addition to the basic custodial services, the day porter shall be available and equipped to perform the following duties and assignments.

3.7.5 Daily:

- i. Restrooms: perform cleaning and upkeep including performing light corrective and preventive maintenance. Duties such as removing foreign items from toilets, urinals, sinks and surrounding area. Using a hand plunger to unclog plumbing fixtures. Day Porter is to report any issues in a timely manner which may require specialized staff.
- ii. Change light bulbs when requested: report issues requiring specialized staff.
- iii. Pick up garbage and litter off the floors and countertops.

- iv. Perform light office maintenance with such tasks as furniture assembly and disposal, hanging bulletin boards/banners, etc.
- v. Other basic cleaning, maintenance and repair duties as assigned include but not limited to cleaning of spills, vomit, urine, feces and more in both public area's and assisting city staff in non-public areas, if necessary, replacement of damaged carpet squares and maintaining appropriate levels of toiletries in all restrooms.

3.7.6 Weekly:

- i. Though-out the week clean and disinfect arm rest and backs of seating focusing on areas in frequent contact with hands and bare skin.

3.7.7 Monthly:

- i. Dust all top and bottom shelves.
- ii. Program Room Tables: clean and disinfect surfaces for all furniture that is set up in room at time of service.

4. Cluster 4 Swim Centers

4.1 Fremont High School Swim Center Building (1283 Sunnyvale Saratoga Road)

4.1.1 Total Area: 3,000 SF

4.1.2 Cleaning hours 10:00 p.m. - 4:00 a.m. (Monday – Saturday).

4.1.3 General Requirements: Services will only be performed at one building located on the pool deck at this location. The limits of cleaning include the offices in the building including the front office, smaller offices and locker rooms.

4.1.4 Measurement and Payment

- i. Measurement: Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. Payment: The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

4.1.5 Daily:

- i. Vacuum all carpets or mats.
- ii. Sweep all entryways.
- iii. Clean all glass doors and transaction windows.
- iv. Blow off and sweep the front entry.
- v. Ensure disposed items within the building are put in the matching outside bins for truck collection. Restock all paper dispensers.
- vi. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking

- all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- vii. Clean and disinfect all sinks and faucets.
 - viii. Contractor shall sweep and wash all locker room and shower floors to remove dirt, debris, hair, and residues, and disinfect all floor surfaces, walls, and drains to ensure no buildup of soap scum, mold, or mildew. Cleaning includes disinfecting and disinfect restroom and locker room floors.
 - ix. High and low dusting and remove cobwebs.
 - x. Empty all other trash cans and recycling bins.
 - xi. Floor drains grates cleaned until they are free of clean of dust, debris, and hair.

4.1.6 Weekly:

- i. Clean outside shower fixtures and any metal or tile surfaces. This will also include cleaning of the drainage grates on the ground.

4.1.7 Monthly:

- i. Cleaning of shower walls, fixtures, and equipment.
- ii. All windowsills and framing to be dusted and cleaned.

4.1.8 Quarterly:

- i. Deep clean locker rooms: Deep cleaning of locker rooms and showers, including thorough cleaning and sanitizing of floors, walls, fixtures, drains, benches, and high-touch surfaces to remove dirt, soap residue, and odors.

4.1.9 Semi Annually:

- i. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- ii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.

4.1.10 Annually:

- i. Deep cleaning of office areas: including thorough dusting, vacuuming, and wiping of floors, desks, work surfaces, partitions, baseboards, and high-touch surfaces to remove dust, debris, and visible residue.
- ii. Glass and windows: All interior and exterior windows, and first (1st) floor exterior windows to be cleaned.

4.2 Washington Swim Center Summer Schedule (255 S. Pastoria)

4.2.1 Total Area: 4,470 SF

4.2.2 Cleaning hours:

- i. Summer Schedule Mid-May through September 9:00 p.m. – 6:00 a.m. (Tuesday - Sunday).
- ii. Day and times of service may be adjusted at the request of the City providing the contractor a two-week advance notice of any requested schedule changes.

4.2.3 General Requirements: Services will only be performed at two of the three buildings at this location. Depending on special events held at the swim centers, the weekend hours may have to be adjusted.

4.2.4 Measurement and Payment:

- i. Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

4.2.5 Daily:

- i. Clean and vacuum all flooring and mats and spot clean the Community Room floor to remove visible stains, spills, and surface soil. Vacuum all flooring and mats and spot clean Community Room floor.
- ii. Sweep all entryways.
- iii. Clean all glass doors and transaction windows.
- iv. Blow off and sweep the front entry.
- v. Empty all trash, recycling, and food scraps. Ensure disposed items within the building are put in the matching outside bins for truck collection. Restock all paper dispensers.
- vi. Sweep and wash all locker room and shower floors to remove dirt, debris, hair, and residues, and disinfect all floor surfaces, walls, and drains to ensure no buildup of soap scum, mold, or mildew. Clean and disinfect restroom and locker-room floors.
- vii. Sanitize restroom and locker-room toilets, urinals, shower room accessories and fixtures.
- viii. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- ix. High and low dusting and remove cobwebs.
- x. Empty all other trash cans and recycling bins.
- xi. Clean floor drains grates until they are free of dust, debris, and hair.

4.2.6 Weekly:

- i. Clean outside shower fixtures and any metal or tile surfaces. This will also include cleaning of the drainage grates on the ground.
- ii. Dry mop all hard flooring including training and community rooms once a week.

4.2.7 Monthly:

- i. Cleaning of shower walls, fixtures, and equipment.

- ii. All windowsills and framing to be dusted and cleaned.

4.2.8 Quarterly:

- i. Deep cleaning of locker rooms and showers and all associated fixtures and equipment.

4.2.9 Semi Annually:

- i. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- ii. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.

4.2.10 Annually:

- i. Deep cleaning of office areas: including thorough dusting, vacuuming, and wiping of floors, desks, work surfaces, partitions, baseboards, and high-touch surfaces to remove dust, debris, and visible residue. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- ii. Glass and windows: All interior and exterior windows, and first (1st) floor exterior windows to be cleaned.

4.3 Washington Swim Center Fall – Winter – Spring schedule (255 S. Pastoria)

4.3.1 Total Area: 4,470 SF

4.3.2 Cleaning hours:

- iii. Fall – Winter – Spring schedule three days a week (Mondays-Wednesdays-Fridays) 9:00 p.m. – 2:00 a.m.
- iv. Day and times of service may be adjusted at the request of the City providing the contractor a two-week advance notice of any requested schedule changes.

4.3.3 General Requirements: Services will only be performed at two of the three buildings at this location. Depending on special events held at the swim centers, the weekend hours may have to be adjusted.

4.3.4 Measurement and Payment:

- v. Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers all required frequencies—daily, weekly, monthly, quarterly, semi-annual, and annual—as described in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- vi. The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

4.3.5 Daily:

- vii. Clean and vacuum all flooring and mats and spot clean the Community Room floor to remove visible stains, spills, and surface soil. Vacuum all flooring and mats and spot clean Community Room floor.
- viii. Sweep all entryways.
- ix. Clean all glass doors and transaction windows.
- x. Blow off and sweep the front entry.
- xi. Empty all trash, recycling, and food scraps. Ensure disposed items within the building are put in the matching outside bins for truck collection. Restock all paper dispensers.
- xii. Sweep and wash all locker room and shower floors to remove dirt, debris, hair, and residues, and disinfect all floor surfaces, walls, and drains to ensure no buildup of soap scum, mold, or mildew. Clean and disinfect restroom and locker-room floors.
- xiii. Sanitize restroom and locker-room toilets, urinals, shower room accessories and fixtures.
- xiv. Restrooms: Clean, disinfect, and maintain all restroom facilities daily in a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies. Clean floors, drains, and grates until they are free of debris, including hair buildup.
- xv. High and low dusting and remove cobwebs.
- xvi. Empty all other trash cans and recycling bins.
- xvii. Clean floor drains grates until they are free of dust, debris, and hair.

4.3.6 Weekly:

- xviii. Clean outside shower fixtures and any metal or tile surfaces. This will also include cleaning of the drainage grates on the ground.
- xix. Dry mop all hard flooring including training and community rooms once a week.

4.3.7 Monthly:

- xx. Cleaning of shower walls, fixtures, and equipment.
- xxi. All windowsills and framing to be dusted and cleaned.

4.3.8 Quarterly:

- xxii. Deep cleaning of locker rooms and showers and all associated fixtures and equipment.

4.3.9 Semi Annually:

- xxiii. Carpets: semi-annual carpet cleaning using low-moisture methods, including carpet buffing and spot cleaning, to remove surface dirt and visible stains. This work is intended as routine maintenance between deep steam cleanings and may be performed using standard custodial equipment. Carpets shall be left clean, free of visible surface soil and stains, and safe for normal use with minimal drying time. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.
- xxiv. Wash and disinfect all trash, recycling, and food scraps bins inside the building – including interior cabinets if bins are stored in cabinetry.

4.3.10 Annually:

- xxv. Deep cleaning of office areas: including thorough dusting, vacuuming, and wiping of floors, desks, work surfaces, partitions, baseboards, and high-touch surfaces to remove dust, debris, and visible residue. The Contractor shall submit a written request and obtain City approval at least two (2) weeks prior to performing the specified activity.

- xxvi. Glass and windows: All interior and exterior windows, and first (1st) floor exterior windows to be cleaned.

5. Add Alt 1: Community Center

5.1 Orchard Pavillion Ballroom

- 5.1.1 General Requirements: Clean after special events/rental as scheduled by the City. Cleaning shall include removal of trash and debris, spot cleaning and disinfecting of high-touch surfaces, cleaning of floors, tables, and fixtures, and restoring the space to a clean, presentable condition suitable for the next public use. All work shall be completed promptly after each occurrence.
- 5.1.2 Estimated Usage: 40 occurrences per year
- 5.1.3 Measurement and Payment:
 - i. Measurement: Add Alternate Custodial Services for the Community Center will be measured on an each (EA) basis per cleaning occurrence. The bidder shall provide one unit price that includes all required cleaning activities as described in the scope of work. The lump sum price shall include all labor, materials, equipment, and supplies necessary to perform the required services to the satisfaction of the City. The quantities shown represent the estimated number of cleanings to be performed during the contract term.
 - ii. Payment: The contract unit price per each (EA) shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the specified cleaning services. Payment will be made at the contract unit price for each occurrence satisfactorily completed and accepted by the City. No additional compensation will be allowed for variations in frequency, access, or facility conditions.

5.2 Senior Center Kitchen

- 5.2.1 General Requirements: Deep cleaning shall include moving appliances as necessary to access and clean all interior and exterior surfaces of the appliances and surrounding areas. All vertical and horizontal surfaces including walls, doors, ceiling panels, countertops, and similar surfaces shall be thoroughly cleaned and disinfected using appropriate, non-damaging products. The scope shall also include polishing all stainless-steel surfaces; cleaning and disinfecting glass surfaces; high dusting; cleaning and disinfecting all fixtures and high-touch points; and stripping and waxing all flooring. All areas shall be left clean, sanitary, and free of visible soil, residue, and contaminants.
- 5.2.2 Estimated Usage: 4 occurrences per year (quarterly).
- 5.2.3 Measurement and Payment:
 - i. Measurement: Add Alternate Custodial Services for the Community Center will be measured on an each (EA) basis per cleaning occurrence. The bidder shall provide one unit price that includes all required cleaning activities as described in the scope of work. The lump sum price shall include all labor, materials, equipment, and supplies necessary to perform the required services to the satisfaction of the City. The quantities shown represent the estimated number of cleanings to be performed during the contract term.
 - ii. Payment: The contract unit price per each (EA) shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the specified cleaning services. Payment will be made at the contract unit price for each occurrence satisfactorily completed and accepted by the City. No additional compensation will be allowed for variations in frequency, access, or facility conditions.

6. Add Alt 2: Recreation Summer Cleaning Services

6.1 Columbia School Multi-purpose Room

- 6.1.1 General Requirements: Summer programs typically operate from mid-June through early or mid-August. The Contractor shall provide custodial cleaning services in accordance with the program schedules and operating hours identified for each facility. Cleaning services shall maintain all areas in a clean, sanitary, and orderly condition throughout the duration of the programs. Typical cleaning activities include sweeping and mopping floors, wiping and disinfecting tables and surfaces, cleaning restrooms and fixtures, emptying and disposing of trash and recyclables, and maintaining entrances and common areas free of debris. The Contractor shall furnish all labor, supervision, equipment, cleaning supplies, materials, and transportation necessary to perform the work as specified
- 6.1.2 Estimated Usage: 21 occurrences per year.
- 6.1.3 Total Area: 6,500 SF
- 6.1.4 Measurement and Payment
 - i. Measurement: Cleaning services for the Columbia School Multi-Purpose Room will be measured on an each (EA) basis per cleaning occurrence. The bidder shall provide one unit price per occurrence that covers all required cleaning activities as described in the scope of work. Each cleaning occurrence shall include all labor, supervision, equipment, cleaning supplies, and materials necessary to maintain the facility in a clean, sanitary, and orderly condition during the City's summer recreation program period.
 - ii. Payment: Payment will be made at the contract unit price per each (EA) cleaning occurrence satisfactorily completed and accepted by the City. The contract unit price shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. No additional compensation will be allowed for variations in frequency, access, or facility conditions.
- 6.1.5 Typical Cleaning Requirements
 - i. Sweep and mop all hard-surface floors; spot clean spills as needed.
 - ii. Empty and replace liners in all trash and recycling bins.
 - iii. Wipe down and disinfect tables, chairs, counters, and other high-touch surfaces.
 - iv. Clean and disinfect sinks, drinking fountains, and any food service areas.
 - v. Spot clean doors, walls, and glass surfaces as needed.
 - vi. Maintain entrances and surrounding areas free of debris.

6.2 Columbia Classroom Cleaning

- 6.2.1 General Requirements: The Contractor shall provide custodial cleaning services for the Columbia Classrooms used during the City's three-week summer program, typically operating Monday through Friday between 8:00 a.m. and 5:00 p.m. Cleaning services shall maintain all areas in a clean, sanitary, and orderly condition throughout the program period. The Contractor shall furnish all labor, supervision, equipment, cleaning supplies, materials, and transportation necessary to perform the work as specified.
- 6.2.2 Estimated Usage: 10 occurrences per year
- 6.2.3 Total Area: 2,400 SF
- 6.2.4 Measurement and Payment
 - i. Cleaning services for the Columbia Classrooms will be measured on an each (EA) basis per cleaning occurrence. The bidder shall provide one unit price per occurrence that includes all cleaning tasks described in the scope of work. Each occurrence shall include

all labor, supervision, equipment, cleaning supplies, and materials necessary to maintain the classrooms in a clean, sanitary, and orderly condition during the City's three-week summer program period.

- ii. Payment: Payment will be made at the contract unit price per each (EA) cleaning occurrence satisfactorily completed and accepted by the City. The contract unit price shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. No additional compensation will be allowed for variations in frequency, access, or classroom conditions.

6.2.5 Typical Cleaning Requirements

- i. Sweep and mop all hard-surface floors to ensure they are bright and clean with no visible buildup in corners or along walls.
- ii. Vacuum carpeted areas to remove surface dirt and maintain a clean, well-kept appearance.
- iii. Wipe and disinfect desks, tables, counters, and other horizontal surfaces to remove marks, dust, smudges, and fingerprints visible on close inspection.
- iv. Clean and disinfect sinks, faucets, and fixtures so that they are odor-free and free of residue.
- v. Empty all trash, food scraps, and recycling bins daily; Ensure disposed items within the building are put in the matching outside bins for truck collection; replace liners and ensure containers are clean and odor-free.
- vi. Spot clean doors, walls, and interior glass to remove fingerprints, stains, and smudges.
- vii. Ensure adequate restocking of consumable supplies, such as paper towels and soap, as applicable.
- viii. Maintain the classroom in a tidy, sanitary, and orderly condition that reflects the City's standard of care for occupied program spaces.

6.3 Columbia Pool Locker Rooms

6.3.1 General Requirements: The Contractor shall provide custodial cleaning services for the Columbia Middle School Pool Locker Rooms used during the City's summer programs, typically operating Monday through Saturday, 8:00 a.m. to 8:00 p.m. Cleaning services shall maintain all locker room areas including restrooms, showers, changing areas, and entry corridors in a clean, sanitary, and odor-free condition. The Contractor shall furnish all labor, supervision, equipment, cleaning supplies, materials, and transportation necessary to perform the work as specified. Work shall be scheduled to minimize disruption to ongoing programs and maintain safe, usable facilities for participants and staff.

6.3.2 Estimated Usage: 21 occurrences per year.

6.3.3 Total Area: 4,410 SF

6.3.4 Measurement and Payment:

- i. Cleaning services for the Columbia Pool Locker Rooms will be measured on an each (EA) basis per cleaning occurrence. The bidder shall provide one unit price per occurrence that covers all required cleaning activities as described in the scope of work. Each cleaning occurrence shall include all labor, supervision, equipment, cleaning supplies, and materials necessary to maintain the facility in a clean, sanitary, and odor-free condition throughout the summer program period.
- ii. Payment will be made at the contract unit price per each (EA) cleaning occurrence satisfactorily completed and accepted by the City. The contract unit price shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies,

materials, transportation, and incidentals necessary to perform the work as specified. No additional compensation will be allowed for variations in frequency, access, or facility conditions.

6.3.5 Typical Cleaning Requirements

- i. Sweep and wash all locker room and shower floors to remove dirt, debris, and residues, and disinfect all floor surfaces, walls, and drains to ensure no buildup of soap scum, hair, mold, or mildew.
- ii. Clean, disinfect, and maintain all restroom facilities to a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies
- iii. Clean and disinfect all restroom and shower fixtures, including sinks, faucets, toilets, urinals, and showerheads, ensuring they are odor-free and free of visible soil.
- iv. Wipe and disinfect all benches, counters, lockers, and partition surfaces to remove marks, fingerprints, and smudges.
- v. Clean mirrors, glass, and metal fixtures to a bright, streak-free finish.
- vi. Refill all soap, paper towel, toilet tissue, and other consumable dispensers daily, always ensuring adequate supplies.
- vii. Empty and clean all trash and sanitary receptacles; replace liners and ensure containers are clean and odor-free.
- viii. Inspect and maintain drains to ensure they are free-flowing and odor-free.
- ix. Spot clean doors, walls, and entryways to remove water marks, fingerprints, and stains.

6.3.6 Scheduling Requirements: The Contractor shall perform deep carpet cleaning only when requested or approved by the City. Upon request, the Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Deep cleaning activities shall be coordinated to minimize disruption to facility operations and shall be completed in accordance with the contract requirements.

6.4 Sunnyvale Middle School Pool Locker Rooms

6.4.1 General Requirements: The Contractor shall provide custodial cleaning services for the Sunnyvale Middle School Pool Locker Rooms used during the City's summer swim programs, typically operating Monday through Friday, 8:00 a.m. to 8:00 p.m. Cleaning services shall maintain all locker room areas—including restrooms, showers, changing areas, and entry corridors—in a clean, sanitary, and odor-free condition. The Contractor shall furnish all labor, supervision, equipment, cleaning supplies, materials, and transportation necessary to perform the work as specified. Work shall be scheduled to minimize disruption to swimming programs and always ensure participant safety and facility cleanliness.

6.4.2 Estimated Usage: 21 occurrences per year.

6.4.3 Total Area: 2,420 SF

6.4.4 Measurement and Payment:

- i. Measurement: Cleaning services for the Sunnyvale Middle School Pool Locker Rooms will be measured on an each (EA) basis per cleaning occurrence. The bidder shall provide one unit price per occurrence that includes all cleaning activities described in the scope of work. Each cleaning occurrence shall include all labor, supervision, equipment, cleaning supplies, and materials necessary to maintain the facility in a clean, sanitary, and odor-free condition throughout the summer program period.

- ii. Payment: Payment will be made at the contract unit price per each (EA) cleaning occurrence satisfactorily completed and accepted by the City. The contract unit price shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. No additional compensation will be allowed for variations in frequency, access, or facility conditions.

6.4.5 Typical Cleaning Requirements

- i. Sweep and wash all locker room and shower floors to remove dirt, debris, and residues.
- ii. Disinfects all floor surfaces, walls, and drains; ensure no buildup of soap scum, mold, or mildew.
- iii. Clean and disinfect all restroom and shower fixtures, including sinks, faucets, toilets, urinals, and showerheads, ensuring they are odor-free and free of visible soil.
- iv. Clean, disinfect, and maintain all restroom facilities to a sanitary, odor-free, and presentable condition. Clean and disinfect all fixtures (including toilets, urinals, and sinks), partitions, floors, and high-touch surfaces, removing trash, and fully restocking all consumable supplies
- v. Wipe and disinfect benches, lockers, counters, partitions, and high-touch surfaces to remove marks, fingerprints, and smudges.
- vi. Clean mirrors, glass, and metal fixtures to a bright, streak-free finish.
- vii. Refill soap, paper towel, and toilet tissue dispensers daily to maintain adequate supplies.
- viii. Empty and clean trash and sanitary receptacles; replace liners and ensure containers are clean and odor-free.
- ix. Inspect and maintain drains to ensure proper flow and prevent odors.
- x. Spot clean doors, walls, and entryways to remove water marks, fingerprints, and stains.

- 6.4.6 Scheduling Requirements: The Contractor shall perform deep carpet cleaning only when requested or approved by the City. Upon request, the Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Deep cleaning activities shall be coordinated to minimize disruption to facility operations and shall be completed in accordance with the contract requirements.

7. Add Alt 3: Swim Centers

7.1 Swim Center Locker Room Deep Clean

7.1.1 Locations:

- i. Fremont High School Swim Center (1283 Sunnyvale Saratoga Road)
- ii. Washington Swim Center (255 S. Pastoria Ave.)
- iii. Columbia Neighborhood Center (785 Morse Ave.)
- iv. Sunnyvale Middle School (1080 Mango Ave.)

- 7.1.2 General Requirements: The Contractor shall provide deep cleaning services for Sunnyvale's four (4) Swim Center Locker Rooms used by City recreation and swim programs. This work shall be performed on an as-needed basis, with each occurrence scheduled in coordination with City staff to minimize disruption to pool operations. Cleaning shall achieve a high standard of sanitation and appearance, ensuring all locker room areas including showers, restrooms, changing areas, and corridors are clean, sanitary, and odor-free. The Contractor shall furnish all labor, supervision, equipment, cleaning supplies, materials, and transportation necessary to perform the deep cleaning work as specified.

7.1.3 Estimated Usage: 6 occurrences per year, each facility (24 total)

7.1.4 Measurement and Payment:

- i. Measurement: Deep cleaning services of each Swim Center Locker Rooms will be measured on an each (EA) basis per completed cleaning occurrence. The bidder shall provide one unit price per occurrence that covers all required deep cleaning activities as described in the scope of work. Each occurrence shall include all labor, supervision, equipment, cleaning supplies, and materials necessary to complete the work to City satisfaction.
- ii. Payment: Payment will be made at the contract unit price per each (EA) cleaning occurrence satisfactorily completed and accepted by the City. The contract unit price shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. No additional compensation will be allowed for variations in access, facility use, or conditions encountered.

7.1.5 Typical Cleaning Requirements:

7.1.5.1 Floors:

- i. Sweep, scrub, and disinfect all locker room, restroom, and shower floors using appropriate cleaning agents and equipment.
- ii. Remove buildup from corners, edges, and grout lines to achieve a bright, uniform appearance free of dirt, soap residue, or mineral deposits.

7.1.5.2 Walls and Partitions:

- i. Wash and disinfect all vertical surfaces, partitions, and tile walls to remove stains, smudges, mildew, and mineral buildup.
- ii. Pay particular attention to corners, grout joints, and areas around fixtures.

7.1.5.3 Fixtures and Fittings:

- i. Clean and disinfect all sinks, faucets, toilets, urinals, and showerheads to an odor-free and polished condition.
- ii. Remove scale and hard-water deposits from metal fixtures, ensuring a bright, streak-free finish.

7.1.5.4 Lockers, Benches, and Counters:

- i. Wipe and disinfect all horizontal and vertical surfaces to remove dust, marks, and fingerprints visible upon close observation.
- ii. Disinfect bench surfaces, locker doors, and handles, ensuring all high-touch areas meet sanitation standards.
- iii. Wipe and disinfect lockers—exterior and interior surfaces.

7.1.5.5 Glass and Mirrors:

- i. Clean mirrors, glass partitions, and windows to a clear, streak-free appearance.

7.1.5.6 Drains and Ventilation:

- i. Inspect, clean, and flush all floor and trench drains to ensure proper flow and eliminate odors.
- ii. Wipe down vent covers and grilles to remove visible dust and residue.

7.1.5.7 Consumables and Waste:

- i. Empty all trash and sanitary receptacles, clean interiors and exteriors, and replace liners.
- ii. Refill soap, paper towel, and tissue dispensers to ensure adequate supplies.

7.1.5.8 Finishing:

- i. Perform a final inspection with City staff to confirm compliance with cleanliness standards.
- ii. The locker rooms shall be left in a clean, sanitary, and odor-free condition, with all fixtures and surfaces restored to a bright and well-maintained appearance.

7.1.6 Scheduling Requirements: The Contractor shall perform deep carpet cleaning only when requested or approved by the City. Upon request, the Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Deep cleaning activities shall be coordinated to minimize disruption to facility operations and shall be completed in accordance with the contract requirements.

8. Add Alt 4: Deep Carpet Cleanings:

8.1.1 General Requirements: This bid item is intended to provide a deeper level of cleaning than routine or semi-annual carpet buffing and spot cleaning. The purpose of this work is to revitalize, restore, and improve the overall quality and appearance of the carpet, addressing embedded soils, stains, and wear that cannot be removed through standard maintenance cleaning methods.

8.1.2 Measurement and Payment:

- i. Measurement: Carpet steam cleaning services shall be measured on a square foot (SF) basis for the actual area cleaned. The bidder shall provide a unit price per square foot that covers all required carpet steam cleaning activities as described in the scope of work. Measurement will be based on field-verified quantities. The unit price shall include all labor, supervision, equipment, cleaning supplies, materials, mobilization, and incidental work necessary to complete the work to the City's satisfaction.
- ii. Payment: Payment will be made at the contract unit price per square foot (SF) for carpet cleaning services satisfactorily completed and accepted by the City. The contract unit price shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. No additional compensation will be allowed for variations in access, facility use, or conditions encountered.

8.1.3 Typical requirements: Contractor shall steam clean all carpeted areas using industry-standard hot water extraction methods. Cleaning shall remove embedded dirt, stains, and residues and restore carpets to a clean, uniform, and refreshed appearance. Carpets shall be left free of visible soil, stains, cleaning residue, and excessive moisture. Equipment and cleaning agents shall be appropriate for the carpet type and shall not cause damage, discoloration, shrinkage, or fiber distortion. All areas shall be safe for normal use following cleaning, with reasonable drying times.

8.1.4 Scheduling Requirements: The Contractor shall perform deep carpet cleaning only when requested or approved by the City. Upon request, the Contractor shall submit a proposed work plan and schedule for City review and provide a minimum of two (2) weeks' advance notice prior to the anticipated service date. Deep cleaning activities shall be coordinated to minimize disruption to facility operations and shall be completed in accordance with the contract requirements.

9. Add Alt 5: Multi-Modal Cal Train Station (MM) (121 E. Evelyn)

9.1.1 Total Area: 200 SF

9.1.2 Cleaning hours between 8:00 AM to 4:00 PM (Five days a week, Monday- Friday)

9.1.3 Measurement and Payments:

- i. Cleaning services will be measured on a square foot (SF) basis for the total area assigned to each facility. The bidder shall provide one price per square foot (SF) that covers the frequency required in the scope of work. The quantity for payment will be the actual square footage of the facility cleaned and maintained per the contract requirements and specified cleaning frequencies.
- ii. The contract unit price per square foot (SF) for custodial services shall constitute full compensation for furnishing all labor, supervision, equipment, cleaning supplies, materials, transportation, and incidentals necessary to perform the work as specified. Payment will be made at the contract unit price per SF for each facility, based on satisfactory performance and compliance with the cleanliness standards outlined in these specifications. No additional compensation will be allowed for variations in cleaning frequency, work conditions, or access limitations.

9.1.4 Daily:

- i. The Contractor shall provide daily cleaning and sanitation of all public restroom facilities, including toilets, urinals, sinks, countertops, partitions, floors, mirrors, doors, and high-touch surfaces. Cleaning shall include disinfection of all fixtures and surfaces, removal of trash, restocking of consumable supplies, and deodorizing to maintain a clean, safe, and odor-free condition. Restrooms shall be left in a presentable state suitable for continuous public use, in accordance with applicable health and safety standards.
- ii. Glass, windows, and mirrors - spot clean all visible glass and windows. Keep glass and windows free of any handprints, dust, and debris.
- iii. Elevators (2 Cars, 4 Levels): Floors cleaned and free of debris and stains. All stainless steel polished.
- iv. Graffiti: Remove all marks and writing.

EXHIBIT "B"

COMPENSATION SCHEDULE

City of Sunnyvale Procurement Bids and RFPs Bid Summary for Solicitation Custodial Services (IFB F26-351) Issued on 03/03/2026 Submissions Due on April 15, 2026 3:00 PM (PDT)						
Base Bid:					United Building Maintenance	
Item Num	Section	Item Description	UOM	Quantity	Unit Price	Extended
1	Base Bid, Cluster 1: Civic Center, Year 1	City Hall (456 W. Olive Ave)	SF	118,698	0.1100	156,681.3600
2	Base Bid, Cluster 1: Civic Center, Year 1	Department of Public Safety (700 All American Way Suite A)	SF	60,870	0.1667	121,764.3480
3	Base Bid, Cluster 1: Civic Center, Year 1	Sunnyvale Emergency Operations Center	SF	12,946	0.1072	16,653.7344
4	Base Bid, Cluster 1: Civic Center, Year 1	Day Porter City Hall (456 W. Olive Ave)	LS	1	3058.5500	36,702.6000
5	Base Bid, Cluster 1: Civic Center, Year 1	Sunnyvale Library (665 W. Olive Ave)	SF	34,672	0.1694	70,481.2416
6	Base Bid, Cluster 1: Civic Center, Year 1	Day Porter Library (665 W. Olive Ave)	LS	1	6839.2600	82,071.1200
Subtotal					484,354.4040	
7	Base Bid, Cluster 1: Civic Center, Year 2	City Hall (456 W. Olive Ave)	SF	118,698	0.1155	164,515.4280
8	Base Bid, Cluster 1: Civic Center, Year 2	Department of Public Safety (700 All American Way Suite A)	SF	60,870	0.1750	127,827.0000
9	Base Bid, Cluster 1: Civic Center, Year 2	Sunnyvale Emergency Operations Center	SF	12,946	0.1126	17,492.6352
10	Base Bid, Cluster 1: Civic Center, Year 2	Day Porter City Hall (456 W. Olive Ave)	LS	1	3211.4800	38,537.7600
11	Base Bid, Cluster 1: Civic Center, Year 2	Sunnyvale Library (665 W. Olive Ave)	SF	34,672	0.1778	73,976.1792
12	Base Bid, Cluster 1: Civic Center, Year 2	Day Porter Library (665 W. Olive Ave)	LS	1	7181.2200	86,174.6400
Subtotal					508,523.6424	
13	Base Bid, Cluster 2: Community Center Complex, Year 1	Recreation Building	SF	17,912	0.1669	35,874.1536
14	Base Bid, Cluster 2: Community Center Complex, Year 1	Indoor Sports Complex	SF	24,125	0.1637	47,391.1500
15	Base Bid, Cluster 2: Community Center Complex, Year 1	Creative Arts Center	SF	9,063	0.1706	18,553.7736
16	Base Bid, Cluster 2: Community Center Complex, Year 1	Theater	SF	14,862	0.1687	30,086.6328
17	Base Bid, Cluster 2: Community Center Complex, Year 1	Senior Center	SF	23,000	0.1717	47,389.2000
18	Base Bid, Cluster 2: Community Center Complex, Year 1	Heritage Center	SF	3,956	0.3013	14,303.3136
Subtotal					193,598.2236	
19	Base Bid, Cluster 2: Community Center Complex, Year 2	Recreation Building	SF	17,912	0.1752	37,658.1888
20	Base Bid, Cluster 2: Community Center Complex, Year 2	Indoor Sports Complex	SF	24,125	0.1719	49,765.0500
21	Base Bid, Cluster 2: Community Center Complex, Year 2	Creative Arts Center	SF	9,063	0.1791	19,478.1996
22	Base Bid, Cluster 2: Community Center Complex, Year 2	Theater	SF	14,862	0.1772	31,602.5568
23	Base Bid, Cluster 2: Community Center Complex, Year 2	Senior Center	SF	23,000	0.1803	49,762.8000
24	Base Bid, Cluster 2: Community Center Complex, Year 2	Heritage Center	SF	3,956	0.3163	15,015.3936
Subtotal					203,282.1888	
25	Base Bid, Cluster 3: Various City Buildings, Year 1	Corporation Yard	SF	18,459	0.1233	27,311.9364
26	Base Bid, Cluster 3: Various City Buildings, Year 1	Columbia Neighborhood Center (CNC)	SF	19,735	0.1469	34,788.8580
27	Base Bid, Cluster 3: Various City Buildings, Year 1	Water Pollution Control Plant	SF	12,228	0.1602	23,507.1072
28	Base Bid, Cluster 3: Various City Buildings, Year 1	Fire Station #5 Training Center	SF	3,840	0.1790	8,248.3200
29	Base Bid, Cluster 3: Various City Buildings, Year 1	725 Kifer Building	SF	7,875	0.1130	10,678.5000
30	Base Bid, Cluster 3: Various City Buildings, Year 1	Sunnyvale Lakewood Branch Library	SF	22,771	0.1523	41,616.2796
31	Base Bid, Cluster 3: Various City Buildings, Year 1	Day Porter Lakewood Branch Library	LS	1	7795.1400	93,541.6800
Subtotal					239,692.6812	
32	Base Bid, Cluster 3: Various City Buildings, Year 2	Corporation Yard	SF	18,459	0.1295	28,685.2860
33	Base Bid, Cluster 3: Various City Buildings, Year 2	Columbia Neighborhood Center (CNC)	SF	19,735	0.1542	36,517.6440
34	Base Bid, Cluster 3: Various City Buildings, Year 2	Water Pollution Control Plant	SF	12,228	0.1682	24,680.9952
35	Base Bid, Cluster 3: Various City Buildings, Year 2	Fire Station #5 Training Center	SF	3,840	0.1880	8,663.0400
36	Base Bid, Cluster 3: Various City Buildings, Year 2	725 Kifer Building	SF	7,875	0.1187	11,217.1500
37	Base Bid, Cluster 3: Various City Buildings, Year 2	Sunnyvale Lakewood Branch Library	SF	22,771	0.1600	43,720.3200

Item Num	Section	Item Description	UOM	Quantity	Unit Price	Extended
38	Base Bid, Cluster 3: Various City Buildings, Year 2	Day Porter Lakewood Branch Library	LS	1	8184.9000	98,218.8000
Subtotal						251,703.2352
39	Base Bid, Cluster 4: Swim Centers, Year 1	Fremont High School Swim Center	SF	3,000	0.5860	21,096.0000
40	Base Bid, Cluster 4: Swim Centers, Year 1	Washington Swim Center (Summer Schedule)	SF	4,470	0.5780	31,003.9200
41	Base Bid, Cluster 4: Swim Centers, Year 1	Washington Swim Center (Fall - Winter - Spring Schedule)	SF	4,470	0.2680	14,375.5200
Subtotal						66,475.4400
42	Base Bid, Cluster 4: Swim Centers, Year 2	Fremont High School Swim Center	SF	3,000	0.6148	22,132.8000
43	Base Bid, Cluster 4: Swim Centers, Year 2	Washington Swim Center (Summer Schedule)	SF	4,470	0.6066	32,538.0240
44	Base Bid, Cluster 4: Swim Centers, Year 2	Washington Swim Center (Fall - Winter - Spring Schedule)	SF	4,470	0.2809	15,067.4760
Subtotal						69,738.3000
Base Bid Total					*	2,017,368.12
Optional Services: Add Alts						
1	Add Alternative 1, Community Center, Year 1	Orchard Pavilion Ballroom	EA	40	68.0000	2,720.0000
2	Add Alternative 1, Community Center, Year 1	Senior Center Kitchen	EA	4	608.0000	2,432.0000
Subtotal						5,152.0000
3	Add Alternative 1, Community Center, Year 2	Orchard Pavilion Ballroom	EA	40	71.4000	2,856.0000
4	Add Alternative 1, Community Center, Year 2	Senior Center Kitchen	EA	4	638.4000	2,553.6000
Subtotal						5,409.6000
5	Add Alternative 2, Recreation Summer Cleaning Services, Year 1	Columbia School Multi-purpose Room	EA	21	68.0000	1,428.0000
6	Add Alternative 2, Recreation Summer Cleaning Services, Year 1	Columbia 2 Classroom Cleaning	EA	10	51.0000	510.0000
7	Add Alternative 2, Recreation Summer Cleaning Services, Year 1	Columbia Pool Locker Rooms	EA	21	102.0000	2,142.0000
8	Add Alternative 2, Recreation Summer Cleaning Services, Year 1	Sunnyvale Middle School Pool Locker Rooms	EA	21	68.0000	1,428.0000
Subtotal						5,508.0000
9	Add Alternative 2, Recreation Summer Cleaning Services, Year 2	Columbia School Multi-purpose Room	EA	21	71.4000	1,499.4000
10	Add Alternative 2, Recreation Summer Cleaning Services, Year 2	Columbia 2 Classroom Cleaning	EA	10	53.5500	535.5000
11	Add Alternative 2, Recreation Summer Cleaning Services, Year 2	Columbia Pool Locker Rooms	EA	21	107.1000	2,249.1000
12	Add Alternative 2, Recreation Summer Cleaning Services, Year 2	Sunnyvale Middle School Pool Locker Rooms	EA	21	71.4000	1,499.4000
Subtotal						5,783.4000
13	Add Alternative 3, Swim Centers, Year 1	Sunnyvale Swim Center Locker Room Deep Clean	EA	24	272.0000	6,528.0000
Subtotal						6,528.0000
14	Add Alternative 3, Swim Centers, Year 2	Sunnyvale Swim Center Locker Room Deep Clean	EA	24	285.6270	6,855.0480
Subtotal						6,855.0480
15	Add Alternative 4, Deep Carpet Cleanings, Year 1	Steam Clean Carpets in Various City Buildings	SF	200,000	0.1800	36,000.0000
Subtotal						36,000.0000
16	Add Alternative 4, Deep Carpet Cleanings, Year 2	Steam Clean Carpets in Various City Buildings	SF	200,000	0.1890	37,800.0000
Subtotal						37,800.0000
17	Add Alternative 5, Multi-Modal Caltrain Station, Year 1	Multi-Modal Caltrain Station	SF	200	6.5000	1,300.0000
Subtotal						1,300.0000
18	Add Alternative 5, Multi-Modal Caltrain Station, Year 2	Multi-Modal Caltrain Station	SF	200	6.8300	1,366.0000
Subtotal						1,366.0000
Add Alt Total						111,702.05

EXHIBIT "C"

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, their agents, representatives, or employees.

Minimum Scope and Limits of Insurance. Contractor shall maintain limits not less than:

1. **Commercial General Liability:** coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form shall be at least as broad as CG 0001.
2. **Automobile Liability:** coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract for bodily injury and property damage. ISO Form shall be at least as broad as CA 0001.
3. **Workers' Compensation:** Statutory Limits and **Employer's Liability:** \$1,000,000 per accident for bodily injury or disease.

Industry Specific Coverages. If checked below, the following insurance is also required:

- ☐ Liquor Liability coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence.
- ☐ Cyber & Tech Liability coverage with limits not less than of \$1,000,000 per occurrence or claim.
- ☐ Crime coverage with limits not less than \$500,000 to include third party premises endorsement.
- ☐ If working directly with minors, the Certificate of Insurance must include coverage for molestation and sexual abuse with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- ☐ Garage Liability coverage written on an occurrence basis with limits not less than \$1,000,000 per occurrence.
- ☐ Garage Keepers Liability coverage with limits not less than \$100,000 per location.
- ☐ On-Hook coverage with limits not less than \$100,000 per vehicle.

Deductibles, Self-Insured Retentions and Other Coverages:

Any deductibles or self-insured retentions must be declared and reviewed by the City of Sunnyvale, Risk Manager. The Contractor shall guarantee payment of any losses and related investigations, claim administration and defense expenses within the deductible or self-insured retention. Policies containing any self-insured retention provision shall provide, or be endorsed to provide, that the SIR may be satisfied by either the Named Insured or the City.

The aforementioned insurance requirements can be met through any combination of self-insured, primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

Other Insurance Provisions:

1. During the term of the contract, the City of Sunnyvale, its officers, officials, employees, agents, and volunteers are to be covered as an additional insured in the Contractor's commercial general liability policy (and if industry specific coverage is checked above, liquor liability, and molestation and sexual abuse policies) with respect to liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, officials, employees, agents, or volunteers.

Additional Insured Endorsement for ongoing operations at least as broad as ISO CG 20 10 Scheduled, or automatic CG 20 38.

2. During the term of the contract, the Contractor's Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sunnyvale.
3. For any claims related to this project, the Contractor's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Contractor's insurance and shall not contribute with it and shall be at least as broad as ISO CG 20 01 04 13.
4. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.
5. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
6. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by email to riskmanagement@sunnyvale.ca.gov, has been given to the City of Sunnyvale.
7. Any umbrella or excess insurance liability policies shall be true "following form" of the underlying policy coverage, terms, conditions, and provisions and shall meet all of the insurance requirements stated in this document, including the additional insured, SIR, and primary and non-contributory insurance requirements for the benefit of City (if agreed to in a written contract or agreement) until all coverage carried by or available to the Contractor's primary and excess liability policies are exhausted and before the City's own Insurance or self-insurance shall be called upon to contribute to a loss.

8. The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the Contractor's policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured and also available to the Additional Insured, whichever is greater.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than Superior or Excellent, and who are admitted and authorized to do business and in good standing in California unless otherwise acceptable to the City of Sunnyvale's Risk Manager.

Verification of Coverage:

City utilizes an electronic insurance verification system to track and verify all insurance related documents. City is no longer accepting insurance documents by mail and will only accept electronic insurance documents. City will email the Contractor requesting proof of insurance for this Agreement through an electronic insurance verification system, which includes instructions on how to upload insurance documents electronically. Contractor shall furnish the City with an electronic Certificate of Insurance affecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf and name City of Sunnyvale, Attn: Risk Management, 456 W. Olive Ave, Sunnyvale, CA 94086 as the certificate holder. All certificates are to be received and approved by the City, Risk Manager prior to commencement of work.

The Contractor shall provide certificate(s) evidencing renewals of all insurance required herein prior to the expiration date of any such insurance. Contractor shall submit insurance certificates, reflecting the policy renewals through the City's electronic insurance verification system. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Subcontractors

Contractor shall require all subcontractors to procure and maintain insurance policies subject to these requirements. Failure of Contractor to verify existence of subcontractor's insurance shall not relieve Contractor from any claim arising from subcontractors work on behalf of Contractor.