

**DRAFT FOURTH AMENDMENT TO SERVICES AGREEMENT  
BETWEEN THE CITY OF SUNNYVALE AND SUNNYVALE BUILDING MAINTENANCE  
FOR JANITORIAL SERVICES**

This Amendment to Services Agreement, dated \_\_\_\_\_, is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY") and SUNNYVALE BUILDING MAINTENANCE, ("CONTRACTOR").

WHEREAS, on January 24, 2012, CITY and CONTRACTOR entered into a Services Agreement in the total amount of \$331,816 for CONTRACTOR provision of citywide janitorial services; and

WHEREAS, on January 24, 2013, CITY and CONTRACTOR entered into an Amendment to Services Agreement to increase the value to \$386,816 and to extend the agreement through March 31, 2013; and

WHEREAS, on April 2, 2013, CITY and CONTRACTOR entered into a Second Amendment to Services Agreement whereby the services under the Agreement were modified to incorporate the Senior Center Kitchen and Columbia New Offices and Exercise Room to Exhibit A and C-1; and whereby the term of the Agreement was extended through March 31, 2016 and the total compensation payable under the Agreement was increased by \$1,007,830.00 to \$1,394,646; and

WHEREAS, on February 25, 2016, CITY and CONTRACTOR entered into a Third Amendment to Services Agreement whereby the term of the Agreement was extended through March 31, 2018 and the total compensation payable under the Agreement was increased by \$698,827 to \$2,093,473; and

WHEREAS, the Sunnyvale City Council has adopted and amended a Minimum Wage Ordinance which requires a Fourth Amendment to Services Agreement to increase the total compensation payable to CONTRACTOR to offset the impacts of the increases in minimum wages; and

WHEREAS, CITY'S environmental goals and policies for Zero Waste Reduction and environmentally-preferred products have required minor changes in CONTRACTOR'S scope of services; and

WHEREAS, the parties now agree that a Fourth Amendment to said Agreement is advisable;

NOW, THEREFORE, THE PARTIES ENTER INTO THIS FOURTH AMENDMENT TO CONSULTANT SERVICES AGREEMENT:

2. Services by CONTRACTOR

Replace this section of the April 2, 2013 Second Amendment to Service Agreement with the following:

CONTRACTOR shall provide services in accordance with Attachment "A", Attachment "A-1", which modifies sections A through O of Attachment "A", and Attachment "A-2", which revises task descriptions in the Frequency and Task Charts pertinent to environmental goals and policies. Services are attached and incorporated by reference.

4. Compensation

Replace this section of the February 25, 2016 Third Amendment to Service Agreement with the following:

CITY agrees to pay CONTRACTOR an amount not to exceed Two Million Two Hundred Thousand Nine Hundred Seventy Four and 00/100 dollars (\$2,200,974.00) for the six-year contract.

Services shall be billed at the monthly rates shown in Exhibit C-3, attached hereto. CONTRACTOR shall submit monthly invoices to CITY to be paid within thirty (30) days upon receipt of an accurate, itemized invoice by CITY's Accounts Payable Unit.

All other terms and conditions remain unchanged.

IN WITNESS WHEREOF, the parties have executed this Agreement Amendment.

ATTEST:

CITY OF SUNNYVALE ("CITY")

By \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

SUNNYVALE BUILDING MAINTENANCE  
("CONTRACTOR")

By \_\_\_\_\_  
City Attorney

By \_\_\_\_\_

\_\_\_\_\_  
Name and Title

## ATTACHMENT A-1

- A. **Scope of Services** - Contractor shall furnish all materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor and supervision necessary to provide JANITORIAL SERVICES at the following City of Sunnyvale facilities:

**Cluster 1 Buildings: Total of 162,492 Square Feet**

**Civic Center**

1. City Hall (456 West Olive Ave)	34,672 sq. ft.
2. City Hall Annex (650 West Olive Ave)	20,900 sq. ft.
3. South Annex (603 All America Way)	5,100 sq. ft.
4. Public Safety (700 All America Way)	40,950 sq. ft.
5. Library (665 West Olive Ave)	60,870 sq. ft.

**Cluster 2 Buildings: Total of 88,962 Square Feet**

**Community and Senior Center Campus (550 East Remington Dr)**

6. Recreation Building	17,912 sq. ft.
7. Indoor Sports Center	24,125 sq. ft.
8. Creative Arts Building	9,063 sq. ft.
9. Theatre	14,862 sq. ft.
10. Senior Center	23,000 sq. ft.

**Cluster 3 Buildings: Total of 78,193 Square Feet**

**The Route (various locations)**

11. Sunnyvale Office Center (505 West Olive Ave)	35,500 sq. ft.
12. Corporation Yard - Admin Bldg (221 Commercial St)	7,319 sq. ft.
13. Corporation Yard - Modular Bldg	2,160 sq. ft.
14. Corporation Yard - Miscellaneous Areas "	1,051 sq. ft.
15. Columbia Sports Center (785 Morse Ave)	19,735 sq. ft.
16. Water Pollution Control Plant (1444 Borregas Ave)	12,228 sq. ft.
17. Multi-Modal Transit Station (121 W. Evelyn Ave)	200 sq. ft.

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**Total of 17 Buildings with an Estimated Total Square Footage of 329,647**

**NOTE:** The building square footages listed above are a fairly good approximation although the City does not guarantee their accuracy. The successful Proposer shall be responsible for obtaining accurate janitorial cleaning measurements following notice of contract award and prior to contract execution. Further, as stated above in Section I- Invitation of this RFP, the City reserves the right to either issue up to three contracts, one for each building cluster, or one exclusive contract for all three clusters that incorporate all seventeen buildings.

- B. **Work Schedule** - Janitorial services shall be provided up to seven (7) days per week at the time specified for each location. General cleaning shall be performed between the hours of 6:00 PM and 2:00 AM, with the exception of facilities that are open later in the evening or that operate 24/7. (See Attachment A for times and frequency specific to each building.) The City reserves the right, with one (1) week's advanced notice, to change cleaning schedules. Contractor shall provide twenty-four (24) hour emergency response, if requested, and shall respond to the City within four (2) hours of request for emergency services. Contractor shall provide a specific monthly schedule of all monthly, quarterly and semiannual services by building, giving specific dates. The schedule for the first two (2) months shall be provided within five (5) days of the first day of the Agreement term. The schedule for the third month, and all subsequent months, shall be provided with each monthly invoice; and the invoices will not be paid if not accompanied by a cleaning schedule.

**Example:** If the contract is awarded on October 1, Contractor would have five (5) days to provide to the City monthly cleaning schedules for October and November. As November comes to a close and the City receives Contractor's November invoice, Contractor must attach the cleaning schedule for December, and this process would then continue throughout the term of the contract.

Such monthly, quarterly and annual cleaning services shall be provided on the day stated on the monthly cleaning schedule; and if such work requires more than one (1) day to conclude, the Contractor shall then complete the work on successive days. Contractor may request a change to this cleaning schedule with seven (7) days' advanced notice.

- C. **Holidays**- The following eleven (11) days are City holidays on which Contractor may need to provide service. All City facilities are dynamic due to their programmed use; and some locations will require service on holidays, and others will not.

Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving	Martin Luther King Jr. Day
Day after Thanksgiving (Floating Holiday)	Presidents Day
Christmas Eve	Memorial Day
Christmas Day	

Buildings that may require service during holidays are listed below. Facilities Services will provide a schedule of which buildings will require holiday service thirty (30) days' prior to each holiday.

- Public Safety Building (Operates 24 hours/7 days per week)
- Community/Senior Center - Recreation Bldg, Sports Center and Theatre (Various holiday services)
- Columbia Neighborhood Sports Center (Various holiday services)
- Water Pollution Control Plant (Operates 24 hours/7 days per week)
- Public Library (Various holiday services)
- Multi-Modal Transit Station

D. **Supplies and Equipment**

1. Contractor shall furnish and keep in good working order all necessary tools, equipment and supplies, including, but not limited to, floor finish, soaps, cleaners, mops, brooms, buffers, ladders, hoses, vacuum cleaners, etc. All electrical cords must have ground plug in place, and cords must be free of jacket breaks or other signs of distress. The Superintendent of Facilities Services, or his designee, must approve all supplies and/or equipment prior to their use under this contract. The City requires use of approved "Green Seal," "EcoLogo," "SF Approved" or other non-hazardous, third-party certified cleaning products in all of its buildings. Any non-complying equipment or supplies shall be changed out immediately at the request of the Facilities Services Superintendent or his designee. Janitorial closets located in City facilities may be used by Contractor and shall be kept clean and free of debris and odor at all times. All supplies and equipment stored in any City janitorial closet shall be stored in a neat and orderly manner and in such a way as to prevent injury to City staff, the public, or Contractor's employees. Contractor's on-site supervisor shall maintain an equipment inventory, and a copy shall be given to the Superintendent's designee, upon request. Contractor shall provide clearly marked or color coded mops and tools, for restroom cleaning only.
2. The City shall provide the following products for Contractor to use at City locations: toilet paper; paper towels; toilet seat covers; black trash can liners; clear compost and recycling can liners; hand soap; and sanitary napkins. City shall also provide at its expense all utilities, including lights, power and water. Contractor shall stock and refill all restroom dispensers, as outlined in this section of the RFP, Paragraph O (Janitorial Cleaning Specifications – Master List, #9 Restrooms, Locker Rooms, Dressing Rooms and Showers) and as listed in Attachment A, Frequency and Task Chart.

E. **Supervision**

1. Contractor shall provide a supervisor or lead custodian who shall be present during all scheduled cleaning hours and special work assignments at a City facility. This individual shall speak, read, write, and understand English. Further, this supervisor shall pass a standard police background check in order to monitor and/or assist cleaners assigned to the Department of Public Safety building. All direction given to Contractor's supervisor shall be as binding as if given to Contractor.
2. Monthly janitorial supervisor's reports shall be prepared and submitted to City's Facilities Services Superintendent, or his designee, noting any building deficiencies needing correction.

While performing work under this contract, Contractor's supervisor shall carry a cell phone and pager by which City staff shall be able to communicate with him/her. Other janitorial staff, at a minimum, should carry pagers and may use City phones to respond to work-related issues.

3. Contractor shall provide a list of all Contractors' staff assigned to each work site. The list shall include name, address, and driver's license number and the employee's work schedule and assignment. At Contractor's expense, all of Contractor's employees shall have taken and satisfactorily passed background screening for drug and alcohol use. All contract employees shall be issued photo card access badges that the employee must display while working.
4. Contractor's employees (including supervisors and managers) who work (regular service, fill-in work for absences and window/carpet shampoo crews) in Public Safety Headquarters, 700 All America Way, shall have satisfactorily passed a background investigation through Sunnyvale Police Services. The cost of such background checks will be paid by the City, and the background checks require two weeks (14 days) to complete. Contractor is responsible for scheduling these background checks prior to any of its employees working in Public Safety Headquarters.

**F. Employee Identification** - Contractor personnel shall be easily recognized as Contractor employees. City, at its own expense, shall provide each employee with a picture identification key access badge. The badge shall include the employee's photograph, name, employee number and Contractor's name. The identification badge shall be displayed on the front of the employee's uniform at all times. Contractor accepts and understands that any employee who fails to meet this requirement may be asked to leave City property. Should this occur, the City will not compensate the Contractor or Contractor's employees for lost time. It is expressly understood that Contractor is responsible for ensuring that all of its employees possess and carry valid photo-identification at all times on City property. Replacement costs for employee identification and key access cards shall be the responsibility of the contractor. Contractor shall provide uniforms for their employees.

Contractor's employees shall wear their uniforms and identification badges prior to entering any City building, and uniforms and badges shall be worn at all times while working in a City facility. The uniform, at a minimum, shall be a uniform shirt to which Contractor's business name and/or logo have been affixed. Contractor's employees shall be at least eighteen (18) years of age and thoroughly trained and qualified in the work assigned to them. Contractor's employees shall be able to follow directions and shall be physically capable of performing the duties assigned to them, including lifting/moving heavy items, climbing ladders, etc.

1. Security Clearance: All Contractor's staff performing work under this contract shall undergo and pass, to the satisfaction of the City, a background investigation as a condition of beginning and continuing to work under this contract. The City shall use its sole discretion in determining the method of background clearance to be used, which may include, but not be limited to, fingerprinting and personal history questionnaires conducted by the City's Department of Public Safety.

**G. Site Inspections, Performance/Payment Monitoring and Notifications**

1. City and Contractor Site Inspections: City staff will regularly monitor Contractor's completed janitorial services and will communicate directly with the Contractor's site supervisor or lead custodian any situations where services are not being performed according to City specifications. City shall have the right to a) negotiate a reduction in the contract pricing to reflect the reduced value of services, b) perform the work in conformance with specifications and charge the Contractor for cost incurred, or require that Contractor immediately cure the defective performance at no additional cost to City.

Contractor's account manager shall conduct weekly inspections of all locations and provide a report on conditions to the Facilities Services Superintendent, or designee. Contractor's account manager and supervisor shall be available to meet with City Facilities Services Division representatives upon request to conduct building inspections to ensure compliance with contract specifications and resolve problems.

2. Notification of Deficiencies or Suspicious Activity: Contractor shall immediately alert the City Facilities Services Superintendent or designee of deficiencies in lighting, plumbing, electrical service, etc. and if suspicious activity is observed at any City facility.

**H. Work Performance and Standards** - Contractor shall adhere to the highest quality standards of the janitorial profession and the City's cleaning standards. Contractor shall immediately notify the Facilities Services Superintendent, or designee, of any occurrence or condition that interferes with its ability to be in full compliance with contract requirements.

**I. Special Assignments** - City may request janitorial services for special events not covered in the scope of services under this contract (i.e., an open house or dignitary visits) and outside the normal scheduled cleaning hours as outlined herein. City may request these special services up to, but not later than, forty-eight (48) hours prior to the event. If the required services are outside Contractor's normal cleaning schedule, Contractor shall quote, in advance, an hourly rate per person for the special assignment with a minimum of two (2) hours per employee. Contractor shall provide special cleaning service invoices within fourteen (14) days of the

services being provided. City shall be under no obligation to pay any invoice which is submitted to City's Accounts Payable Division more than thirty (30) days beyond completion of special cleaning services.

**Day Porter Service** - City may request janitorial services during business hours for certain facilities. The assignments will be made for extended periods of time and may require only two to four hours per day.

- J. Emergency Work** - "Emergency work" is defined as any work beyond the general routine janitorial work required by this contract. Emergency work shall require a shortened Contractor response time of two (2) hours, depending upon the nature of said work. Contractor shall have sufficient labor and call-out procedures to ensure that staffing is available 24 hours, seven days a week, for this type of unplanned requirement. The City will work closely with Contractor to develop a procedure for reacting to emergency situations. Contractor must provide emergency contact list with telephone numbers.
- K. Storage** - Contractor may use City janitorial closets, if available; and if utilized, Contractor shall keep this space in a neat, clean, odor free, and orderly condition. The City will not be responsible in any way for damage to or loss of Contractor's stored supplies and/or equipment or for Contractor's employees' personal belongings stored in any City janitorial closets. If janitorial closets are not available, Contractor shall store its supplies and equipment in its own facility or company vehicles.
- L. Security** - Contractor shall be required to have available the keys provided by the City at all times while providing service to the City. All doors shall be unlocked and locked in such manner and at such times as required by each building's specifications. Contractor shall be responsible for ensuring that all doors are closed and locked during its performance of janitorial duties. Lost keys or security card-keys shall be immediately reported to the Facilities Services Superintendent, or his designee. Contractor's employees shall NOT set off, or fail to reset, a building alarm, as instructed. Contractor may be charged for repeated occurrences of lost keys and/or false alarms in order to reimburse the City for associated costs. Contractor's employees shall not operate for personal use any City computers, fax machines, telephones, television sets and/or copiers while performing services under this contract. Contractor shall be financially responsible for any loss, damage, or accrued charges for any unauthorized usage of City equipment. Some City facilities have Key Watcher boxes, for storage of custodial building keys. Keys checked out from a box must be returned to the box at the end of each work shift.
- M. Care of Facilities** - Contractor's employees shall regularly observe the general condition of all buildings and report problem areas to Contractor's supervisor or lead custodian. Contractor shall be responsible for knowledge of and use of all fire alarms and fire prevention equipment. In case of emergency, Contractor's employees shall notify the City's Communication Center by dialing 911 and shall then call or page the Facility Services Superintendent, or his designee, immediately. Contractor shall report all required non-emergency repairs by contacting the Facilities Services Superintendent, or his designee, or calling the Facilities Services direct line at (408) 730-7761.
- N. Graffiti** - Contractor shall immediately remove all graffiti from all surfaces found inside any of the buildings after consulting with the Facilities Management Superintendent, or his designee, for removal methodology. Graffiti noticed on the outside of any building shall be reported to the Facilities Management Superintendent, or his designee, and called into the Facilities Management direct line as mentioned in the above paragraph.
- O. Janitorial Cleaning Specifications (Master List)** - Following is a Master List of all services required under this contract. Not all services are required in all City facilities. Refer to Attachment A, Frequency and Task Chart, to determine which services are required for each City facility.
- 1. Flooring**
    - a. **Vinyl, linoleum, concrete, or tile floors (sweep)** - Sweep with dust mop.
    - b. **Vinyl, linoleum, or concrete floors (damp or wet mop)** - After sweeping, use warm water with good quality cleaner that leaves no visible or sticky cleaner residue, when dry. Rinse, if necessary, with clear warm water; and clean mop. Wipe any and all baseboards free of moisture and dirt. Protect all wall surfaces. Eliminate any mop streaks by changing out dirty mop water continuously.
    - c. **Vinyl and linoleum (clean and wax floors)** - Dust entire floor and corners with dust mop. Damp mop and remove any spot or stains. Allow flooring to dry completely. Apply wax in traffic areas only, feathering out to corners. Corners shall be waxed only as part of complete stripping process (see d below).
    - d. **Vinyl and linoleum (strip)** - Strip completely, rinse with neutral cleaner, and wax, including corners.
    - e. **Stone, marble, slate, granite, ceramic tile, travertine floors, stairs (damp mop)** - Use a dedicated mop and good quality cleaner recommended for marble, slate, granite, ceramics and travertine. The floors shall be free of dust, dirt, cleaning material residue, streaks, mop strands, grease, and spills and thoroughly maintained to present an acceptable gloss. Protect all walls from splashing, and wipe off any moisture or chemicals from all baseboards. Polish wood molding, if necessary, to prevent moisture damage.
    - f. **Stone, marble, slate, granite, ceramic tile, travertine floors, stairs (strip, seal)** - Apply stripping solution. Machine scrub (conventional machine) and wet vacuum stripping. Follow by an application of a neutralizer rinse, followed by a damp mopping with clear water. When floor is dry, apply finish or sealer.

Protect all wall finishes, and wipe down all baseboards to be free of moisture and residue. Polish, as needed.

- g. **Stone, marble, slate, granite, ceramic tile, travertine floors, stairs (refinishing)** – Refinish as follows: Use a conventional (buffer) machine with a 3M blue cleaning pad and a trigger spray bottle with clean water to buff. Let floor dry. Follow with a dust mopping and then a damp mopping. Let floor dry. Apply two (2) coats of floor finish. Be sure floor is thoroughly dry between coats. Within 24 hours of last application of finish, burnish with a high-speed buffing machine (1,100 rpm).

## **2. Hardwood Floors and Carpeting (Gymnasiums, Ballrooms and Dance Floors)**

- a. **Hardwood floors** - Use a dedicated untreated dust mop on hardwood floors.
- b. **Hardwood floor surfaces (wet mopping)** – Use a dedicated wet mop with approved gym floor cleaner.
- c. **Recreation Bldg.** Lobby flooring is a wood laminate and must be cleaned with dust mop and damp mop when necessary. For example, damp mop when cleaning up liquid spills.
- d. **Hardwood floor buffing** – First, damp-mop floor to remove any dirt and debris; then use a Facilities Services approved water-based cleaner like Bona Pro Series for spot cleaning and cleaning the entire floor before buffing. A white polishing pad is recommended. (Bona is easy to use and won't cause any build up, film or dulling on the hardwood floor finish. Do not use this product on a floor that has been waxed or oiled.)
- e. **Carpet and mats (vacuum traffic areas)** – These areas include main entries and all doors, elevator lobbies, elevators, areas where food is available, main corridors in buildings and open landscaped areas. Vacuum traffic areas. Move all chairs, trashcans and other easily removed items; and vacuum underneath. Hand-wipe all baseboards.
- f. **Carpets (vacuum all areas, including edges and corners)** – Vacuum with an industrial- powered vacuum cleaner, and inspect for spots. Remove spots, following the manufacturer's recommendations completely, with a Facilities Services approved industrial-grade spot remover that leaves no visible residue. Report to the Facilities Services Superintendent, or his designee, all tears, burns, unraveling or other damage. Move all chairs, trash cans and other easily removed items; and vacuum underneath. Hand-wipe baseboards.
- g. **Carpet Spot Cleaning (traffic areas)** – These areas include main entries at all doors, elevator lobbies, elevators, areas where food is available, main corridors in buildings and open lobby areas. Spot clean, as needed, with good quality cleaner and/or solvent, hot water steam and vacuum extraction system.
- h. **Carpet, Steam Cleaning (all areas)** – Vacuum all areas to be cleaned. Then clean carpets using truck mounted, hot water extraction, with a minimum of 180 degree water temperature, and minimum water pressure of 500 psi, with 14 lbs of suction extraction. Use ventilating fan dryers to hasten drying time in heavy-use areas. Use water-resistant coated pads under furniture.

**NOTE:** Contractor will often be required to steam-clean these areas after normal business hours (Monday through Friday) and/or during the weekends. An approved schedule will be required, so that building occupants can be notified and prepare their respective areas before cleaning begins.

## **3. Doors and Entrances**

- a. **Doors and entrances (clean and polish)** – Clean and polish interior and exterior surfaces to a height of 8', removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas. On a nightly basis, inspect all doors and entrances; and clean doors and entrances across the entire width of the entrance front.
- b. **Drinking Fountains** -Clean, disinfect and polish.
- c. **Graffiti (remove all marks and writing)** – Remove from all interior surfaces (doors and walls). If unable to remove graffiti, call Facilities Services at (408) 730-7761 and leave a message. Leave caller's name, location of the building, floor and area where the graffiti is located.
- d. **Walls, doors and molding (spot clean)** – On a regular basis, inspect all walls, doors and moldings; and remove any and all fingerprints, smudges, dirt or accumulations from these areas, as required.

## **4. Glass and Windows**

- a. **Glass and window, and glass auto door cleaning (building entrances, lobby areas, staircases and glass building fronts)** – Clean all interior and exterior glass surfaces to a height of 8'. On a nightly basis, inspect all glass and frames (window and/or door); and remove any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas, as required. When glass is part of an entrance area, clean across the entire width of the entrance front, if required.
- b. **Glass and windows, interior/exterior all areas (including skylights, glass blocks)** – Clean all interior and exterior glass surfaces with a Facilities Services approved soap solution. Inspect all glass surfaces; and remove any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from

these areas, as required. Cleaning shall include window frames and ledges.

**NOTE:** Contractor may be required to clean these areas after normal business hours (Monday through Friday) and/or during the weekends. An approved schedule will be required, so that building occupants can be notified and prepare their respective areas before cleaning begins.

## 5. Dusting

- a. **Dusting** - Remove all accumulated dust, dirt, debris and cobwebs from all surfaces, corners, shelving crevices, office desks, bookcases, tables, partition tops, window ledges and baseboards. Use treated mops and cloths to help prevent the redistribution of same into the air. Dust desktops only if papers have been removed.
- b. **Dusting (High Dusting)** - Remove accumulated dust in high corner areas and HVAC vents and ledges.
- c. **Dusting (Annual High Dusting)** - Remove all accumulated dust, dirt and debris from all area surfaces, corners, crevices, light fixtures, partition tops, window ledges, door frames, jambs, and blinds. Use treated mops and cloths to help prevent the redistribution of same in the air. Blind slats shall be individually cleaned. Remove cobwebs inside rooms, corners and ceiling tiles.

**NOTE:** Contractor may be required to clean these areas after normal business hours (Monday through Friday) and/or during the weekends. An approved schedule will be required so that building occupants can be notified and prepare their respective areas before cleaning begins.

- d. **Ashtrays (sand urns)** - Remove cigarette butts from all sand urns/trash containers. Receptacles which are located outside shall be clean and odor-free. Install a plastic liner of the appropriate size and strength, if required.
- e. **Wastebaskets, Compost, Recycling and Trash Bins**  
**Areas without the Mini Bin Program** - Empty all compost, wastebaskets and trash bins. If plastic liners are dirty, ripped or damaged, replace with plastic liners of appropriate size, color (black for trash, clear for compost) and strength. Replace plastic liners on a monthly basis, regardless of condition.  
**Areas with the Mini Bin Program** - In most areas, in an effort to reduce trash and encourage recycling behavior, standard wastebaskets for trash have been replaced with small 5" x 5" Mini Bins. Large receptacles for trash (slim-jims) have been placed in central areas, and employees are responsible for emptying their own Mini Bins into the large trash receptacles and re-lining them, as required. In these areas, Contractor is not required to empty the small Mini Bins, but is responsible for emptying and relining the large trash receptacles in these areas. Further, Contractor will be responsible for ensuring that Mini Bin liners are restocked, so that they are available to City employees.  
**Library, 665 W Olive Ave. City-owned recycling bins for paper and containers**, - empty into paper and container collection carts provided by franchised hauler.  
**Large trash receptacles - Place in outside trash dumpsters.**  
**Compost - Place in outside (green) compost dumpsters or in outside compost carts.**  
**Recyclable Cardboard Boxes** - Flatten all accumulated cardboard boxes then place them in the designated dumpster. (These boxes are usually left by staff next to large trash receptacles and/or in break rooms).
- f. **Wastebasket/trash/compost/Recycling containers** - Wash and disinfect all wastebaskets, trash containers, compost and recycling containers, in all interior and exterior locations, monthly.
- g. **Exterior Litter Receptacles, Sunnyvale Office Center Only** (505 West Olive Ave) - Contractor will be responsible for emptying the perimeter outside litter receptacles surrounding the complex's seven (7) buildings. Contractor shall place trash in the trash dumpster on the north side of the campus. Any cardboard boxes shall be flattened and placed in the designated recycling dumpster. Contractor will not be responsible for City hauler-owned bottles/cans/container or paper recycling bins. Contractor shall clean and disinfect the exteriors of litter receptacles on a quarterly basis.

## 6. Elevators

- a. **Elevators (clean and polish)** - Remove all finger and handprints, grease, oils, smudges or marks. Polish interior walls, ceilings, and doors inside and outside. Vacuum carpet and elevator door tracts. Spot clean carpet or flooring, as necessary, to remove stains and odors.
- b. **Elevators (clean and polish)** - Perform all tasks listed above in 6a. and polish stainless steel with Facilities Services approved stainless steel polish.

## 7. Stairwells, Exterior and Interior

- a. **Staircases, balustrades and railings (sweep or dust mop and wipe)** - Sweep or dust mop and wipe all staircase areas, including all railings and areas around and underneath stairs. Vacuum carpeted areas, and spot clean carpet.
- b. **Stairwells** - Damp mop and spot clean, as required.



## 8. Offices

- a. **Wooden furniture (clean and polish)** – Clean and polish all wooden furniture with Facilities Services approved polish. Do not disturb any paperwork on desks, tables and files.
- b. **Formica and metal desks (clean all)** – Clean all tables, stands, chairs, filing cabinets, lockertops and fronts. Do not disturb paperwork.
- c. **Wood fixtures (polish)** - Polish all wooden walls, doors, handrails and all accents.
- d. **White boards and pen rails (clean)** - Wash and clean (only if boards are erased).
- e. **Fabric or carpeted wall coverings (dust and/or vacuum, spot clean)** – With a soft brush, dust all fabric and/or carpeted walls to maintain a neat and clean appearance. Vacuum all areas where a traffic pattern is evident. Spot clean areas per manufacturer's specifications for wall covering. Damp wipe vinyl. Remove spots on cloth fabrics with chemical cleaner.
- f. **Light switches (clean and disinfect)** – Use damp cloth to remove all smudges, fingerprints and dirt. Apply disinfectant.
- g. **Light fixtures (clean all)** – Dust all with treated cloth. Vacuum and damp wipe, if necessary, to remove all accumulated dust and dirt.

## 9. Restrooms, Locker Rooms, Dressing Rooms and Showers

- a. **Restrooms (clean, disinfect, restock supplies)** – Clean and disinfect all urinals, toilets, partitions, plumbing and countertops and backsplashes. Damp mop floors with disinfectant, and remove any urine stains. Clean and polish chrome and stainless steel fixtures. Clean, disinfect and deodorize interior and exterior of sanitary napkin depositories. Replace disposal bags and plastic trash liners. Clean mirrors to streak-free condition. Install disinfectant in floor drains and deodorizers in urinals. Fill or restock all dispensers (soap, toilet paper, seat covers, paper towels, sanitary supplies and deodorizers).
- b. **Showers (clean, disinfect)** – Clean and disinfect all walls, floors and curtains. Entire area shall be free of soap scum, fungi, hair, urine deposits and unpleasant odors. Floors and tiled areas shall be free of streaks and mildew.
- c. **Locker rooms or dressing rooms** - Install disinfectant in floor drains. Disinfect HVAC vents and clean mirrors to streak-free condition. Wax floors to maintain original appearance. Vacuum all carpet areas, and remove all stains. Clean and disinfect lockers inside and outside, including tops of locker banks, if any locker is unlocked. Do not disturb personal belongings.
- d. **Strip and Wax Restroom Floors** - Strip completely, mop with neutral cleaner, and wax, including corners.
- e. **Clean tile and concrete walls** – Clean and disinfect all walls with general purpose cleaner, remove all fingerprints, smudges, and dirt.
- f. **Strip and seal tile walls and floors** – Strip all walls and floor tile with stripping agent, rinse tile walls and floor with neutral cleaner, apply water based tile sealer to walls and floor.

## 10. Auditoriums

- a. **Theatre Building special cleaning (Community Center)** – After final evening performance. Pick up all debris, empty all waste containers, and clean all entry doors. Vacuum and spot clean all carpets, including main theatre seating area, hallways, steps, lobby areas and the green room. Clean all dressing room floors and toilets, and disinfect shower stalls.
- b. **Fabric furniture** – Dust, vacuum and spot clean upholstered chairs and sofas, as necessary.
- c. **Rehearsal Hall** – Damp mop entire floor area.
- d. **City Hall Council Chambers (clean after all meetings)** – Pick up all debris. Vacuum and spot clean all carpets, and clean all entry doors.

## 11. Employee Kitchen Areas

- a. **Kitchens/break rooms/concession area floors (degrease and disinfect)** – Wet mop all kitchen floors with disinfectant. Refinish, if necessary, to maintain original appearance.
- b. **Kitchens/break rooms/concession area sinks, counters and appliances (wash and disinfect)** – Wash and disinfect all kitchen tabletops and generally clean up all stainless steel.
- c. **Cabinets, sinks and appliances (degrease, disinfect and polish)** - Degrease, disinfect and polish refrigerators, stoves, stove hoods, dishwashers, microwaves and all stainless steel, where applicable.
- d. **Kitchen Vent Hoods Over Stoves** - Degrease, clean and polish.

## 12. Special Areas

- a. **Bleachers (clean all surfaces)** – Clean all areas around and under bleachers. Damp mop floors and bleacher seats at the Indoor Sports Center and Columbia Neighborhood Sports Center.
- b. **Jail area (clean and disinfect)** – Clean and disinfect (when accessible) all walls, floors, glass sliding doors, ceilings and toilet fixtures.
- c. **Janitorial closets (clean and stock)** – Clean, organize, stock and keep odor-free. If any chemicals are stored here, maintain a binder of all Material Safety Data Sheets (MSDS) and keep in each closet.

- d. **Exercise room floors** – Damp mop by towel exercise room floor mats. Use warm water. Leave no visible or sticky residue. Senior Center exercise room, Public Safety Building exercise room, Corporation Yard exercise room, and WPCP exercise room.
- e. **Exercise rooms** – Wipe down, clean, deodorize and disinfect all exercise apparatus and mats. Remove and replace mats in same locations to ensure proper fit. Locations listed above in 12d.
- f. **Shop area restrooms** – Clean and disinfect all washbasins. Entire area shall be free of soap scum, fungi, grease, dirt and unpleasant odors. Clean and polish chrome and stainless steel fixtures. Fill all soap and paper towel dispensers, as needed.
- g. **Conference rooms (setups)** – Set up chairs, conference tables, etc., per room diagram or upon direction from Facilities Services staff.
- h. **Personal computers** – Clean monitor with anti-static cloth. Spray keyboards and CPU with pressurized air. Vacuum keyboard with backpack vacuum. Clean keyboard with treated cloth.
- i. **City refrigerators** – In break rooms only, clean inside and out, as designated.
- j. **Patio tables** – Wipe down, clean and disinfect tables at various City building locations. Department of Public Safety Building, Community Center Recreation Building, Senior Center, City Hall, Corporation Yard (Administrative Wing), Sunnyvale Office Center and Library.
- k. **Venetian blinds** – Dust and damp wipe blinds with a treated cloth to prevent redistribution of dust into the air.
- l. **Mirrors (Dance Studio, Theatre Dressing and Exercise Rooms)** – Clean all interior mirror glass surfaces. On a regular basis, inspect all mirrors; and remove any and all fingerprints, smudges, dirt, cobwebs, grease, oils or accumulations from these areas, as required. Cleaning shall include mirror frames and ledges.
- m. **Classroom, Meeting Room and Ball Room Sinks (wash and disinfect)** – Wash and disinfect all countertops and cabinets. Restock paper towels and any soap dispensers.
- n. **Pottery Studio Cleaning** – Completely clean pottery room floors of all glazing dust and chemical powders by using a quality shop vacuum with a good filtering system. After removing all dust off the floor, wet mop the entire surface area, as required to eliminate any mop steaks or caking. The dust powders are fine in nature, so the appropriate PPE (Personal Protective Equipment), such as face masks, gloves and safety glasses should be worn while performing this cleaning.
- o. **Examination rooms** – Wet mop all floors with disinfectant. Refinish, if necessary, to maintain original appearance. Also, wipe down and disinfect all cabinets, counters, refrigerators, and mini-sinks.
- p. **Commercial Kitchens - Senior Center and Recreation Ballroom Kitchens.**  
Services requested are for quarterly cleanings of the kitchen to include: Floor cleaning and sanitization, clean and polish all stainless steel, clean and sanitize all sinks, dishwasher, steamer, clean the exhaust hood and filters, cleaning the interior of cold storage units and refrigerators, clean walls and ceiling.  
**Note: Senior Center kitchen daily service is provided by concessionaire.**
- q. **Upholstery cleaning** – Clean seating upholstery with dry foam upholstery cleaner.

**ATTACHMENT"A-2"**

Location	Frequency	Revised Task Description
A	Daily	1. Wastebaskets, Compost & Trashbins - Mini Bin Program
	Semi-Annually	3. Wastebasket/compost/trash/recycling containers - wash and disinfect
B	Daily	1. Wastebaskets, Compost & Trashbins - Mini Bin Program
	Semi-Annually	3. Wastebasket/compost/trash/recycling containers - wash and disinfect
C	Daily	1. Wastebaskets, Compost & Trashbins - Mini Bin Program
	Semi-Annually	2. Wastebasket/compost/trash/recycling containers - wash and disinfect
D	Daily	3. Wastebaskets, Compost & Trashbins - Mini Bin Program
	Semi-Annually	3. Wastebasket/compost/trash/recycling containers - wash and disinfect
E	Daily	1. Wastebaskets, Compost & Trashbins - Mini Bin Program
	Weekly	6. 6 City-owned recycling bins, paper and containers – empty into franchise hauler collection carts provided by franchised hauler
	Semi-Annually	3. Wastebasket/compost/trash/recycling containers - wash and disinfect
F	Daily	5. Wastebaskets, Compost & Trashbins - Mini Bin Program
	Semi-Annually	1. Wastebasket/compost/trash/recycling containers - wash and disinfect
G	Daily	4. Wastebaskets, Compost & Trashbins - Mini Bin Program
	Semi-Annually	1. Wastebasket/compost/trash/recycling containers - wash and disinfect
H	Daily	3. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	2. Wastebasket/compost/trash/recycling containers - wash and disinfect
I	Daily	4. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	1. Wastebasket/compost/trash/recycling containers - wash and disinfect
J	Daily	4. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	1. Wastebasket/compost/trash/recycling containers - wash and disinfect
K	Daily	1. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	2. Wastebasket/compost/litter receptacles - wash and disinfect
L	Daily	2. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	2. Wastebasket/compost/trash/recycling containers - wash and disinfect
M	Daily	1. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	1. Wastebasket/compost/trash/recycling containers - wash and disinfect
N	Daily	2. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	2. Wastebasket/compost/trash/recycling containers - wash and disinfect
O	Daily	4. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	2. Wastebasket/compost/trash/recycling containers - wash and disinfect
P	Daily	2. Wastebaskets, Compost & Trashbins - Mini Bin Program, Carboard
	Semi-Annually	3. Wastebasket/compost/trash/recycling containers - wash and disinfect

Attachment A-2 modifies only those tasks and frequencies related to this amendment. All other frequencies and tasks from the original scope of work remain unchanged.

Exhibit "C-3"  
Monthly Payment Schedule

<b>Location</b>	<b>To 6/30/2016</b>	<b>7/1/2016 – 12/31/2016</b>	<b>1/1/2017 – 12/31/2017</b>	<b>1/1/2018 – 3/31/2018</b>
Recreation Building	\$1,474.09	\$1,559.24	\$1,800.22	\$2,035.63
Indoor Sports Center	\$1,910.90	\$2,021.29	\$2,333.67	\$2,638.84
Creative Arts Center	\$819.00	\$866.31	\$1,000.20	\$1,130.99
Theater	\$1,255.73	\$1,328.27	\$1,533.55	\$1,734.09
Senior Center	\$1,910.90	\$2,021.29	\$2,333.67	\$2,638.84
Senior Center Kitchen	\$615.32	\$650.87	\$751.45	\$849.72
Multi-Modal Station	\$272.99	\$288.76	\$333.39	\$376.98
Library Day Porter *	\$1,120.00	\$1,184.70	\$1,367.79	\$1,546.65
<b>Total</b>	<b>\$9,378.93</b>	<b>\$9,920.72</b>	<b>\$11,453.93</b>	<b>\$12,951.75</b>
City Hall	\$2,564.35	\$2,712.48	\$3,131.69	\$3,541.22
City Hall Annex	\$1,504.05	\$1,590.93	\$1,836.81	\$2,077.00
South Annex	\$447.93	\$473.81	\$547.03	\$618.56
Public Safety Headquarters	\$3,302.77	\$3,493.56	\$4,033.48	\$4,560.93
Library	\$4,904.98	\$5,188.33	\$5,990.16	\$6,773.49
Sunnyvale Office Center	\$2,623.91	\$2,775.49	\$3,204.42	\$3,623.46
Corp Yard Administration	\$608.19	\$643.32	\$742.75	\$839.87
Corp Yard Modular	\$211.90	\$224.14	\$258.78	\$292.62
Corp Yard Miscellaneous	\$194.70	\$205.95	\$237.78	\$268.87
Columbia Sports Center	\$1,602.30	\$1,694.86	\$1,956.79	\$2,212.68
Columbia New Offices & Exercise Room	\$493.32	\$521.82	\$602.46	\$681.25
Water Pollution Control Plant	\$913.16	\$965.91	\$1,115.19	\$1,261.02
Water Pollution Control Plant (New Trailer)	\$147.47	\$155.99	\$180.10	\$203.65
<b>Total</b>	<b>\$19,519.03</b>	<b>\$20,646.59</b>	<b>\$23,837.42</b>	<b>\$26,954.62</b>
Fire Station #5	\$581.00	\$615.86	\$708.24	\$800.31
<b>Grand Total</b>	<b>\$29,478.96</b>	<b>\$31,183.17</b>	<b>\$36,024.92</b>	<b>\$40,749.98</b>

\* 8+6 hours per weekend @ \$20 = \$280 (4 weekends)