

AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES

This agreement for the provision of Janitorial Services (“Agreement”) is made and entered in this 18th day of October, 2016 (“Effective Date”), by and between the City of Redlands, a municipal corporation (“City”) and Valley Maintenance Corporation (“Contractor”). City and Contractor are sometimes individually referred to herein as a “Party” and, together, as “Parties.” In consideration of the mutual promises contained herein, City and Contractor agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONTRACTOR

- 1.1 City hereby engages Contractor to provide janitorial services for the City’s Facilities (the “Services”).
- 1.2 The Services shall be performed by Contractor in a professional manner, and Contractor represents that it has the skill and the professional expertise necessary to provide the Services to City at a level of competency presently maintained by other practicing contractors in the industry providing like and similar types of Services.

ARTICLE 2 – SERVICES OF CONTRACTOR

- 2.1 The Services that Contractor shall perform are more particularly described in Exhibit “B,” entitled “Scope of Services,” which is attached hereto and incorporated herein by reference.
- 2.2 Contractor shall comply with applicable federal, state and local laws and regulations in the performance of this Agreement including, but not limited to any applicable state prevailing wage laws.

ARTICLE 3 – RESPONSIBILITIES OF CITY

- 3.1 City shall make available to Contractor public information in its possession that may assist Contractor in performing the Services.
- 3.2 City designates City’s Quality of Life Director, as City’s representative with respect to performance of the Services, and such person shall have the authority to transmit instructions, receive information, interpret and define City’s policies and decisions with respect to performance of the Services.

ARTICLE 4 – PERFORMANCE OF SERVICES

- 4.1 Contractor shall perform and complete the Services in a prompt and diligent manner as reasonably requested from time to time by City. The Services shall commence within ten (10) days of the Effective Date of this Agreement.
- 4.2 The term of the Agreement shall be for a period of three (3) years from the Effective Date of this Agreement (the “Initial Term”). The City shall have the option to extend the Initial Term of this Agreement by two (2) one-year additional terms (an “Extended Term”), on the same

terms and conditions, by providing written notice to Contractor at least thirty (30) days prior to the expiration of the Initial Term or any Extended Term.

ARTICLE 5 – PAYMENTS TO CONTRACTOR

- 5.1 The total annual compensation for Contractor’s performance of the Services shall be in the amount of One Hundred Eighty Two Thousand Three Hundred Seventy Six Dollars (\$182,376). City shall pay Contractor on a monthly basis in the amount of Fifteen Thousand One Hundred Ninety Eight Dollars (\$15,198). The monthly payment amount shall be pro-rated for any partial month in which Contractor performs Services. The compensation for Contractor’s performance of the Services shall not exceed the amount of \$547,128.00 throughout the term of this Agreement.
- 5.2 Contractor shall submit invoices to City describing the Services performed during the preceding month. Contractor’s invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom. City shall pay Contractor no later than thirty (30) days after receipt and approval by City of Contractor’s invoice.
- 5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile, if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

City
Director, Quality of Life Department
City of Redlands
35 Cajon Street, Suite 200
P.O. Box 3005 (mailing)
Redlands, CA 92373

Contractor
Bruce Hwang
Valley Maintenance Corporation
10002 Pioneer Blvd., Suite 101
Santa Fe Springs, CA 90670

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

- 6.1 Insurance required by this Agreement shall be maintained by Contractor for the duration of its performance of the Services. Contractor shall not perform any Services unless and until the required insurance listed below is obtained by Contractor. Contractor shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.
- 6.2 Contractor shall secure and maintain Workers’ Compensation and Employer’s Liability insurance in accordance with the laws of the State of California, with an insurance carrier acceptable to City as described in Exhibit “A”, entitled “Workers’ Compensation Insurance Certification,” which is attached hereto and incorporated herein by this reference.

- 6.3 Contractor shall secure and maintain comprehensive general liability insurance with carriers acceptable to City. Minimum coverage of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.
- 6.4 Contractor shall have business auto liability coverage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Contractor owned vehicles used in connection with Contractor's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be names as an additional insured and such insurance shall be primary and non-contributing to any insurance or self insurance maintained by City.
- 6.5 Contractor shall defend, indemnify and hold harmless City and its elected officials, employees and agents from and against any and all claims, losses or liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act, omission or failure to act by Contractor, its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

- 7.1 Contractor covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Contractor's Services. Contractor further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.
- 7.2 Contractor agrees it is not a designated employee within the meaning of the Political Reform Act because Contractor:
- A. Does not make a governmental decision whether to:
- (i) approve a rate, rule or regulation, or adopt or enforce a City law;
 - (ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
 - (iii) authorize the City to enter into, modify or renew a contract;
 - (iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
 - (v) grant City approval to a plan, design, report, study or similar item;
 - (vi) adopt or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.
- B. Does not serve in a staff capacity with City and in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of interest Code under Government Code section 87302.

- 7.3 In the event City officially determines that Contractor must disclose its financial interests, Contractor shall complete and file a Fair Political Practices Commission Form 700, State of Economic Interests with the City Clerks' office pursuant to the written instructions provided by the City Clerk.

ARTICLE 8 – GENERAL CONSIDERATIONS

- 8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.
- 8.2 Contractor shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms, and conditions of this Agreement.
- 8.3 Documents, records, drawings, designs, cost estimates, electronic data files, databases and any other documents developed by Contractor in connection with its performance of the Services, and any copyright interest in such documents, shall become the property of City and shall be delivered to City upon completion of the Services, or upon the request of City. Any reuse of such documents, and any use of incomplete documents, shall be at City's sole risk.
- 8.4 Contractor is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor of its agents shall have control over the conduct of Contractor or Contractor's employees, except as herein set forth. Contractor shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Contractor are for its account only, and in no event shall Contractor or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Contractor have any authority, express or implied, to bind City to any obligation.
- 8.5 Unless earlier terminated as provided for below, this Agreement shall terminate upon completion and acceptance of the Services by City; provided, however, this Agreement may be terminated by City, in its sole discretion, by providing ten (10) days prior written notice to Contractor (delivered by certified mail, return receipt requested) of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Contractor's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Contractor at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Contractor. Upon receipt of a termination notice, Contractor shall immediately discontinue its provision of the Services. Contractor shall be compensated on a pro-rata basis for Services completed up to the date of termination.
- 8.6 Contractor shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor pursuant o this

Agreement. Such books shall be available at reasonable times for examination by City at the office of Contractor.

8.7 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, an amendment to this Agreement shall be in writing, approved by City and signed by City and Contractor.

8.8 This Agreement shall be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, duly authorized representatives of the City and Contractor have signed in confirmation of this Agreement.

CITY OF REDLANDS

VALLEY MAINTENANCE CORP.

By: _____
Paul W. Foster, Mayor

By: _____
Bruce Hwang, Sr. Vice President

Attest:

Sam Irwin, City Clerk

EXHIBIT "A"

WORKER'S COMPENSATION INSURANCE CERTIFICATION

Description of Contract: City of Redlands
Quality of Life Department
CITY WIDE JANITORIAL SERVICES
RFB NUMBER QOL09122016KG

Labor Code, Section 3700, provides, in part that:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurer duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract. (Labor Code section 1861)

Dated this _____ day of _____, 2016.

(Contractor)

(Signature)

(Official Title)

(SEAL)

EXHIBIT "B"
SCOPE OF SERVICES

A. Where work is to be performed in City facilities, Contractor shall have examined the site of work and shall be responsible for having acquired full knowledge of the job and of any and all problems affecting it. No variations or allowance from the cost breakdown for the Services will be made because of lack of such examination.

B. Damage to existing construction, equipment, planting, etc., by Contractor in the performance of the Services shall be replaced or repaired and restored to original condition by and at the expense of Contractor.

C. Contractor shall at all times, keep the facilities clean from accumulation of waste or recyclable materials caused by employees or janitorial work and shall remove all resulting materials from site (s) where the Services are performed.

D. Contractor shall appoint an experienced supervisor to be responsible for all Services required and performed under this Agreement. The Supervisor must be acceptable to City and have the authority to receive on behalf of Contractor any order or communication relating to the Services. The Supervisor shall be readily accessible to staff of the City at all times and have communication equipment (cell phone or pager).

Contractor shall distribute to all employees assigned under this Agreement a copy of the "Scope of Services". Contractor shall provide City with a signed distribution sheet of all employees responsible for any Services required under this Agreement verifying that they have received a copy of the "Scope of Services" section.

Contractor shall give efficient supervision to the Services. Failure to provide supervision, adequate to ensure conformance with the requirements of this Agreement will be considered deficient performance. Failure to correct a notice of deficient performance from City will constitute cause for termination of this Agreement.

E. A Checklist will be completed by Contractor, or a designated supervisor, ensuring that all required tasks are completed according to each time frame indicated in the scope of services. This checklist shall be turned in to City's representative as often as is necessary to ensure efficient performance of the job requirements.

Contractor will correct, within 24 hours, deficiencies for any task labeled as daily, weekly, or monthly. Contractor will correct, within 48 hours, any deficiencies for any task labeled as semi-monthly, quarterly, or annually.

City reserves the right to procure services for the correction of the deficiency from other sources and hold Contractor responsible for any costs incurred. Failure to correct a notice of deficient performance from City will constitute cause for termination of this Agreement.

F. Invoices submitted must be itemized to include monthly costs for a given time period, and include City's Purchase Order Number. Any additional charges are required to be provided in writing with detailed descriptions of work performed.

G. Contractor shall submit to City upon request, the names and address' of all individuals who will be performing the Services. City requires a background check clearance of all employees accessing City property prior to their performing any work for the City. Contractor shall provide evidence that all employees engaged in providing the Services are covered under terms of Contractor's insurance policy and have passes a thorough background check. Background checks are to be performed at the expense of the Contractor.

H. Contractor is responsible for supplying, at its own expense, uniforms or identifying attire to all employees, which will be unvarying in style. All employees are expected to be in "uniform" while on duty, and the uniform is to be kept clean

and in good condition. An example of a uniform or identifying attire would be a same colored collared shirt with the contractors name in clear view (logo).

I. Contractor shall make available upon request the following:

- Health and Safety Plan for Workers
- Accident Record from the last 5 years, including details of Contractor's response, actions and outcomes

GENERAL REQUIREMENTS

a. All keys entrusted to Contractor for the fulfillment of this Agreement must be fully protected at all times. In the event of any loss of key (s), it will be the responsibility of Contractor to cover the cost of having the locks re-keyed. All rooms/buildings are to be secured after cleaning by ensuring all windows are closed/locked and doors that are required to be locked are locked.

b. Upon completion and during the sequence of their duties, janitorial personnel will turn off all lights in unoccupied areas unless otherwise directed.

c. Prior to leaving the building each night, Contractor shall check to see that all outside doors are locked and that the building is secure. Emergency phone numbers will be provided to Contractor and Contractor shall notify the appropriate person in a timely manner of any difficulties in securing the buildings.

d. Any conditions in the facilities that may require repair shall be reported to City in a timely manner (i.e.; dripping faucets, damaged walls, burned out lights, etc.).

RECYCLING

a. Contractor shall coordinate recycling activities with City's representative to minimize refuse disposal and maximize recycling from City facilities.

b. Contractor shall empty recyclable materials contained with designated recycling containers throughout the facility. This includes all blue, recycling desk-side containers and larger, blue 32-gallon recycling containers. Recyclable materials shall be emptied into the white recycling dumpster at the rear of the City Hall off of Citrus Avenue.

c. Recyclable materials set aside should be collected and emptied into the white recycling dumpster. This includes office materials such as paper (e.g., boxes, blueprints, plans, files, etc.) that may or not be placed inside of a recycling container due to inadequate capacity but are clearly labeled "RECYCLE".

d. Contractor shall contact City's representative if the janitorial staff or supervisor are in doubt regarding the proper separation of materials.

Contractor is encouraged to contact City's representative to apprise him of improper separation of materials by City staff.

Contractor shall meet with City's representative a minimum of once every six months to review their performance

related to the requirements under this section.

EQUIPMENT and SUPPLIES

a. Contractor will provide City with records to indicate the specifications, details and any other information available concerning the supplies and equipment used at City facilities.

b. Supplies and materials used in performing the scope of services contained herein under this Agreement shall conform to the following specifications listed in the chart on the following page.

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MATERIAL SPECIFICATIONS
City of Redlands Janitorial Services

DESCRIPTION OF ITEM	MIN. REQUIRED SPECIFICATIONS
Heavy duty small trash can liners	Grainger, 500 count, 10 gallon, 24 x 23, black or approved functionally equivalent
Heavy duty medium trash can liner	Grainger, 250 count, 20-30 gallon, 30x36, black or grey, or approved functionally equivalent
Toilet tissue, coreless roll	2-ply, 1000 sheets per roll, 36 rolls/case or approved functionally equivalent
Toilet tissue to match various dispensers	2-ply, white, Kleenex Cottonelle, or approved functionally equivalent
Paper towels, single fold to match various dispensers	Must fit each specific dispenser at each location (to be noted during facility walk-through)
Toilet Seat Covers	Waxie, or equivalent, 250 count, 20 pack/case or approved functionally equivalent.
Paper Towels, EnMotion	10" x 800', 6 rolls/case, touchless roll or approved functionally equivalent
Glass Cleaner	Trigger spray bottle, non-streaking
Disinfectant Aerosol	Must be: pseudomoacidal, viricidal against HIV, salmonellacidal, bactericidal, fungicidal, staphylocidal, tuberculocidal
Urinal Deodorizing Screens	Waxie, deluxe urinal deodorizing screen, 12/ea or approved functionally equivalent
Soap- Liquid Hand Cleaner	Gojo Castulian Ltn Soap
Hand Soap Push Pack	Waxie, push pack, pink lotion, 33.8 fl. Oz. or approved functionally equivalent
Hand Soap Medicated	Provon Medicated Lotion Soap with Chlovoxylenal, 33.8 fl. Oz. or approved functionally equivalent
Toilet Bowl Cleaner	Acid Base, Squeeze Bottle
Industrial Strength Disinfectant	Lysol or approved functionally equivalent
Furniture Polish	Pledge or approved functionally equivalent
Cleanser	Comet or approved functionally equivalent cleaner with chlorinal
Room Deodorizer	Air Freshener, Airlift Aerosol, or approved functionally equivalent
Industrial Strength Bleach	Any Brand
Floor Stripper	Baseboard Stripper or approved functionally equivalent *
Carpet Stain Remover	Spray Bottle *
Mop Cleaner	Any Brand
Carpet Shampoo	For Carpet Cleaning Machines *
Floor Wax	Any Brand *

* For treatment of various types of flooring, carpeting, etc., only materials recommended and approved by the flooring manufacturers shall be used. It shall be the prime responsibility of the successful bidder to protect the owner's property at all times, and to use only materials and treatments that will enhance the appearance of the flooring, etc., and preserve the surface against deterioration.

MECHANICAL AND OTHER EQUIPMENT

Brooms, brushes, mops, rags, waxes, vacuums, buckets, gloves, carts, paper goods, all ancillary supplies, tools and components, and other janitorial supplies, as well as all power equipment such as floor machines, vacuum systems, and all other equipment will be furnished by the successful bidder, and must be approved by City.

If for any reason, Contractor fails to provide adequate supply of the above mentioned materials, during the work day, any supplies furnished by City shall be done at the expense of Contractor.

Contractor shall allow City's representative to inspect facilities during office hours to assure compliance with this Agreement. Upon request, Contractor shall provide City with written certification of all services and supplies provided to City.

GENERAL

Work locations include:

Animal Shelter	504 N. Kansas Street
Hillside Cemetery Office and (2) Mausoleums	1540 Alessandro Road
Police Administration Offices	30 Cajon Street
Airport	1745 Sessums Drive
Civic Center	35 Cajon Street
Police Sub Station J1A	1150 Brookside, Suite J1A
Police Narcotics Sub Station	
AK Smiley Library and Lincoln Shrine	125 W. Vine Street
Corporate Yard Offices	1270 W. Park Avenue
Community Center and Senior Center	111 W. Lugonia Avenue
Waste Water Treatment Plant	1950 Nevada Street
Water Production and Operations	955 Parkford Drive
Park Avenue Police Station/Jail	1270 W. Park Avenue
California Street Landfill Trailer	2151 California Street
Joslyn Senior Center	21 Grant Street
Carriage House As Needed	1325 Prospect Drive Lane

- Annual carpet cleaning
- Bi-annual window washing

TO: THE CITY OF REDLANDS, SAN BERNARDINO COUNTY, CALIFORNIA
 herein called the "City".

Pursuant to and in compliance with your Notice Inviting Bids, and the other documents relating thereto, the undersigned Bidder, having familiarized themselves with the terms of the Contract, the local conditions affecting the performance of the Contract and the cost of the work at the place where the work is to be done, and with the plans thereto, hereby proposes and agrees to perform within the time stipulated, the Contract, including all of its component parts and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, equipment and all utility and transportation services necessary to perform the contract, and complete in a workmanlike manner, all of the work covered by the contract in connection with the City's Project identified as

**CITY WIDE JANITORIAL SERVICES
 PROJECT NUMBER: QOL09122016KG**

NOTE: Bidders must bid each item in this schedule. All entries in the entire BID RESPONSE must be made clearly and in ink. Mistakes shall be lined through and the correct amount written above and initialed by the authorized agent.

Item No.	A. Location	B. Price Per Month (12)	C. Total Price Per Year
A1	Animal Shelter	\$ 156	\$ 1,872
A2	Hillside Cemetery	\$ 624	\$ 7,488
A3	Police Administrative Offices	\$ 778	\$ 9,348
A4	Airport	\$ 156	\$ 1,872
A5	Civic Center	\$ 1,715	\$ 20,580
A6	Police Sub Station #J1A	\$ 78	\$ 936
A7	Police Narcotics Sub Station	\$ 78	\$ 936
A8	Library and Lincoln Shrine	\$ 4,676	\$ 56,112
A9	Corporate Yard	\$ 624	\$ 7,488
A10	Community Center and Senior Center	\$ 3,741	\$ 44,892
A11	Waste Water Treatment Plant	\$ 701	\$ 8,412
A12	Water Production & Operations	\$ 156	\$ 1,872
A13	Park Avenue Police Station/Jail	\$ 935	\$ 11,220
A14	California Street Landfill Trailer	\$ 78	\$ 936
A15	Joslyn Senior Center	\$ 701	\$ 8,412
A16	ADDITIVE ONE: Carriage House As Needed		\$ 60 Per As Needed Occurance

**BID SUMMARY TABLE
BASE BID**

BASE BID - CITY WIDE JANITORIAL SERVICES	Total (in figures)
<i>Base Bid Total for Three Years</i>	\$ <u>547,128</u>
<u>Five hundred fortyseven thousand one hundred twenty eight</u> (written in words)	

Total Base Bid for all locations for a THREE YEAR PERIOD written in words:

Five hundred fortyseven thousand one hundred twenty eight Dollars (\$ 547,128)

LOW BID DETERMINATION – PLEASE CHECK YOUR MATH

The low bid will be determined pursuant to Public Contract Code Section 20103.8 (a) as the lowest bid price on the base contract without consideration of the process on the additive or deductive items.

A responsible bidder who submits the lowest bid as determined by the above method shall be awarded the contract, if it is awarded, by the City Council of the City of Redlands.

If the total price written in words, and the total price written in figures are not in agreement, then the total price written in words will be considered as representing the Bidder's intention, and the totals will be corrected by the City to conform thereto.

TOTAL ADDITIVE A15 - CARRAIGE HOUSE	Total (in figures)
Additive Total : (Transfer from Item A16)	\$ <u>60</u>
<u>Sixty</u> (written in words)	

CONTRACTOR'S NAME: Valley Maintenance Corp.

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
ANIMAL SHELTER
504 NORTH KANSAS STREET
ITEM A1**

**CLEANING SHALL BE PERFORMED EVERY SUNDAY AND THURSDAY BETWEEN THE
HOURS OF 5:30 P.M. AND 7:30 A.M.**

SCOPE OF SERVICES	FREQUENCY
TILE FLOOR CARE – LOBBY, HALLWAYS & OFFICES	
Dust mop all hard surface floors with treated or electrostatic dust mop	Once per week
Wet mop entire area	Once per week
Vacuum walk-off mats	Once per week
Machine scrub hard surface floor and apply one coat of polish, allow time to dry, then buff	Once per month
Strip hard surface floor and recoat with three coats of floor polish	Once per year
CARPETED AREAS - RECEPTION	
Vacuum all areas	Once per week
Spot clean carpets	Once per week
Dust all furniture, fixtures and equipment	Once per week
Clean all walls, light switches, doors and baseboards	Once per month
Shampoo carpets using an extraction method	Twice per year
Vacuum all ceiling vents, should coincide with window cleaning	Twice per year
RESTROOMS	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Twice per week
Scrub and sanitize sinks and toilets using sanitizer/disinfectant	Twice per week
Empty all trash receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Machine scrub hard surface floor and apply one coat of polish, allow time to dry, then buff	Four times per year
Strip hard surface floor and recoat with three coats of floor polish	Once per year
WINDOWS	
Windows shall be cleaned completely inside and outside	Cleaning is to be performed between March 1 st and April 30 th and between September 1 st and October 31 st each year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
HILLSIDE MEMORIAL PARK
1540 ALESSANDRO ROAD
ITEM A2**

CLEANING SHALL BE PERFORMED AFTER 4:30 P.M. EVERY TUESDAY AND FRIDAY

SCOPE OF SERVICES	FREQUENCY
GENERAL OFFICES, CARPETED AREAS & VINYL TILED AREAS	
Dust and spot clean all horizontal surfaces	Once per week
Spot clean all walls, light switches and doors	Once per week
Empty all trash receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Vacuum all carpeted areas	Twice per week
Using approved spotter, spot clean carpeted areas as needed	Twice per week
Dust all chairs, table legs and rungs, baseboards, ledges moldings and other low reaching areas	Twice per month
Dust all surfaces above normal reach including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month
RESTROOMS	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Twice per week
Scrub and sanitize sinks and toilets using germicidal cleaner	Twice per week
Empty all trash receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Vacuum all ceiling vents, should coincide with window cleaning	Twice per year
WINDOWS	
Windows shall be cleaned completely inside and outside	Cleaning is to be performed near the end of May before Memorial day and again in Mid-November
MAUSOLEUMS	
Windows shall be cleaned inside and outside	Cleaning is to be performed near the end of May before Memorial day and again in Mid-November
Mop/Wax and buff terrazzo floors	Cleaning is to be performed near the end of May before Memorial day and again in Mid-November
BREAK ROOM	
Clean all counters, chairs and table	Once per week
Clean and sanitize sink, and front of refrigerator	Once per week
Sweep and empty trash and recyclable mtrl. receptacles and replace liners as nec.	Twice per week
Damp mop	Once per week

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
POLICE ADMINISTRATIVE OFFICES
30 CAJON STREET
ITEM A3**

**CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF 3:00 P.M. AND 5:00 P.M. ON
EVERY TUESDAY AND THURSDAY**

SCOPE OF SERVICES	FREQUENCY
MAIN FLOOR OFFICES AND COMMON AREA	
Empty all trash receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash and recyclable material to designated areas	Twice per week
Clean and polish all drinking fountains, removing water marks, scale and splash marks on the sides and front	Once per week
Dust mop all hard surface floors with treated or electrostatic mop	Twice per week
Damp mop the entire area	Once per week
Vacuum all carpeted areas	Twice per week
Clean both sets of glass doors	Once per week
Using approved spotter, spot clean carpeted areas	Once per week
Dust mop stairs, dust railings, ledges and spot clean	Once per week
Dust all furniture, fixtures, equipment and accessories	Once per week
Dust high and low areas; i.e., pictures, clocks, partition tops, etc.	Once per month
Clean all ceiling vents	Once per month
SECOND FLOOR	
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash and recyclable material to designated area	Twice per week
Clean and polish all drinking fountains, removing water marks, scale and splash marks from the sides and front	Once per week
Vacuum all carpeted areas	Twice per week
Dust mop all hard surface floors with treated or electrostatic mop	Twice per week
Damp mop entire area	Once per week
Using approved spotter, spot clean carpeted areas	Once per week
Dust all furniture, fixtures, equipment and accessories	Once per week
Dust high and low areas; i.e., pictures, clocks, partition tops, etc.	Once per month
Machine scrub hard surface floors and apply one coat of polish, allow time to dry, then buff	Once per month
Strip hard surface floors and recoat with three coats of floor polish	Once per year

SCOPE OF SERVICES – Police Administration Offices	FREQUENCY
RESTROOMS – ALL THREE FLOORS	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Twice per week
Machine scrub hard surface floors	Once per month
Clean/scrub toilets using a germicidal cleaner	Once per year
BASEMENT AND KITCHEN	
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash and recyclable material to designated area	Twice per week
Vacuum all carpeted areas/walk-off mats	Twice per week
Dust mop all hard surface floors with treated or electrostatic dust mop	Twice per week
Damp mop entire area	Once per week
Using approved spotter, spot clean carpeted areas	Once per week
Machine scrub hard surface floors and apply one coat of polish, allow time to dry, then buff	Every 4 months
Strip hard surface floors and recoat with three coats of floor polish	Once per year
Windows shall be cleaned completely inside and outside to be performed between March 1 st and April 30 th and again between September 1 st and October 31 st	Twice per year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
MUNICIPAL AIRPORT
1745 SESSUMS DRIVE
ITEM A4**

CLEANING SHALL BE PERFORMED TUESDAY AND FRIDAY AFTER 5:30 P.M.

SCOPE OF SERVICES	FREQUENCY
LOBBY AREA, CARPETED AREAS AND VINYL TILED AREAS	
Dust and spot clean all horizontal surfaces	Once per week
Spot clean all walls, light switches and doors	Twice per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Vacuum all carpeted areas	Twice per week
Using approved spotter, spot clean carpet areas as needed	Twice per week
Dust all chairs, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Twice per month
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month
RESTROOMS	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Twice per week
Scrub and sanitize sinks and toilets using germicidal cleaner	Once per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Vacuum all ceiling vents (should coincide with window cleaning)	Twice per week
BREAKROOM	
Clean all counters, chairs and tables	Twice per week
Clean and sanitize sink and front of refrigerator	Twice per week
Sweep	Twice per week
Empty all trash and recyclable material receptacles and replace Liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Damp mop hard surface floors	Once per week
WINDOWS	
Windows shall be cleaned completely Cleaning is to be performed at the end of May before Memorial Day and again in Mid-November	Twice per year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
CIVIC CENTER
35 CAJON STREET
ITEM A5**

**CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF 6:00 P.M. AND 6:00 A.M.
EVERY TUESDAY AND SUNDAY
EACH OFFICE IS TO BE CLEANED WITH THE EXCEPTION OF THE TREASURER'S OFFICE –
TO BE CLEANED BETWEEN 7:30 A.M. AND 5:30 P.M. ON
TUESDAY AND THURSDAY**

SCOPE OF SERVICES	FREQUENCY
LOBBIES	
Clean entry to buildings	Twice per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Vacuum all carpeted areas/walk-off mats	Twice per week
Clean both sides of all glass doors	Twice per week
Dust all hard surface floors with treated dust mop using approved spotter, spot clean carpeted areas	Twice per week
Dust all chair, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Twice per week
Brush furniture	Twice per week
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Twice per week
CORRIDORS	
Dust all hard surface floors with treated dust mop	Twice per week
Damp mop all hard surface floors	Twice per week
Fully vacuum all carpets from wall to wall	Twice per week
Spot clean all walls, light switches and doors	Twice per week
Clean and polish all drinking fountains	Twice per week
Using approved spotter, spot clean carpeted area	Twice per week
GENERAL OFFICES, CARPETED AREAS & VINYL TILED AREAS	
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Dust and spot clean all horizontal surfaces	Twice per week
Spot clean all walls, light switches and doors	Twice per week
Vacuum all carpeted areas	Twice per week
Dust mop all hard surface floors with treated dust mop	Twice per week
Clean both sides of glass door	Twice per week
Using approved spotter, spot clean carpeted areas	Twice per week

SCOPE OF SERVICES - CIVIC CENTER	FREQUENCY
Dust all chair, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Once per month
Damp mop entire hard surface areas	Once per month
Dust all surfaces above normal reach including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month
Vacuum all ceiling vents, should coincide with window cleaning	Once per month
STAIRWELLS	
Sweep stairs	Once per week
Damp mop any spillage	Once per week
Dust rails and ledges	Once per week
Damp mop completely	Once per week
ELEVATORS	
Clean elevator completely	Once per month
RESTROOMS & LOCKER ROOMS	
Clean and sanitize fixtures, mirrors, counters, polish chrome	Twice per week
Scrub and sanitize sinks and toilets using germicidal cleaner	Twice per week
Mop floors completely	Twice per week
Refill dispensers	Twice per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Spot clean all walls, light switches and doors	Once per month
Spot wash all restroom partitions	Once per month
Wash all restroom partitions on both sides	Once per month
Dust air vents	Once per month
Dust tops of lockers	Once per month
Machine scrub all restroom floors using a germicidal detergent and recoat with two coats of sealer/finish	Once per month
Vacuum all ceiling vents, should coincide with window cleaning	Once per month
CAFETERIA/LUNCHROOM	
Clean sink, countertop and appliances	Twice per week
Damp wipe all cafeteria, lunchroom tables and vending machines	Twice per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Dust mop all hard surface floors with treated dust mop	Twice per week
Mop all stains and spills from hard surface floors	Twice per week
Spot clean all walls, light switches and doors	Twice per week
Damp wipe chairs	Twice per week

SCOPE OF SERVICES – CIVIC CENTER	FREQUENCY
FLOOR CARE SERVICES	
Machine polish, scrub or strip all vinyl, ceramic, or tile floors and apply adequate coatings of floor sealer/finish to required floors	Once per month
Machine scrub, apply approved wax and polish wood floor	Once per month
WINDOW CLEANING SERVICES	
All windows shall be cleaned inside and outside Cleaning is to be performed between March 1st and April 30th and between September 1 st and October 31 st)	Twice per year

**JANITORIAL SPECIFICATIONS FOR THE CITY OF REDLANDS
POLICE SUB-STATION
1150 BROOKSIDE, #J1A
ITEM A6**

SCOPE OF SERVICES	FREQUENCY
LOBBY, HALLWAYS, OFFICES & KITCHENS	
Dust mop all hard surface floors with treated or wet mop entire area	Once per week
Vacuum all carpeted areas/walk-off mats	Once per week
Using approved spotter, spot clean carpeted areas	Once per week
Dust all furniture, fixtures, equipment and accessories	Once per week
Dust high and low areas; i.e., pictures, clocks, partition tops, etc.	Once per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Once per week
Empty all recycling containers into recycling dumpster or cart	Once per week
Damp mop entire area in kitchen	Once per week
Vacuum all ceiling vents	Twice per year
Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff	Twice per year
Shampoo carpet using rotary machine	Twice per year
Strip hard surface floor and recoat with three coats of floor polish	Once per year
RESTROOM	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Once per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Once per week
Empty all recycling containers into recycling dumpster or cart	Once per week
Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff	Once per month
Strip hard surface floor and recoat with three coats of floor polish	Once per year
KITCHENS	
Empty all trash and recyclable material receptacles and replace liners as necessary	Once per week
Empty all recycling containers into recycling dumpster or cart	Once per week
WINDOWS	
Windows shall be cleaned completely inside and outside	Once per month

**JANITORIAL SPECIFICATIONS FOR THE CITY OF REDLANDS
POLICE NARCOTICS SUB-STATION**

ITEM A7

CLEANING SHALL BE PERFORMED EVERY TUESDAY

SCOPE OF SERVICES	FREQUENCY
LOBBY, HALLWAYS, OFFICES AND KITCHENS	
Dust mop all hard surface floors with treated or electrostatic dust mop	Once a week
Wet mop entire area	Once a week
Vacuum all carpeted areas/walk-off mats	Once a week
Using approved spotter, spot clean carpeted areas	Once a week
Dust all furniture, fixtures, equipment and accessories	Once a week
Dust high and low areas; i.e., pictures, clocks, partition tops, etc.	Once a week
Empty all trash and recyclable material receptacles and replace liners as necessary	Once a week
Empty all blue recycling containers into recycling dumpster or cart	Once a week
Damp mop entire area in kitchen	Once a week
Vacuum all ceiling vents	Twice a year
Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff	Once a month
Shampoo carpet using rotary machine	Twice a year
Strip hard surface floor and recoat with three coats of floor polish	Once per year
RESTROOMS	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Once per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Once a week
Empty all blue recycling containers into recycling dumpster or cart	Once a week
Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff	Once a week

**JANITORIAL SPECIFICATIONS FOR THE CITY OF REDLANDS
SMILEY LIBRARY AND LINCOLN SHRINE
125 W. VINE STREET**

ITEM A-8

**LIBRARY CLEANING: SUNDAY THROUGH FRIDAY
BETWEEN THE HOURS OF 10:00 PM and 6:00 AM
LINCOLN SHRINE: WINDOW WASHING ONLY**

SCOPE OF SERVICES	FREQUENCY
LOBBIES	
Clean entry to buildings	Sunday - Friday
Empty all trash and recyclable material receptacles and replace liners as necessary	Sunday - Friday
Empty all blue recycling containers into recycling dumpster or cart	Sunday - Friday
Remove all collected trash to designated area	Sunday - Friday
Vacuum all carpeted areas/walk-off mats	Sunday - Friday
Clean both sides of all glass doors	Sunday - Friday
Dust all hard surface floors with treated dust mop using approved spotter, spot clean carpeted areas	Sunday - Friday
Dust all chair, table legs and rungs, baseboards, ledges, moldings, and other low-reaching areas	Once per month
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month
Vacuum furniture	Once per month
CORRIDORS	
Dust all hard surface floors with treated dust mop	Sunday - Friday
Damp mop all hard surface floors	Sunday - Friday
Fully vacuum all carpets, wall to wall	Sunday - Friday
Spot clean all walls, light switches and doors	Sunday - Friday
Empty and damp wipe ashtray outside entry way	Sunday - Friday
Clean and polish all drinking fountains	Sunday - Friday
Using approved spotter, spot clean carpeted areas	Sunday - Friday
GENERAL OFFICES, ALL AREAS	
Empty all trash and recyclable material receptacles and replace liners as necessary	Sunday - Friday
Empty all blue recycling containers into recycling dumpster or cart	Sunday - Friday
Remove all collected trash to designated areas	Sunday - Friday
Dust and spot clean all horizontal surfaces	Sunday - Friday
Spot clean all walls, light switches and doors	Sunday - Friday
Vacuum all carpeted areas/walk-off mats	Sunday - Friday
Dust mop all hard surface floors with treated dust mop	Sunday - Friday
Mop all stains and spillage	Sunday - Friday
Using approved spotter, spot clean carpeted areas	Sunday - Friday
Damp mop entire hard surface areas	Once per week
Dust all chair, table legs and rungs, baseboards, ledges, moldings and other low reaching areas	Once per month
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month
Vacuum ceiling vents, should coincide with window cleaning	Once per month

SCOPE OF SERVICES – AK SMILEY LIBRARY	FREQUENCY
STAIRWELLS	
Sweep stairs	Sunday - Friday
Damp mop any spillage	Sunday – Friday
Dust rails and ledges	Once per week
Damp mop completely	Once per week
ELEVATORS	
Clean and vacuum carpeted elevators completely	Sunday - Friday
Using approved spotter, spot clean carpeted areas	Sunday – Friday
Detail clean threshold plates, removing all visible spoil	Sunday – Friday
RESTROOMS	
Clean and sanitize fixtures, mirrors, counters, and polish chrome	Sunday - Friday
Mop floors completely	Sunday - Friday
Refill dispensers	Sunday - Friday
Empty all trash and recyclable material receptacles and replace liners as necessary	Sunday - Friday
Empty all blue recycling containers into recycling dumpster or cart	Sunday - Friday
Remove collected trash to designated area	Sunday - Friday
Spot clean walls, light switches and doors	Sunday - Friday
Spot wash all restroom partitions	Sunday - Friday
Wash restroom partitions on both sides	Sunday - Friday
Dust air vents	Twice a month
Machine scrub all restroom floors using a germicidal detergent and recoat with two coats of sealer/finish	Once per month
CAFETERIA/LUNCHROOM	
Clean sink countertop and appliances	Three times per week
Damp wipe all cafeteria, lunchroom tables and vending machines	Three times per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Remove all trash collected to designated area	Three times per week
Dust mop all hard surface floors with treated dust mop	Three times per week
Mop all stains and spills from hard surface floors	Three times per week
Spot clean all walls, light switches and doors, damp wipe chairs	Three times per week
FLOOR CARE SERVICES	
Machine polish, scrub or strip vinyl, ceramic, or tile floors and apply adequate coatings of floor sealer/finish to required floors	Once per month
Machine scrub, apply approved wax and polish wood floor	Two times per year
WINDOW CLEANING SERVICES	
All windows shall be cleaned inside and outside (cleaning is to be performed between March 1 and April 30 and between September 1 and October 31)	Twice per year
LINCOLN SHRINE	
All windows shall be cleaned inside and outside (cleaning is to be performed between March 1 and April 30 and between September 1 and October 31)	Two times a year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
CORPORATE YARD
1270 W. PARK AVENUE
ITEM A9**

CLEANING SHALL BE PERFORMED EVERY TUESDAY AND THURSDAYS AFTER 4:30 P.M. EXCEPT FOR BUILDING “A” PURCHASING DEPT. WHICH IS TO BE CLEANED BETWEEN THE HOURS OF 7:30 A.M. AND 4:30 P.M. AND THE GAS ISLAND RESTROOMS WHICH ARE TO BE CLEANED EVERY SUNDAY, TUESDAY AND THURSDAY AFTER 4:30 P.M.

SCOPE OF SERVICES	FREQUENCY
GENERAL OFFICES, CARPETED AREAS & VINYL TILED AREAS	
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Dust and spot clean all horizontal surfaces	Once per week
Spot clean all walls, light switches and doors	Once per week
Vacuum all carpeted areas	Once week
Dust mop all hard surface floors with treated dust mop	Twice per week
Mop all stains and spillage	Twice per week
Using approved spotter, spot clean carpeted areas	Twice per week
Dust all chair, table legs and rungs, baseboards, ledges, moldings and other low reaching areas	Twice per week
Damp mop entire hard surface areas	Once per week
Vacuum walk-off mats	Once per week
Dust all surfaces above normal reach inc. window sills, ledges, moldings, shelves, etc.	Twice per week
Machine scrub hard surface floor and apply one coat of polish, allow time to dry then of polish, allow time to dry, then buff	Once per week
Strip hard surface floor and recoat with three coats of floor polish	Once per year
LUNCHROOM BUILDING E	
Clean sink, countertop and appliances	Once per week
Damp wipe all cafeteria, lunchroom tables and vending machines	Once per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Remove all collected trash to designated area	Twice per week
Dust mop all hard surface floors with treated dust mop	Twice per week
Mop all stains and spills from hard surface floors	Twice per week
Spot clean all walls, light switches and doors	Once per week
Damp wipe chairs	Once per week
RESTROOMS & LOCKER ROOMS ALL BUILDINGS AS NECESSARY	
Restrooms in Building “A” (Cleaned between 7:30 a.m.- 5:00 p.m.)	Once per week
Restrooms in Building “B,” “E” & “M”	Twice per week
Restrooms in Building “D” (Gas Island)	Three times/week
Fully clean all showers	Twice per week
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner/scrub/sanitize sinks	Twice per week

SCOPE OF SERVICES - CORPORATE YARD	FREQUENCY
Toilets scrub using sanitizer/disinfectant	Twice per week
Empty all trash and recyclable material receptacles & replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Strip Grout	Twice a year
Dust high and low areas: i.e., pictures, clocks, partition tops, etc.	Once per month
Machine scrub hard surface floor and apply one coat of polish, allow time to dry, buff	Once per month
Strip hard surface floor and recoat with three coats of floor polish	Once per year
WINDOW CLEANING SERVICES	
Windows shall be cleaned completely inside and outside. Cleaning is to be performed between March 1 and April 30 and September 1-October 1	Twice per year
Building "C" Park Avenue Police Station – EOC	
OPERATIONS/OFFICE ONLY	
Vacuum all carpeted areas	Once per week
Using approved spotter, spot clean carpeted areas	Once per week
Dust all chair, table legs and rungs, baseboards, ledges	Once per week
Moldings and other low-reaching areas	Once per week
Vacuum walk-off mats	Once per week
Tiled floor clean, strip and shine (monthly)	Once per week
KITCHEN, BATH, RESTROOM	
Dust mop all hard surface floors with treated dust mop	Once per week
Mop all stains and spillage	Once per week
Damp mop entire hard surface areas	Once per week
Scrub toilets using sanitizer/disinfectant	Once per week

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
COMMUNITY CENTER AND COMMUNITY SENIOR CENTER
111 W. LUGONIA AVE.
ITEM A10**

**CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF
11:00 P.M.-6:00 A.M. MONDAY THROUGH SATURDAY**

SCOPE OF SERVICES	FREQUENCY
COMMUNITY SENIOR CENTER	
Lobby, Hallways, Classrooms, and Multi-Purpose Room	
Clean Floors off dirt, dust, scuff marks and stains	Monday- Saturday
Empty all trash receptacles and replace liners as necessary	Monday- Saturday
Sweep Debris	Monday- Saturday
Dust all hard surface floors with treated dust mop	Monday- Saturday
Damp mop all hard surface areas	Monday- Saturday
Vacuum mats clean at every doorway	Monday- Saturday
Strip and apply adequate coatings of floor sealer/finish	Once per month
Apply uniform coat of self-polishing floor wash with clean synthetic mop, allow time to dry, apply second coat, after allowing time for an overnight cure, buff with white-fine pad with machine under 175 RPM	Once per month
Senior Center Restrooms and Restrooms in the Nutrition Site Kitchen	
Clean and sanitize fixtures, mirrors, counters, polish chrome	Monday- Saturday
Mop floors completely	Monday- Saturday
Refill all dispensers (toilet, paper towels and soap)	Monday- Saturday
Empty all trash receptacles and replace liners as necessary	Monday- Saturday
Remove all collected trash to designated area	Monday- Saturday
Spot clean all walls, light switches and doors	Monday- Saturday
Spot wash all restroom partitions	Monday- Saturday
Strip and apply adequate coatings of floor sealer/finish	Once per month
Offices and Classrooms	
Empty all trash receptacles and replace liners as necessary	Monday- Saturday
Vacuum carpet	Monday- Saturday
COMMUNITY CENTER	
Offices	
Empty all trash receptacles and replace liners as necessary	Monday- Saturday
Vacuum carpet	Monday- Saturday
Community Center Restrooms	
Clean and sanitize fixtures, mirrors, counters, polish chrome	Monday- Saturday
Mop floors completely	Monday- Saturday
Refill all dispensers (toilet, paper towels and soap)	Monday- Saturday
Empty all trash receptacles and replace liners as necessary	Monday- Saturday
Remove all collected trash to designated area	Monday- Saturday
Spot clean all walls, light switches and doors	Monday- Saturday
Spot wash all restroom partitions	Monday- Saturday
Strip and apply adequate coatings of floor sealer/finish	Once per month

SCOPE OF SERVICES - COMMUNITY CENTER	FREQUENCY
Lobby, Game Room, Classrooms, and Music Studio	
Clean Floors off dirt, dust, scuff marks and stains	Monday- Saturday
Empty all trash receptacles and replace liners as necessary	Monday- Saturday
Sweep Debris	Monday- Saturday
Dust all hard surface floors with treated dust mop	Monday- Saturday
Damp mop all hard surface areas	Monday- Saturday
Vacuum mats clean at every doorway	Monday- Saturday
Strip and apply adequate coatings of floor sealer/finish	Once per month
Apply uniform coat of self-polishing floor wash with clean synthetic mop, allow time to dry, apply second coat, after allowing time for an overnight cure, buff with white-fine polish pad with machine under 175 RPM	Once per month
Hardwood Floors- Gymnasium, Racquetball Courts and Multi-Purpose Room	
*****NEVER "WET MOP" THE WOOD FLOOR*****	
Excessive water causes natural wood to expand and may damage the flooring. Finishes are to protect the surface of the wood and are not waterproofing products. Do not roll any carts, dollies, etc. Do not drag chairs across the floor.	
Dust mop with Hydroline Dust Mop Treatment and Maintainer	Monday- Saturday
Dust Mop the floor (with a clean treated dust mop)	Monday- Saturday
Vacuum mats clean at every doorway	Monday- Saturday
Tack the floor with terrycloth towels wrung out damp with water	Weekly
Look for gum and candy on the floor and bleachers and remove	Weekly
Window Cleaning Services	
Windows shall be cleaned completely inside and out twice annually. Cleaning is to be performed between March 1 st and April 30 th and then again Between September 1 st and October 31 st	Twice a year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
WASTE WATER TREATMENT PLANT
1950 NEVADA STREET
ITEM A11**

CLEANING SHALL BE PERFORMED SUNDAY, TUESDAY AND THURSDAY AFTER 7:00 PM

SCOPE OF SERVICES	FREQUENCY
General Offices, Carpeted Areas and Vinyl Tiled Areas	
Dust and spot clean all horizontal surfaces	Every Tuesday
Spot clean all walls, light switches and doors	Three times per week
Empty all trash receptacles and replace liners as necessary	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Remove all collected trash to designated area	Three times per week
Vacuum all carpeted areas	Three times per week
Using approved spotter, spot clean carpet areas as needed	Three times per week
Dust all chairs, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Three times per week
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once a month
Restrooms	
Refill dispensers, empty trash, clean and sanitize all Restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Three times per week
Scrub and sanitize sinks and toilets using germicidal cleaner	Three times per week
Empty all trash receptacles and replace liners as necessary	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Vacuum all ceiling vents (should coincide with window cleaning)	Three times per week
Break Room	
Clean all counters, vending machines, chairs and tables	Three times per week
Clean and sanitize sink, drinking fountains and front of refrigerator	Three times per week
Sweep and empty trash, replace liners	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Damp mop hard surface floors	Three times per week
Windows shall be cleaned completely inside and outside (Cleaning is to be performed at the end of May before Memorial Day and again in mid-November)	Twice per year
Carpets	
Carpets shall be shampooed (Cleaning is to be performed At the end of May before Memorial Day and again in mid-November)	Twice per year
Tiled Floors	
Tiled floors shall be waxed (Cleaning is to be performed at the End of May before Memorial Day and again in mid-November)	Twice per year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
WATER PRODUCTION AND OPERATIONS
955 PARKFORD DRIVE
ITEM A12**

CLEANING SHALL BE PERFORMED SUNDAY AND WEDNESDAY AFTER 7:00 PM

SCOPE OF SERVICES	FREQUENCY
General Offices, Carpeted Areas and Vinyl Tiled Areas	
Dust and spot clean all horizontal surfaces	Every Sunday
Spot clean all walls, light switches and doors	Twice a Week
Empty all trash receptacles and replace liners as necessary	Twice a Week
Empty all blue recycling containers into recycling dumpster or cart	Twice a Week
Remove all collected trash to designated area	Twice a Week
Vacuum all carpeted areas	Twice a Week
Using approved spotter, spot clean carpet areas as needed	Twice a Week
Dust all chairs, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Once a Month
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once a Month
Restrooms	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors	Twice a Week
Scrub and sanitize sinks and toilets using germicidal cleaner	Twice a Week
Empty all trash receptacles and replace liners as necessary	Twice a Week
Empty all blue recycling containers into recycling dumpster or cart	Twice a Week
Vacuum all ceiling vents (should coincide with window cleaning)	Twice a Week
Break Room	
Clean all counters, vending machines, chairs and tables	Twice a Week
Clean and sanitize sink, drinking fountain and front of refrigerator	Twice a Week
Sweep and empty trash replace liners as necessary or at least twice a week	Twice a Week
Empty all blue recycling containers into recycling dumpster or cart	Twice a Week
Damp mop hard surface floors	Twice a Week
Windows	
Windows shall be cleaned completely inside and outside (Cleaning is to be performed at the end of May before Memorial Day and again in mid-November)	Twice a Year
Tiled Floors	
Tiled Floors shall be waxed (Cleaning is to be performed at the end of May before Memorial Day and again in mid-November)	Twice a Year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
PARK AVENUE POLICE STATION/JAIL
1270 W. PARK AVE.
ITEM A13**

**CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF 7:00 AM AND 5:00 PM
5 DAYS A WEEK – MONDAY THROUGH FRIDAY**

SCOPE OF SERVICES	FREQUENCY
Clean entry to building	Three times per week
Empty all trash and recyclable material receptacles and replace liners as nec.	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Remove all collected trash and recyclable material to designated area	Three times per week
Vacuum carpeted areas	Three times per week
Clean both sides of all glass doors	Three times per week
Dust all hard surface floors with treated dust mop	Three times per week
Using approved spotter, spot clean carpeted areas	Three times per week
Damp mop all hard surface areas	Three times per week
Dust all chairs, table legs and rungs, baseboards, ledges, moldings and low reaching areas	Once per week
Brush furniture	Once per week
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month
Vacuum furniture	Once per month
Clean/vacuum air conditioning vents	Once per month
Corridors	
Dust all hard surface floors with treated dust mop	Three Times per week
Damp mop all hard surface floors	Three Times per week
Spot clean all walls, light switches and doors	Three Times per week
Clean and polish all drinking fountains	Three Times per week
Using approved spotter, spot clean carpeted area	Three Times per week
Clean translucent panels that cover ceiling light fixtures	Twice per year
Clean air conditioning vents	Twice per year
GENERAL OFFICES, CARPETED AREAS & VINYL TILED AREAS	
Empty all trash and recyclable material receptacles and replace liners as nec.	Three times per week
Empty all recycling containers into recycling dumpster or cart	Three times per week
Remove all collected trash and recyclable material to designated area	Three times per week
Empty and damp wipe ashtrays located outside building entrances	Three times per week
Dust and spot clean all horizontal surfaces	Three times per week
Spot clean all walls, light switches and doors	Three times per week
Vacuum carpeted areas	Three times per week
Dust mop all hard surface floors with treated dust mop	Three times per week
Mop stains and spillage	Three times per week
Using approved spotter, spot clean carpeted areas	Three times per week
Dust all chair, table legs and rungs, baseboards, ledges, molding and other low reaching areas	Once per week
Damp mop entire hard surface areas	Once per week
Dust all surfaces above normal reach, including window sills, ledges, moldings, pictures, etc.	Once per month
Clean air conditioning vents	Twice per year
Clean translucent panels covering ceiling light fixtures	Twice per year

SCOPE OF SERVICES - Police Station/Jail	FREQUENCY
Restrooms	
Clean and sanitize fixtures, mirror, counters, polish chrome and toilets polish chrome and toilets	Monday through Friday
Mop floors completely	Monday through Friday
Refill dispensers	Monday through Friday
Empty all trash and recyclable material receptacles and replace liners as necessary	Monday through Friday
Empty all blue recycling containers into recycling dumpster or cart	Monday through Friday
Remove all collected trash and recyclable material to designated area	Monday through Friday
Spot clean walls, light switches and doors	Monday through Friday
Spot wash all restroom partitions and doors	Once per week
Wash all restroom partitions on both sides	Once per month
Dust air vents	Once per month
Machine scrub all restroom floors using a germicidal detergent	Once per month
Clean air conditioning vents	Twice per year
Kitchen	
Clean sink, countertop and appliances	Three times per week
Damp wipe all cafeteria counter areas	Three times per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Three times per week
Remove all collected trash and recyclable material to designated area	Three times per week
Dust mop all hard surface floors with treated dust mop	Three times per week
Mop all stains and spills from hard surface floors	Three times per week
Spot clean all walls, light switches and doors	Three times per week
Damp wipe chairs	Once per week
Clean air conditioning vents	Twice per year
Clean translucent panels that cover ceiling light fixtures	Twice per year
Machine scrub hard surface floors and apply one coat of polish, allow time to dry, then buff	Once per month
Strip hard surface floors and recoat with three coats of floor polish	Once per year
Floor Care Services	
Machine polish, scrub or strip all vinyl, ceramic, or tile floors and apply adequate coatings of floor sealer/finish to required floors	Once per month
Window Cleaning Services	
All windows shall be cleaned inside and outside (cleaning is to be performed between March 1 st and April 30 th and between September 1 st and October 31 st)	Twice per year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
CALIFORNIA STREET LANDFILL TRAILER
2151 NEVADA STREET
ITEM A14**

SCOPE OF SERVICES	FREQUENCY
Restrooms	
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Twice per week
Scrub and sanitize sinks and toilets using sanitizer/disinfectant	Twice per week
Empty all trash receptacles and replace liners as necessary	Twice per week
Empty all blue recycling containers into recycling dumpster or cart	Twice per week
Machine scrub hard surface floor and apply one coat of polish, Allow time to dry, then buff	Four times per year
Strip hard surface floor and recoat with three coats of floor polish	Once per year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS
JOSLYN SENIOR CENTER
21 GRANT STREET
ITEM A15**

**CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF 7:00 PM AND 6:00 AM
5 DAYS A WEEK – MONDAY THROUGH FRIDAY**

SCOPE OF SERVICES	FREQUENCY
Lobby	
Clean entry to building	Three times per week
Empty all trash and recyclable material receptacles and replace liners as necessary	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Remove all collected trash and recyclable material to designated area	Three times per week
Vacuum carpeted areas	Three times per week
Clean both sides of all glass doors	Three times per week
Dust all hard surface floors with treated dust mop	Three times per week
Using approved spotter, spot clean carpeted areas	Three times per week
Damp mop all hard surface areas	Three times per week
Dust all chairs, table legs and rungs, baseboards, ledges, Moldings, and low-reaching areas	Once per week
Brush furniture	Once per week
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month
Vacuum furniture	Once per month
Clean and vacuum air conditioning vents	Once a month
Corridors	
Dust all hard surface floors with treated dust mop	Three times per week
Damp mop all hard surface floors	Three times per week
Spot clean all walls, light switches and doors	Three times per week
Clean and polish all drinking fountains	Three times per week
Using approved spotter, spot clean carpeted area	Three times per week
Clean translucent panels that cover ceiling light fixtures	Twice per year
Clean air conditioning vents	Once a month
General Offices, Carpeted Areas and Vinyl Tiled Areas	
Empty all trash and recyclable material receptacles and replace liners as nec.	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Remove all collected trash and recyclable material to designated area	Three times per week
Empty and damp wipe ashtrays located outside building entrances	Three times per week
Dust and spot clean all horizontal surfaces	Three times per week
Spot clean all walls, light switches and doors	Three times per week
Vacuum carpeted areas	Three times per week
Dust mop all hard surface floors with treated dust mop	Three times per week
Mop stains and spillage	Three times per week
Using approved spotter, spot clean carpeted areas	Three times per week
Dust all chair, table lets and rungs, baseboards, ledges, moldings and other low reaching areas	Once per week
Damp mop entire hard surface areas	Once per week
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once per month

SCOPE OF SERVICES – Joslyn Senior Center	FREQUENCY
Clean air conditioning vents	Once per month
Clean translucent panels covering ceiling light fixtures	Twice per year
Restrooms	
Clean and sanitize fixtures, mirrors, counters, polish chrome and toilets	Monday through Friday
Mop floors completely	Monday through Friday
Refill all dispensers	Monday through Friday
Empty all trash and recyclable material receptacles and replace liners as nec.	Monday through Friday
Empty all blue recycling containers into recycling dumpster or cart	Monday through Friday
Remove all collected trash and recyclable material to designated area	Monday through Friday
Spot clean walls, light switches and doors	Monday through Friday
Spot wash all restroom partitions and doors	Monday through Friday
Wash all restroom partitions on both sides	Once per month
Dust air vents	Once per month
Machine scrub all restroom floors using a germicidal detergent	Once per month
Clean air conditioning vents	Once per month
Kitchen	
Clean sink, countertop and appliances	Three times per week
Damp wipe all cafeteria counter areas	Three times per week
Empty all trash and recyclable material receptacles and replace liners as nec.	Three times per week
Empty all blue recycling containers into recycling dumpster or cart	Three times per week
Remove all collected trash and recyclable material to designated area	Three times per week
Dust mop all hard surface floors with treated dust mop	Three times per week
Mop all stains and spills from hard surface areas	Three times per week
Spot clean all walls, light switches and doors	Three times per week
Damp wipe chairs	Once per week
Clean air conditioning vents	Once per month
Clean translucent panels that cover ceiling light fixtures	Twice per year
Machine scrub hard surface floors and apply one coat of polish allow time to dry then buff	Once per year
Strip hard surface floors and recoat with three coats of floor polish	Once per year
Floor Care Services	
Machine polish, scrub or strip all vinyl, ceramic, or tile floors and apply, Adequate coatings of floor sealer/finish to required floors	Once per month
Window Cleaning Services	
All windows shall be cleaned inside and outside (cleaning is to be Performed between March 1 and April 30 and between Sep. 1 and Oct. 31)	Twice per year

**JANITORIAL SPECIFICATIONS FOR CITY OF REDLANDS CARRIAGE HOUSE
1325 PROSPECT DRIVE LANE
ITEM A16**

Kitchen, 2 Bathrooms, Main Floor, Museum, Garage and Apartment – As Needed Only