

**CITY OF SANTA ROSA
GENERAL SERVICES AGREEMENT
WITH ADS-MYERS, INC.
AGREEMENT NUMBER _____**

This "Agreement" is made as of this 20th day of June, 2017, by and between the City of Santa Rosa, a municipal corporation ("City"), and ADS-Myers, Inc., a Nevada Corporation ("Contractor").

RECITALS

- A. City desires to provide janitorial services for the City of Santa Rosa.
- B. City desires to retain a qualified contractor to conduct the services described above in accordance with the terms of this Agreement.
- C. Contractor represents to City that it is fully qualified to conduct the services described above.
- D. The parties have negotiated upon the terms pursuant to which Contractor will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Contractor agree as follows:

1. SCOPE OF SERVICES

Contractor shall provide to City the services described in Exhibit A ("Scope of Services"). Contractor shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto solely for the purpose of defining the manner and scope of services to be provided by Contractor and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. The parties agree that any term contained in Exhibit A that adds to, varies or conflicts with the terms of this Agreement is null and void.

2. TIME FOR PERFORMANCE

The services described herein shall be provided for a period of five (5) years, commencing July 1, 2017 through June 30, 2022. Contractor shall devote such time and effort to the performance of services as is necessary for the satisfactory and timely performance of Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement, to the extent that party's performance is prevented or delayed by any cause, present or future, that is beyond the reasonable

control of that party.

3. STANDARD OF PERFORMANCE

Contractor shall perform all services required under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's occupation in California. All products and services of whatsoever nature that Contractor provides to City pursuant to this Agreement shall conform to the standards of quality normally observed by persons currently practicing in Contractor's occupation, and shall be provided in accordance with any schedule of performance specified in Exhibit A. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, at any time during the term of this Agreement, desires the removal of any person assigned by Contractor to perform services pursuant to this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

4. COMPENSATION

The total of all fees paid to Contractor for the satisfactory performance and completion of all services set forth in Exhibit A shall not exceed the total sum of \$2,305,040.40, with a \$100,000 contingency. The Chief Financial Officer is authorized to pay all proper claims from various Charge Numbers.

5. BILLABLE RATES, PAYMENTS TO CONTRACTOR

a. Billable Rates. Contractor shall be paid for the performance of services at rates, as set forth in Exhibit B.

b. Payments. Payments will be delayed where Contractor fails to provide the information required under subsection c.1 below or fails to comply with the insurance requirements in Attachment One to this Agreement. In no event shall the City be obligated to pay late fees or interest, whether or not such requirements are contained in Contractor's invoice.

c. Invoices. Payment will be made on a calendar-month basis in arrears. Invoices shall be submitted to the person and address specified in the Agreement, bid, or purchase order. In the event this Agreement becomes effective or terminates during the course of a month, the amount paid to the Contractor for the partial month shall be determined by prorating the amount on the basis of the number of calendar days involved. Processing of payment will be delayed for Contractor's failure to include reference to Agreement (including number) on the invoice and for failure to maintain current insurance information with the City in accordance with insurance requirements hereunder. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in the Contractor's invoice. Invoices for services provided in June or for any services not previously

invoiced shall be submitted within 10 working days after June 30 to facilitate City fiscal year end closing. Failure to comply with this invoice submission requirement may delay payment.

In connection with any cash discount specified in the bid response, if applicable, or Contractor's Proposal, time will be computed from the date correct invoices are received by the person and address specified in the Agreement, bid, or purchase order. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check. All invoices shall contain the following information:

1. Contractor name and remittance address
2. Date of invoice issuance
3. Amount of invoice
4. City purchase order or Agreement number
5. Identification of Agreement or purchase order line item(s) (if multiple lines) and description of services provided
6. Date of completion of services
7. Detail of costs, including labor, materials, tax, etc.

d. **Business Taxes.** Contractor shall pay to the City when due all business taxes payable by Contractor under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Contractor.

6. TERM, SUSPENSION, TERMINATION

a. The term of this Agreement shall be for five (5) years, commencing on the date it is made above. City and Contractor may, upon mutual written agreement of both parties, extend this Agreement for up to one (1) additional five-year term.

b. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving a written notice of suspension to Contractor. If City gives such notice of suspension, Contractor shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Contractor. If City gives such notice of termination, Contractor shall immediately cease rendering services pursuant to this Agreement. If City terminates this Agreement, City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination. In this regard, Contractor shall furnish to City such information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. City shall not in any manner be liable for lost profits that might have been made by Contractor had the Agreement not been terminated or had Contractor completed the services required by this Agreement.

7. TERMINATION OF AGREEMENT FOR DEFAULT

If at any time 1) Contractor fails to conform to the requirements of this Agreement; 2) Contractor seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt; 3) any legal proceeding is commenced against Contractor which may interfere with the performance of this Agreement; or 4) Contractor has failed to supply an adequate working force, or materials of proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended in and by the terms of this Agreement, which default is not fully corrected or remedied to the reasonable satisfaction of City within ten (10) days following the date a written notice thereof by City, then City shall have the right and power, at its option and without prejudice to any other rights or remedies it may have, to immediately terminate this Agreement. Any cost or expense incurred by City arising out of Contractor's breach or default hereunder, and for City's enforcement of these rights, shall be the obligation of Contractor and may, at City's discretion, be deducted from any amounts that may then be owing to Contractor under this Agreement, without any release or waiver of any other rights or remedies in law or equity to which City may be entitled.

8. INDEMNIFY AND HOLD HARMLESS AGREEMENT

Contractor shall indemnify, defend and hold harmless City and its employees, officials, and agents, from and against any liability, (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, interest, defense costs, and expert witness fees), where the same results from or arises out of the performance of this Agreement by Contractor, its officers, employees, agents, or sub-contractors, excepting only that resulting from the sole, active negligence or intentional misconduct of City, its employees, officials, or agents. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employees' benefits acts. The provisions of this Section 8 shall survive any expiration or termination of this Agreement.

9. INSURANCE REQUIREMENTS

Contractor shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements", which is attached hereto and hereby incorporated herein by this reference. Maintenance of the insurance coverages as set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Contractor in exchange for the City's agreement to make the payments prescribed hereunder. Failure by Contractor to (i) maintain or renew coverage, (ii) provide the City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by the City as a material breach of this Agreement by Contractor, whereupon the City shall be entitled to all rights and remedies at law and in equity, including but not limited to the immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Contractor to maintain required insurance

coverage shall not excuse or alleviate Contractor from any of its other duties or obligations under this Agreement. In the event Contractor, with approval of the City pursuant to Section 11 below, retains or utilizes any subcontractors in the provision of any services to City under this Agreement, Contractor shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverage requirements set forth in Attachment One.

10. LEGAL REQUIREMENTS AND PERMITS; NONDISCRIMINATION

a. Legal Requirements and Permits. Contractor represents and warrants that Contractor has all licenses, permits, City Business Tax Certificate, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its occupation and provide services under this Agreement. Contractor shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. 12101, et seq.), and any regulations and guidelines issued pursuant to the ADA, which prohibits discrimination against individuals with disabilities and may require reasonable accommodations; (ii) and Labor Code Sections 1700-1775, which require prevailing wages (in accordance with DIR schedule at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code Section 1720 et seq.; (iii) OSHA; and (iv) the Immigration Reform and Control Act of 1986. Contractor shall, if requested by City, provide certification and evidence of such compliance. If Contractor is an out-of-state corporation, Contractor warrants and represents that it possesses a valid certificate of qualification to transact business in the State of California issued by the California Secretary of State pursuant to Section 2105 of the California Corporations Code.

b. Non-Discrimination. With respect to the provision of goods or services under this Agreement, Contractor agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

11. ASSIGNMENT AND SUBCONTRACTING

Contractor shall not subcontract or assign any right or obligation under this Agreement without the written consent of the City. Any attempted or purported subcontract or assignment without City's written consent shall be void and of no effect. No right under this Agreement, or claim for money due or to become due hereunder, shall be asserted against the City, or persons acting for the City, by reason of any so-called assignment of this Agreement or any part thereof and Contractor hereby agrees to indemnify and hold City harmless against any and all such claims. In the event Contractor obtains the prior written consent of City to assign monies due or to become due under this Agreement, Contractor shall provide City a copy of the instrument of assignment duly executed by Contractor, which shall contain a clause subordinating the claim of the assignee to all prior liens for services rendered or materials supplied for the

performance of work. Upon notice and request by the City, Contractor shall promptly remedy, to include termination of any subcontract as appropriate and necessary, any default or failure to perform in a satisfactory manner the work undertaken by any subcontractor. Contractor shall be fully responsible and accountable to the City for the acts and omissions of its subcontractors, and of persons directly or indirectly employed by them, to the same extent that Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City.

12. BINDING EFFECT

This Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties, subject to the provisions of Section 11, above.

13. RETENTION OF RECORDS

Contractor shall be required to retain any records necessary to document the charges for the services to be performed under this Agreement and make such records available to the City for inspection at the City's request for a period of not less than four (4) years.

14. ENTIRE AGREEMENT

This document, including all Exhibits and Attachment One, contains the entire agreement between the parties and supersedes whatever oral or written understanding the parties may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by Contractor, and by City, in accordance with applicable provisions of the Santa Rosa City Code.

15. SEVERABILITY

If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

16. WAIVER

Neither City acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

17. ENFORCEMENT OF AGREEMENT

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected

with this Agreement shall lie exclusively in the state trial court located in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

18. CONTRACTOR NOT AGENT

Except as City may specify in writing, Contractor and Contractor's personnel shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor and Contractor's personnel shall have no authority, express or implied, to bind City to any obligations whatsoever.

19. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Contractor nor Contractor's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this Agreement, and Contractor shall be issued a Form 1099 for its services hereunder. As an independent contractor, Contractor hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Contractor's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Contractor, in the performance of Contractor's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Contractor for accomplishing such results. To the extent that Contractor obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Contractor's sole discretion based on the Contractor's determination that such use will promote Contractor's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Contractor use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Contractor, such persons shall be entirely and exclusively under the direction, supervision, and control of Contractor. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working

conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor. It is further understood and agreed that Contractor shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Contractor's assigned personnel and subcontractors.

d. The provisions of this Section 19 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Contractor. Contractor may represent, perform services for, or be employed by such additional persons or companies as Contractor sees fit.

20. NOTICES

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party hereto, may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage affixed thereto, and addressed as indicated below, and depositing said envelope in the United States mail to:

City

Brandalyn Tramel
Purchasing Agent
631 First Street, 2nd Floor
Santa Rosa, California 95404
Phone: (707) 543-3706
Fax: (707) 543-3723

ADS-Myers, Inc.

Kary Myers
CEO
1390 Centerfile Lane, #D
Gardnerville, NV 89410
Phone: 530-694-2940
Fax (530-694-2959

21. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Contractor hereby represents and warrants to the City that it is (a) a duly organized and validly existing Corporation, formed and in good standing under the laws of the State of Nevada, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Contractor hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Contractor in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

Executed as of the day and year first above stated.

CONTRACTOR:

CITY OF SANTA ROSA
a Municipal Corporation

ADS-Meyers, Inc.

TYPE OF BUSINESS ENTITY:

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

By: _____

Print Name: Chris Coursey

Title: Mayor

Signatures of Authorized Persons:

APPROVED AS TO FORM:

By: 

Print Name: Kary Myers

Title: CEO

Office of the City Attorney

ATTEST:

By: 

Print Name: Jerome M. Steinbuck

Title: CFO

City Clerk

City of Santa Rosa Business Tax Cert. No.

See attached

Attachments:

- Attachment One - Insurance Requirements
- Exhibit A - Scope of Services
- Exhibit B - BAFO Compensation/Rates
- Exhibit C - Provisions

**ATTACHMENT ONE
INSURANCE REQUIREMENTS FOR
GENERAL SERVICES AGREEMENTS**

A. Insurance Policies: Contractor shall, at all times during the term of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, then hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.
4. Pollution Liability	(N/A)	If the work involves lead-based paint or asbestos identification/remediation, the policy must not contain lead-based paint or asbestos exclusions. If the work involves mold identification, the policy must not contain mold exclusion and the definition of "Pollution" in the policy must include microbial matter, including mold.

B. Endorsements:

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled by either party, except after prior written notice has been provided to the entity in accordance with the policy provisions.
2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
 - a. For any claims related to this project, Contractor's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Contractor's insurance and shall not contribute with it; and,
 - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Contractor shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

1. No policy required by this Agreement shall prohibit Contractor from waiving any right of recovery prior to loss. Contractor hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Contractor and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Contractor or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Contractor may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fromarc Insurance Agency 1156 Emerald Bay Road Suite A South Lake Tahoe CA 96150	CONTACT NAME: Christy Lyons PHONE (A/C, No, Ext): (530) 541-7797 FAX (A/C, No): (530) 541-8722 E-MAIL ADDRESS: christy@fromarc.com																					
INSURED A D S Myers Inc 1390 Centerville Lane Suite D Gardnerville NV 89410	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td style="width: 80%;">INSURER A: Liberty Mutual</td> <td colspan="2" style="text-align: center;">19704</td> </tr> <tr> <td>INSURER B:</td> <td colspan="2"></td> </tr> <tr> <td>INSURER C:</td> <td colspan="2"></td> </tr> <tr> <td>INSURER D:</td> <td colspan="2"></td> </tr> <tr> <td>INSURER E:</td> <td colspan="2"></td> </tr> <tr> <td>INSURER F:</td> <td colspan="2"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Liberty Mutual	19704		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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COVERAGES

CERTIFICATE NUMBER: CL16112103008

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		BKS1756907985	10/1/2016	10/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAS1756907985	10/3/2016	10/3/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Below certificate holder is Additional Insured on above referenced General Liability insurance policy per Additional Insured endorsement #CG 2010 0704

CERTIFICATE HOLDER

CANCELLATION

City of Santa Rosa Purchasing Finance Department Attn: Jennifer Myles 635 First Street Santa Rosa, CA 95404	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Christy Lyons/CHRIS <i>Christy Lyons</i>
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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
The City of Santa Rosa, its officers, agents, employees and volunteers City of Santa Rosa Purchasing Finance Department 635 First Street Santa Rosa, CA 95404	All
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/9/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sacco & Sacco Ins Brokerage LLC 101 Parkshore Drive, Suite 260 Folsom CA 95630	CONTACT NAME: Anthony Sacco PHONE (A/C, No, Ext): 916-932-2320 FAX (A/C, No): 916-932-2321 E-MAIL: asacco@saccolns.com ADDRESS:														
INSURED ADSMY-1 ADS-Myers, Inc. 1390 Centerville Lane Unit D Gardnerville NV 89410	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Berkshire Hathway Homestate In</td> <td style="text-align: center;">20044</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Berkshire Hathway Homestate In	20044	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER: 2097988991** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$																
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$																
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$																
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ADWC813545	1/28/2017	1/28/2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">PER STATUTE</td> <td style="text-align: center;">OTH-ER</td> <td></td> </tr> <tr> <td colspan="3">E.L. EACH ACCIDENT</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td colspan="3">E.L. DISEASE - EA EMPLOYEE</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td colspan="3">E.L. DISEASE - POLICY LIMIT</td> <td style="text-align: right;">\$1,000,000</td> </tr> </table>	X	PER STATUTE	OTH-ER		E.L. EACH ACCIDENT			\$1,000,000	E.L. DISEASE - EA EMPLOYEE			\$1,000,000	E.L. DISEASE - POLICY LIMIT			\$1,000,000
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E.L. DISEASE - POLICY LIMIT			\$1,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Work Comp Waiver of Subrogation applies per attached endorsement.

Re: Contract Janitorial Services for City of Santa Rosa Finance, Transit, Recreation & Parks and Transportation and Public Works Departments

CERTIFICATE HOLDER City of Santa Rosa Purchasing Finance Department 835 First Street Santa Rosa CA 95404	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5% of the applicable manual premium otherwise due on such remuneration subject to a policy maximum charge for all such waivers of 5% of total manual premium.

The minimum premium for this endorsement is \$350.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Specific Waiver

Person/Organization: City of Santa Rosa
Job Description: Contract Janitorial Services
Waiver Premium: 350.00

Class	State	Payroll Subject to Waiver
9008	CA	1.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 01/28/2017

Policy No.: ADWC813545

Endorsement No.:

Insured:

Premium \$

Insurance Company: Berkshire Hathaway Homestate Ins Co

Exhibit A – V(2)

Scope of Services

The following scope of services are provided to allow prospective bidders the opportunity to submit their bids for services which meet or exceeds the City's minimum requirements.

BASIC SERVICE

The following basic services shall be performed in all buildings unless otherwise specified. All equipment and materials shall be used per manufacturer's directions for each application. See the special conditions listed under each building for additional specifications which are specific to each site and may include or vary from these basic services.

Restrooms

Daily

- Fill and clean all dispensers, including soap, toilet paper, seat covers and paper towels.
- Empty, clean and disinfect all waste receptacles and insert new liners.
- Clean and disinfect all wash basins, counters, and fixtures with non-abrasive cleanser.
- Clean all mirrors, chrome, stainless steel, and polish to a shine.
- Wash and disinfect all urinals and toilets, removing stains and cleaning under rims and flush holes. Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets.
- Wash and disinfect all baby changing stations.
- Dust and spot clean with detergent all partitions, walls, bathroom stall partitions, doors, door frames, light fixtures and other surfaces.
- Sweep and damp mop floor with disinfectant detergent solution. Ensure the floors are clean around the base of the toilets and stall partitions.

Weekly

- Clean urinals and toilets with liquid toilet bowl cleaner to remove and prevent build-up of stains and deposits.
- Pour a large pail of fresh water down floor drains.
- Wash and disinfect walls, partitions, frames, doors.
-

Quarterly

- Clean and seal grout around toilets and urinals.

Shower/Locker Rooms

Daily

- Fill and clean all dispensers, including soap, toilet paper, seat covers and paper towels.
- Empty, clean and disinfect all waste receptacles and insert new liners.

- Scrub and disinfect with antifungal cleanser, all shower areas and fixtures. All surfaces shall be free of soap scum, body oils, mineral deposits, mold, mildew, stains and odors.
- Sweep and damp mop floors with disinfectant.
- Dust and spot clean lockers and benches. Benches shall be left dry.
- Dust and spot clean all doors, walls, partitions, mirrors and other surfaces.
- Clean floor drains of hair, soap and all other materials.
- Lifts mats and scrub entrances and walk ways with deck scrub brush and disinfectant cleanser.
- Remove all rubber floor mats prior to washing floors.
- Wash floor mats.

Weekly

- Clean and disinfect exterior of all lockers. Do not allow water to drip into lockers.
- Clean and disinfect all doors, walls, partitions, and benches. Leave benches completely dry.
- Pour Lab Bacteria or approved equal down floor drains.

Entry Ways, Lobbies, Hallways, Corridors, Traffic Areas, Stairs

Daily

- Vacuum all carpets.
- Dust mop floors.
- Damp mop floors.
- Spot clean carpeted floors as needed.
- Empty and clean wastebaskets, central recycling bins, and trash barrels, including those outside entrances and at all outside patios (not including pool decks), and replace liners. Wastebaskets and trash cans shall be free of stains and odors.
- Clean doors, door tracks, door glass, frames, kick plates, and windows on both sides.
- Sweep and damp mop stairways, damp wipe handrails.
- Dust and wipe clean with damp or treated cloth: partitions, walls, baseboards, counters, cabinets and all other horizontal surfaces.
- Sweep outside entryways.
- Empty and clean ashtrays, screen all sand urns. Replenish sand as needed.
- Clean drinking fountains, wiping off fingerprints.

Weekly

- Vacuum lobby furniture.

Offices, Meeting and Conference Rooms

Daily

- Dust all desks, office furniture, chairs, partitions and picture frames with a treated dust cloth. Do not move or disturb any paperwork or other materials.

- Spot clean tabletops, office furniture, fabric, and chairs. Arrange chairs and other office furniture in orderly fashion.
- Dust and spot clean doors, frames, walls, counters, sills, baseboards and partitions, glass and inside of window.
- Empty, clean and sanitize wastebaskets, and replace liners.
- Vacuum meeting and conference room carpets.
- Damp mop hard/resilient flooring in meeting and conference rooms.
- Spot clean carpeted floors as needed.

M/W/F

- Vacuum all office carpets.

Lunch Rooms, Break Rooms, Vending Areas

Daily

- Remove all trash and recyclables and replace liners. Clean and disinfect as needed. Wastebaskets shall be free of stains and odors.
- Fill and clean all dispensers.
- Vacuum all carpets.
- Dust mop floors.
- Damp mop floors.
- Damp wipe tables and chairs, and replace in orderly fashion.
- Clean and disinfect counter tops, sinks, exterior of appliances, and fixtures.
- Dust and clean doors, glass, windows, door frames, walls, partitions, sills, baseboards.
- Spot clean carpeted floors.

Elevators and Lifts

Daily

- Sweep and/or vacuum floor.
- Damp mop resilient and hard surface floors.
- Spot clean carpeted floors.
- Remove smudges, fingerprints, and graffiti from walls, rails and doors.
- Polish bright work.

Weekly

- Clean thresholds of dirt in tracks.

Other Services

Daily

- Janitorial closets and storage spaces shall be kept clean, neat and orderly.
- Spot clean walls.

- Clean, sanitize and polish drinking fountains.
- Sweep, remove debris and sanitize all exterior entrances and patios, empty garbage cans and replace liners, clean garbage cans and cigarette urns, clean exterior furniture as needed. Carry or roll all trash/recycle containers to exterior dumpster and dispose trash/recycle into dumpster. **DO NOT DRAG TRASH BAGS.**
- Clean interior windows at **Steele Lane Community Center**

Weekly

- Damp wipe all doors, walls, frames, sills, counters, baseboards, etc.
- Remove all cobwebs.

Monthly

- Spray buff resilient and hard surface floors.
- Clean window blinds.
- Scrub clean all surfaces in showers and restrooms.
- Clean interior and exterior glass entryways.

Quarterly

- Scrub, reseal and buff resilient and hard surface floors.

Semi-Annual

- Deep clean carpets.
- Wash all windows, inside and out.
- Clean air-conditioning vents.
- Clean exhaust fan vents.

Annual

- Clean vinyl, fabric, leather, plastic upholstery and chairs.

As-Needed

- Damp wipe chalk and white boards.
- Clean interior windows and glass doors.
- Maintain training checklists in English and Spanish.

Scheduling

- Schedule all monthly, quarterly, semi-annual, and annual cleaning with City staff for inspection.

DEFINITIONS

The following definitions apply unless otherwise noted.

Daily: Shall mean five (5) to seven (7) days per week, Monday through Friday, excluding holidays when service need not be performed, unless otherwise noted, between 6:30 p.m. and 5:00 a.m.

Holidays: Holidays include:

- New Year's Day January 1
- Martin Luther King Day 3rd Monday in January
- Washington's Birthday 3rd Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day First Monday in September
- Veteran's Day November 12
- Thanksgiving Day 4th Thursday in November
- Day after Thanksgiving Friday after Thanksgiving
- Christmas Day December 25

Note: Aquatic Centers are open on all Holidays except Christmas and Thanksgiving.

If a holiday falls on a Saturday, it is observed the previous Friday. If it falls on a Sunday, it is observed the following Monday.

Weekly: Shall mean one day per week.

MWF: Shall mean on Mondays, Wednesdays and Fridays.

Monthly: Shall mean once per calendar month. All such work performed and completed in the last week of each month

Quarterly: Shall mean every three calendar months. All such work to be performed and completed in the last week of September, December, March and June.

Semi-Annually: Shall mean every six calendar months. All such work to be performed and completed in the last week of April and October.

Annual: Shall be once per year, to be performed and completed in the last week of October.

As-Needed: Shall be determined by City representative.

FLOORS:

Floor Coverings: Floor coverings vary in each building. They may include, but not be limited to, carpet, vinyl, vinyl asbestos tile, terrazzo, ceramic tile, concrete, wood and resinous floor coverings. The contractor shall be responsible for performing the prescribed and appropriate cleaning method for each type of floor covering.

Carpeted Floors and Floor Mats: Vacuum carpets with an industrial grade vacuum and high efficiency bag/filter (filter down to 1 micron). Vacuum the entire carpeted area, including under chairs, tables and other easily moved items, and around furniture legs. Return moved items to their original position. Pick up staples and other hard to remove items by hand as needed. Vacuum hard to reach areas such as behind desks and furniture as needed. The carpet shall be free of visible dirt, litter, and soil.

Inspect carpet for spots and stains and remove immediately. Remove all spots and stains with an appropriate industrial grade spot removing solution using the manufacturer's recommended techniques. Use extraction machine for large spills and stains. Report any tears, burns or unraveling to the City inspector.

Steam clean or wet extract all carpets bi-annually with approved equipment and materials. Follow manufacturer's recommendations for proper cleaning procedures. Chair mats shall be moved prior to carpet extraction. Use Envirox Carpet Complete, or approved equal, as the cleaning solution. Use turbo fans to completely dry carpet before reinstalling chair mats. Use clean and disinfected vacuums and buffers/pads at all times. Provide at least 48 hours' notice to City representative prior to performing this service at each location. City approval of work schedule must be received before proceeding.

Resilient and Hard Surface Floors: All resilient and hard surface floors shall be swept or vacuumed daily. These floors shall then be damp mopped with clean mop and approved cleanser. Chairs, trash containers, and other easily movable items shall be moved, cleaned underneath and placed back in an orderly fashion. Upon completion, the entire surface shall be free of mold, mildew, litter, soil, dust and foreign matter, stains, streaks, film, standing water, and splash marks. Put out wet floor warning signs while work is in progress and until floor is dry.

Spray buff floors monthly with floor machine and buffing pad. Apply a thin film of polish then buff while moist to remove black marks, scuffs, stains, and scratches. Dust and wet mop the floor first, and dust mop the floor when done spray buffing.

Strip and seal the restroom floors, bi-annually, with Hillyard Stronguard, or approved equal. Strip and seal all other floors, with Hillyard Hiltex, or approved equal. Move furniture out of the way to wash the walls and dust-mop the floor. Put out wet floor warning signs while work is in progress and until floor is dry and ready for traffic. Strip entire floor including corners and edges until all waxes, sealants and cleaning agents are removed. Rinse floor until all soil and cleaning agents are removed. Inspect floor to be sure all wax, sealant, dirt, cleaning agents and streaks are removed. Baseboards, furniture, door and window frames, walls and corners should be cleaned as well as the floor. Apply three coats of Hillyard Expediter, or equivalent finish and buff final coat. Finish should be clear in color, have no streaks, and resist dirt and soil.

Resinous Floors: (Opoxy-non-slip) Scrub and was with disinfectant.

WOOD FLOORS:

Daily Maintenance

1. Vacuum and clean walk-off mats daily to maximize their effectiveness.
2. Dust mop floors daily to remove all dust, grit and other abrasive particles.

Replace dust mop as needed. ***Note:** DO NOT TREAT DUST MOP WITH ANY CHEMICALS.

3. Spot clean heavy traffic areas with a Bona® Professional Series Mop and Bona® Professional Series Hardwood Floor Cleaner, or approved equal.
4. Use Bona® Professional Series Hardwood Floor Cleaner to remove heel, scuff marks and Spills.
5. No standing water should be left on any hard wood floors.

Quarterly Maintenance

1. Vacuum or dust mop floor to make sure floor is free of all dust, grit and abrasive particles prior to Buffing floor. This will prevent any grit or dust from getting trapped beneath the buffer and leaving scratches.
2. With a 175 rpm buffer and a white polishing pad lightly mist an **8 x 8 area** with Bona® Professional Series Hardwood Floor Cleaner, or approved equal.
3. Remove any dirty residue immediately with a slightly water-dampened Bona® Professional Series Mop with a Microfiber Cleaning Pad, or approved equal. Move on to the next section. Periodically replace the buffing pad and Microfiber Cleaning Pad as they become soiled. No standing water can be left on floor.
4. If it was necessary to move fixtures or furniture during the deep cleaning, make sure they are lifted and placed back into position rather than sliding across the floor.

DEFINITION OF TERMS

- | | |
|-------------------|---|
| Clean: | Remove all dirt, stains and marks with approved cleaner. |
| Sweep: | Remove all loose dirt and litter with sweeping tool and treated cloth; in places difficult to sweep, use brush or vacuum. |
| Damp Wipe: | Remove all surface dirt with a damp cloth. |
| Damp Mop: | Remove all surface dirt and stains with a mop and warm water containing detergent or floor cleaner as required and rinse. Change water frequently in bucket for effective cleaning. |
| Dust: | Remove all loose dirt and debris. Treated cloths shall be used. |
| Vacuum: | Remove all surface and embedded dirt with a high efficiency filter suction cleaner (Filtering down to particles 1 micron in size). |
| Scrub: | Remove all dirt, stains and marks with an approved cleaner using a floor machine equipped with scrubbing pads, or deck scrub brush. |

Strip: Remove accumulation of old floor finish, all surface dirt, stains and marks. Rinse and dry.

Wax: Apply coats, as needed, of approved floor finish.

Spray-Buffer: Use floor machine equipped with spray buff pad. Apply solution and buff until dry.

Hi-Speed Buffing: Hi-speed buffing machine shall be used to apply protective sheen on wax floors where specified.

Ceramic Tile Sealer: Apply protective sealer finish which adds luster but does not build up on floor surface.

SPECIAL PROVISIONS

General: The work covered under this specification consists of performing all operations in connection with the accomplishment of janitorial services in the buildings. The contractor shall furnish all labor, supplies, materials, equipment and supervision to perform satisfactory services as specified herein, at the frequencies and times identified within.

Qualification of Contractor: Bids will be considered only from responsible organizations or individuals now or recently engaged in the performance of building janitorial service contracts comparable to those described herein. In order to determine qualifications, each bidder shall furnish a narrative statement listing comparable contracts in size which has been performed during the last three (3) years, together with a general history of his operating organization and a minimum of five (5) references for comparable contracts.

In addition, the contractor shall furnish a statement of financial resources, showing the ability to maintain a staff of regular employees adequate to insure continuous performance of work, and demonstrate that the equipment for the work contemplated is sufficient, adequate and suitable. Competency in performing comparable janitorial contracts, demonstration of acceptable financial, personnel and equipment resources will be considered in the selection of contractor for award.

Service Calls: Contractor shall provide adequate staff to respond to service calls during building(s) operating hours AND during the Contractor's regular cleaning schedule. Contractor shall detail in its QCP how it will monitor and respond to service calls.

Service calls shall be monitored and satisfactorily responded to in a timely manner. Contractor shall include a method of recording requests, the time to complete the service call, and the corrective action taken. These records shall be made available for review by the COR.

Service calls that the COR determines to be urgent (spilled water in traffic areas, lack of toilet supplies, etc.) shall be handled immediately.

Communication: The Contractor shall provide all means of communication via email. Any phone calls for emergency services must be followed up by summary of discussion via email to the CO or COR, with a copy to the designated Purchasing Contract Manager.

Qualification of Employees: The City of Santa Rosa may require dismissal from the work those employees whom he deems incompetent, careless or otherwise objectionable to the public interest. The contractor shall fill out at commencement of the contract a complete list of all employees assigned to perform the contract work. All of the Contractor's employees will be required to wear a company uniform, identifying contractor and employee, and shall carry proper visible identification on their person at all times. Contractor shall notify the facility manager at each service location or his/her representative immediately in writing of all changes in contract personnel by submitting name and address of employee and effective date of employment or termination. When in the opinion of the City, an employee does not constitute a satisfactory security risk; his employment on the contract will be denied.

The Santa Rosa Police Department will run security checks of all personnel assigned to the Public Safety Building. The following information must be provided to the SRPD seven (7) days prior to starting work:

- a. Full Name
- b. Social Security Number
- c. California Drivers License or I.D. number
- d. Birth Date
- e. Address

The records check will include finger printing; Department of Justice wanted person system, California Drivers License check, Sonoma County warrant check and review of any local record. The City will be responsible for the costs associated with this process.

The City will implement a check system for all janitors assigned to the Public Safety Building which will require each janitor to check in at the front counter every day to pick up keys/access cards and identification badge, and to turn in the keys/access cards to the counter at the end of each shift. No keys are to leave the building at any time.

Workmanship, Materials & Equipment: Unless otherwise provided in the contract requirements and specifications, the contractor shall furnish all labor, materials and equipment for satisfactory contract performance. When not specifically identified in the specifications, such materials and equipment shall be of suitable type and grade for the purpose. Each item or article shall be subject to inspection and/or test and approved by the facility manager at each service location or his/her representative when so required. All workmanship shall be subject to the inspection and approval of the facility manager at each service location or his/her representative. All necessary cleaning equipment including power driven floor scrubbing machines, waxing and polishing machines, industrial-type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract shall be furnished by the contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the facility manager at each service location or his/her representative. Equipment deemed by the facility manager at each service location or his/her representative to be of improper type of design or inadequate for the purpose intended shall be replaced.

All products used by the contractor shall meet all EPA and Cal OSHA standards and be U.S. Green Building Council approved. The City will not be held liable for contractor's failure to comply this requirement. All supplies used must be approved by the Facilities Maintenance Coordinator. All products/chemicals will have proper identifying labels affixed to them as well as secondary containers (i.e. spray bottles). Any chemical used in the performance of the contract work shall have the appropriate Material Safety Data Sheet (MSDS) in a labeled safety binder in each area/closet in which they are stored. Copies of all MSDSs for each building will be supplied to the City Facilities Maintenance Coordinator at the start of the contract. Failure to comply will result in immediate removal of said product(s)/Chemical(s) by the contractor.

Changes: The City may at any time, by Amendment, give written notice delete or add to the work as set forth in the scope of work. If such changes cause an increase or decrease in the amount due under the contract, an equitable adjustment shall be made and the contract amended in writing accordingly.

Supervision: The contractor shall arrange for daily on site supervision of the employees performing the contract work. The contractor or his supervisors shall be available at all times while the contract work is in progress and during the day when the buildings are occupied by the City to receive instructions from the facility manager at each service location or his/her representative. The contractor's supervisor shall be fully and adequately trained and have

experience in cleaning supervision, sufficient in scope to meet the approval of the Facilities Manager or his/her representative.

Contractor's supervisor will be required to perform daily inspections of all buildings serviced under the contract. The contractor's supervisory personnel shall be able to communicate clearly in the English language and with non-English speaking personnel who may be employed by the contractor to perform the services described in the contract.

Contractor's employees shall not be accompanied in their work area by acquaintances, family members or any other person that is not on site as an employee to provide services.

Inspection of Premises: The contractor shall inform each employee that the employee shall be required to sign a "Verification of Services Performed Log" each day after his work is complete and record the time they started and finished their work for the day. This log will be located at each service location specified herein. This log shall also be signed by the supervisor at that location. The supervisor shall inspect and rate the level of service performed that day. The log shall be posted at all times. There shall be no exception to this requirement.

The contractor shall accompany the City's CO or COR on scheduled and non-scheduled inspection tours of the buildings and/or sites when requested by the facility manager or his/her representative at each service location. Inspections will be scheduled for 7:00 A.M. each Tuesday until further notice.

Protection & Damage: The contractor shall be responsible for the protection of all existing vegetation, equipment and facilities and shall, at his own expense, repair or restore any damages caused by the actions or negligence of his employees, within a 24-hour period. If he fails or refuses to make such repairs or restorations, the City may have the work accomplished under separate contract and deduct the cost from this contract price.

The contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the contract. He shall observe all pertinent safety practices and comply with any applicable safety regulations. In addition to City furnished supplies, all products used by the contractor in performance of the contract shall meet the appropriate EPA and Cal OSHA Standards. The City will not be held liable should contractor fail to comply with said standards. All supplies used must be approved by the City's Facility Maintenance Coordinator. All products/chemical containers (i.e. spray bottles) will be properly labeled. Material Safety Data Sheets (MSDS) must be kept in a labeled safety binder in the area where said chemical are stored. Copies of all MSDSs for each building will be supplied to the facility manager at the start of the contract. Failure to comply with this requirement will result in immediate removal of said product/chemical by contractor.

Storage Space: The City will assign a limited amount of space available in the buildings for the storage of the contractor's supplies and equipment. Contractor shall keep this space in a neat and orderly condition. The City will not be responsible in any way for damage or loss of the contractor's stored supplies or equipment or the contractor's employees' personal belongings brought into the building.

Conduct of Work: The contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets or using telephones, radio equipment, or office equipment provided for official City use. No equipment shall be unplugged without prior City approval.

Weekend & Holiday Work: All work necessary to be performed on Saturdays, Sundays, or legal holidays, except for that as may be required in the specifications, shall be performed without additional expense to the City, and shall be authorized by the facility manager at each location or his/her representative.

Security: All spaces shall be locked and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. Keys required by the contractor will be furnished by the City to designated contractor employee on a custody receipt and shall be returned to the City on demand. Any loss of keys must be reported to the City representative immediately. A charge of twenty-five dollars (\$25.00) will be made for each lost key. Keys are to be made only by the City. Should a lost or stolen key jeopardize the security of the City facility, the contractor shall be totally responsible for all costs incurred by the City in re-keying the lock system. Contractor is advised that this process could be quite costly. Electronic security system (where installed) shall be properly disarmed and armed each time after-hours access is made. All exiting doors are to remain locked while the contractor is in the space. Do not block open occupant or exterior doors for any reason. Do not assist entry of anyone except contractor, employees or Police/Fire personnel. Close and lock any exterior windows.

City Furnished Supplies: The City will maintain a supply of paper towels, liquid soap, toilet tissue and toilet seat covers, feminine products, and 55 gallon size plastic trash liners. Plastic trash liner for waste paper baskets and smaller trash containers, and sanitary liners shall be the responsibility of the contractor. Estimated usage is 9 cases of liners 24 x 32 per month, and 2 cases of sanitary liners per month. The contractor will be responsible for replenishing all the supplies for the restrooms from City warehouse inventory supplies.

The City has an Environmentally Preferable Purchasing Policy (EPP), see link below:

http://srcity.org/environmental_stewardship/eps/Pages/default.aspx

Energy Conservation: Contractor shall instruct all employees performing work within the facility to utilize methods which will maximize energy conservation. This shall include the turning on of light fixtures ONLY IN THE AREAS where work is in progress, and turning off all lights when work is completed.

Alarm System: Where applicable, the contractor may be charged, at the City's determination, one hundred dollars (\$100.00) per call-out should contractor, while in the process of entering or leaving the facility, misuse the security alarm system.

Cleaning Quality Requirements: Services performed under this contract shall be subject to inspection and approval of the facility manager at each service location or his/her representative. First quality cleaning will be required. Careless performance of the contract work will not be tolerated. Unsatisfactory work will be called to the attention of the contractor and will be required to correct the work deficiencies within four (4) hours, and improve the overall work results to the satisfaction of the facility manager or his/her representative. Contractor shall respond to the work site within one (1) hour should unsatisfactory work cause an emergency condition as determined by the City. Failure by the contractor to comply with such requests will result in either the corrective work being performed by other means and the cost charged to the contractor, or in termination of contract. Contractor shall provide a telephone number for emergency calls and must respond within 15 minutes with a phone call back.

At the City's discretion, in the event that unsatisfactory performance is not corrected within four (4) hours, the City shall have the immediate right to complete the work with City personnel (at the employee hourly billable rate), or outside contractor (invoice for service) to its satisfaction, and shall deduct the cost incurred from any balances due or to become due to the Contractor. An additional penalty deduction may be applied in the amount of one (1) days percentage of the monthly total for a given area will be assessed for each days non-performance for recovering City costs to correct the deficiency.

Cleaning Schedule(s): The successful contractor will be required to furnish to each facility manager or his/her representative, a yearly work schedule(s) of all cleaning tasks that are not performed on a daily basis. This schedule(s) shall be provided to the City by the CONTRACTOR no later than **July 30, 2017**. The schedule shall identify the dates each service is to be provided in each building for the calendar year.

Cleaning Hours: All work shall be performed between 6:30 P.M. and 5:00 A.M. Monday through Friday, unless otherwise noted. Periodic work may be performed weekends and holidays in addition to the above hours, unless otherwise noted, but shall not reduce regular night duties or minimum daily hours.

NOTE: *The CONTRACTOR shall be aware of current meeting schedules, holidays and other work routines within the facility and conduct his work in such a manner as to cause no interference with the execution of City business.*

Recyclable Materials: The contractor will be required to deposit all recyclable paper, cans, and all other recyclables in the appropriate containers for that facility. The recycled material containers shall be emptied when full into the appropriate bin. Detailed instructions are listed in the Specifications section of the Invitation.

Specialized/Miscellaneous One Time Services: A contingency amount will be allocated for miscellaneous additional services requested throughout the term of the contract. The contingency amount is not a guarantee for services, only identified for miscellaneous services that may be required on an as needed basis throughout the term of the agreement. A quote will be provided and approved by the City before services can begin. Services will be completed on a time and materials basis and billed separately from the contract. Invoices will be processed against the contingency rather than be included in the monthly summary billing.

Miscellaneous Hourly Rates: Please identify in **Exhibit "B"** your proposal the hourly rates that will apply for specialized/miscellaneous services, Hourly, Overtime Hourly, and Holiday Hourly.

New Monthly Services: All newly requested ongoing monthly services will be addressed through an Amendment to the contract. Services cannot begin until Contractor has received an executed Amendment authorizing services to begin.

LOCATIONS

Location No.	Location Description																						
1	<p>CITY HALL 100 Santa Rosa Avenue Santa Rosa, CA 95404</p> <p><u>General Description:</u> The City Hall houses the administrative and other offices of the various departments of the City of Santa Rosa and includes a Council Chamber for public meetings. The building is a multi-level complex clustered around a central plaza. Floor space to be maintained is approximately 38,464 square feet and is comprised of the following:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Type of Space</u></th> <th style="text-align: right;"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Office</td> <td style="text-align: right;">20,814</td> </tr> <tr> <td>Conference</td> <td style="text-align: right;">2,270</td> </tr> <tr> <td>Aisle-Way</td> <td style="text-align: right;">6,340</td> </tr> <tr> <td>Lobby</td> <td style="text-align: right;">2,086</td> </tr> <tr> <td>Council Chamber</td> <td style="text-align: right;">3,422</td> </tr> <tr> <td>Library</td> <td style="text-align: right;">288</td> </tr> <tr> <td>Lounge</td> <td style="text-align: right;">923</td> </tr> <tr> <td>Print Shop & Copy Ctr.</td> <td style="text-align: right;">1,163</td> </tr> <tr> <td>Restrooms 17)</td> <td style="text-align: right;"><u>1,158</u></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">38,464</td> </tr> </tbody> </table> <p>Floor covering is approximately 36,664 square feet of carpet and 1,800 square feet of linoleum tile.</p> <p><u>Cleaning Hours:</u> Daily cleaning as defined (Monday through Friday). All janitorial cleaning services in the Council Chambers will be performed after scheduled meetings. Lounge and two public restrooms shall be cleaned on Sundays in addition to regular schedule. Cleaning Hours between 6:30pm and 5am.</p> <p><u>City Council Chambers:</u> Dust and clean countertops and podiums daily. Vacuum carpets and empty trash daily.</p> <p><u>Areas to be Cleaned:</u> All areas except mechanical and electrical rooms, storage rooms in Wing 12, records rooms in Wing 1 and Wing 9, and retention area in Wing 13. Clean exterior handrails weekly.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Office	20,814	Conference	2,270	Aisle-Way	6,340	Lobby	2,086	Council Chamber	3,422	Library	288	Lounge	923	Print Shop & Copy Ctr.	1,163	Restrooms 17)	<u>1,158</u>	Total:	38,464
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2	<p>CITY HALL ANNEX 90 Santa Rosa Avenue Santa Rosa, CA 95404</p> <p>General Description: The City Hall Annex office complex is a two-story structure housing the activities of the Administrative Services and Housing and Redevelopment Departments. Floor space to be maintained is approximately 22,430 square feet and is comprised of the following:</p> <table data-bbox="617 546 1128 1039"> <thead> <tr> <th><u>Type of Space</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr><td>Modular office space</td><td>12,600</td></tr> <tr><td>Private office space</td><td>3,000</td></tr> <tr><td>Restrooms (8)</td><td>800</td></tr> <tr><td>Canteen</td><td>650</td></tr> <tr><td>Meeting rooms</td><td>1,300</td></tr> <tr><td>Janitorial rooms</td><td>100</td></tr> <tr><td>Special equipment</td><td>800</td></tr> <tr><td>Training room</td><td>450</td></tr> <tr><td>Kitchen</td><td>360</td></tr> <tr><td>Deck</td><td>850</td></tr> <tr><td>Computer room</td><td>480</td></tr> <tr><td>Printer room</td><td>858</td></tr> <tr><td>Tech work area</td><td>182</td></tr> <tr><td>Total:</td><td>22,430</td></tr> </tbody> </table> <table data-bbox="617 1060 1128 1333"> <thead> <tr> <th><u>Type of Material</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr><td>Carpet</td><td>17,700</td></tr> <tr><td>Ceramic tile</td><td>800</td></tr> <tr><td>Vinyl tile</td><td>1,192</td></tr> <tr><td>Deck coating</td><td>850</td></tr> <tr><td>Computing flooring</td><td>1,338</td></tr> <tr><td>Quarry tile</td><td>450</td></tr> <tr><td>Concrete</td><td>100</td></tr> <tr><td>Total:</td><td>22,430</td></tr> </tbody> </table> <p>Areas to be Cleaned: The entire building is included under this contract with the following exceptions: Basement, Mechanical Room and Electrical Rooms. (Except encoder room)</p> <p>Cleaning Hours: Daily cleaning as defined (Monday through Friday). Cleaning Hours between 6:30pm and 5am.</p> <p>Computer Room: The second floor computer room is a secured area. No janitorial access is permitted without City Staff supervision. Sweep and damp mop raised flooring upon request. Vacuum under flooring of computer room and printer room bi-annually, when arranged by City Staff.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Modular office space	12,600	Private office space	3,000	Restrooms (8)	800	Canteen	650	Meeting rooms	1,300	Janitorial rooms	100	Special equipment	800	Training room	450	Kitchen	360	Deck	850	Computer room	480	Printer room	858	Tech work area	182	Total:	22,430	<u>Type of Material</u>	<u>Square Feet</u>	Carpet	17,700	Ceramic tile	800	Vinyl tile	1,192	Deck coating	850	Computing flooring	1,338	Quarry tile	450	Concrete	100	Total:	22,430
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	<p>Deck: The second floor exterior deck shall be swept daily. Deck tables and chairs shall be cleaned daily. Empty trash cans daily.</p> <p>Center Stairs: Clean all rails and base daily.</p> <p>Basement Encoder and File Rooms: Vacuum and empty trash, Monday, Wednesday and Friday of each week.</p>																																																

Location No.	Location Description																
3	<p>SONOMA COUNTY HISTORICAL MUSEUM 425 Seventh Street Santa Rosa, CA 95404</p> <p>General Description: The Sonoma County Historical Museum, owned by the City of Santa Rosa, is a remodeled historical structure, built in 1909 to serve as a Federal Post Office. Its conversion to a museum took place in 1985. There are two floors and a basement in use.</p> <p>Floor space to be maintained by the janitorial service totals approximately 7,085 square feet. A breakdown of this space is as follows:</p> <table data-bbox="609 640 1128 913"> <thead> <tr> <th data-bbox="609 640 787 672"><u>Type of Space</u></th> <th data-bbox="974 640 1128 672"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="609 693 673 724">Office</td> <td data-bbox="1031 693 1096 724">1,200</td> </tr> <tr> <td data-bbox="609 724 771 756">Restrooms (4)</td> <td data-bbox="1047 724 1096 756">560</td> </tr> <tr> <td data-bbox="609 756 755 787">Exhibit Area</td> <td data-bbox="1031 756 1096 787">3,185</td> </tr> <tr> <td data-bbox="609 787 860 819">Vestibule and Portico</td> <td data-bbox="1031 787 1096 819">1,140</td> </tr> <tr> <td data-bbox="609 819 876 850">Aisles, Halls and Stairs</td> <td data-bbox="1047 819 1096 850">300</td> </tr> <tr> <td data-bbox="609 850 966 882">Miscellaneous & break kitchen</td> <td data-bbox="1031 850 1096 882"><u>700</u></td> </tr> <tr> <td data-bbox="609 882 673 913">Total:</td> <td data-bbox="1031 882 1096 913"><u>7,085</u></td> </tr> </tbody> </table> <p>Areas to be Cleaned: All areas including basement restrooms, basement meeting area and stairs/hallway to these areas, except remaining basement, are to be cleaned.</p> <p>Cleaning Hours: Provide service three days per week, Wednesday, Friday, and Sunday. Contractor to coordinate hours to provide cleaning after periodic evening events such that museum is cleaned before 8:00 A.M. the next day. Cleaning Hours between 6:30pm and 5am.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Office	1,200	Restrooms (4)	560	Exhibit Area	3,185	Vestibule and Portico	1,140	Aisles, Halls and Stairs	300	Miscellaneous & break kitchen	<u>700</u>	Total:	<u>7,085</u>
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4	<p>PUBLIC SAFETY BUILDING 965 Sonoma Avenue Santa Rosa, CA 95404</p> <p>General Description: The City of Santa Rosa's Police headquarters at the Public Safety Building on 955 Sonoma Avenue is a two-story structure housing all activities of the Police Department. This part of the structure is three quarters of the total Public Safety Building complex. The total complex includes the Fire Department and an equipment building.</p> <p>Floor space to be maintained by the janitorial services in the Police headquarters totals 26,355 square feet. A breakdown of this space is as follows:</p> <table border="0" data-bbox="688 684 1105 1045"> <thead> <tr> <th><u>Type of Space</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Lobby</td> <td>2,392</td> </tr> <tr> <td>Office</td> <td>7,819</td> </tr> <tr> <td>General Use</td> <td>3,438</td> </tr> <tr> <td>Restrooms (10)</td> <td>1,458</td> </tr> <tr> <td>Conference</td> <td>1,928</td> </tr> <tr> <td>Lockers</td> <td>1,466</td> </tr> <tr> <td>Lounge</td> <td>167</td> </tr> <tr> <td>Aisles, Halls, Stairs</td> <td>5,047</td> </tr> <tr> <td>Exercise Room</td> <td><u>1,200</u></td> </tr> <tr> <td>Total:</td> <td>24,916</td> </tr> </tbody> </table> <p>Certain portions of the Public Safety Building are used for record storage. These areas, plus equipment rooms, small storage rooms, property and evidence storage, narcotics laboratory and arsenal, will not be maintained by the janitorial service.</p> <p>Floor coverings of spaces to be maintained are as follows:</p> <table border="0" data-bbox="667 1230 1130 1394"> <thead> <tr> <th><u>Type of Material</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Quarry Tile</td> <td>1,978</td> </tr> <tr> <td>Vinyl</td> <td>957</td> </tr> <tr> <td>Carpet</td> <td><u>21,981</u></td> </tr> <tr> <td>Total:</td> <td>24,916</td> </tr> </tbody> </table> <p>Cleaning Hours: Daily work Monday through Friday for the entire building, plus all daily work listed in the schedule, for the entire first floor, and the second floor Communications Center, shall also be accomplished on Saturdays, Sundays, and holidays. This work schedule may be altered by obtaining prior approval of the Facilities Maintenance Coordinator. Cleaning of second floor over the fire station shall be performed daily between 5:00 P.M. and 10:00 P.M., and shall include first floor entries and stairs.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Lobby	2,392	Office	7,819	General Use	3,438	Restrooms (10)	1,458	Conference	1,928	Lockers	1,466	Lounge	167	Aisles, Halls, Stairs	5,047	Exercise Room	<u>1,200</u>	Total:	24,916	<u>Type of Material</u>	<u>Square Feet</u>	Quarry Tile	1,978	Vinyl	957	Carpet	<u>21,981</u>	Total:	24,916
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	<p>Trash Receptacles: All trash receptacles serving the PSB will be emptied daily.</p> <p>Exercise Room: Dust Equipment daily, damp-wipe weekly.</p> <p>Recycling: Take large green recycling containers to curb located on Sonoma Avenue, between the parking driveways every Tuesday evening and return container every Wednesday evening by 6:00 P.M.</p>																																

	<p>Skylights: Wash exterior skylights on both sides over entries every six months. Remove cobwebs from awnings, walls and sweep clean all entryway areas every three (3) months.</p>
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Location No.	Location Description														
5	<p>MUNICIPAL SERVICES CENTER NORTH 55 Stony Point Road Santa Rosa, CA 95401</p> <p>General Description: The City of Santa Rosa's Municipal Service Center North is a multiple use facility providing shops, warehousing, and office space primarily for the City's field service operations. Located on a 19 acre site, there are five major buildings with a gross square footage of 63,750 square feet. Janitorial services will be limited to the following:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Type of Space</u></th> <th style="text-align: center;"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Office, Hall, Conference, Etc.</td> <td style="text-align: center;">6,969</td> </tr> <tr> <td style="text-align: center;">Lobby</td> <td style="text-align: center;">557</td> </tr> <tr> <td style="text-align: center;">Restrooms (11ea)</td> <td style="text-align: center;">1,240</td> </tr> <tr> <td style="text-align: center;">Locker Room</td> <td style="text-align: center;">1,823</td> </tr> <tr> <td style="text-align: center;">Day Rooms</td> <td style="text-align: center;">845</td> </tr> <tr> <td style="text-align: center;">Total:</td> <td style="text-align: center;">11,435</td> </tr> </tbody> </table> <p>Areas to be cleaned include, administrative building offices, lobby, and restrooms; lab building offices, shop building restrooms, lockers, hallways, and lunch room; and garage building offices, central hallway, stairs, landings and restrooms, and entire upstairs area. Also service two (2) large sinks and restroom in garage area.</p> <p>Hours: Daily Monday through Friday. Cleaning Hours between 6:30pm and 5am.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Office, Hall, Conference, Etc.	6,969	Lobby	557	Restrooms (11ea)	1,240	Locker Room	1,823	Day Rooms	845	Total:	11,435
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6	<p>MUNICIPAL SERVICE CENTER SOUTH 69 Stony Circle Santa Rosa, CA 95401</p> <p>General Description: The City of Santa Rosa office complex located at 69 Stony Circle, Santa Rosa, CA 95401 is a single-story structure housing the activities of the Public Works and Water Departments. Floor space to be maintained is approximately 26,801 square feet and is comprised of the following:</p> <table border="0"> <thead> <tr> <th data-bbox="659 590 837 617"><u>Type of Space</u></th> <th data-bbox="922 590 1073 617"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr><td>Modular Office Space</td><td>17,996</td></tr> <tr><td>Private Office Space</td><td>2,086</td></tr> <tr><td>Restrooms (4ea)</td><td>638</td></tr> <tr><td>Break Room</td><td>900</td></tr> <tr><td>Meeting Rooms</td><td>1,070</td></tr> <tr><td>Interview Rooms</td><td>314</td></tr> <tr><td>Storage Rooms</td><td>635</td></tr> <tr><td>Training Rooms</td><td>918</td></tr> <tr><td>Library</td><td>374</td></tr> <tr><td>Archives</td><td>934</td></tr> <tr><td>Janitor's Room</td><td>135</td></tr> <tr><td>Special Equipment</td><td>343</td></tr> <tr><td>Maintenance Room</td><td>132</td></tr> <tr><td>Mail Room</td><td>186</td></tr> <tr><td>Vestibule</td><td><u>140</u></td></tr> <tr><td>Total</td><td>26,801</td></tr> </tbody> </table> <p>Floor Covering of the areas to be maintained are as follows:</p> <table border="0"> <thead> <tr> <th data-bbox="646 1226 824 1253"><u>Type of Space</u></th> <th data-bbox="922 1226 1073 1253"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr><td>Quarry Tile</td><td>638</td></tr> <tr><td>Vinyl Reinforced Tile</td><td>3,296</td></tr> <tr><td>Carpet</td><td><u>22,867</u></td></tr> <tr><td>Total</td><td>26,801</td></tr> </tbody> </table> <p>Areas to be cleaned: All areas except mechanical rooms, electrical rooms, and maintenance room are to be cleaned. Bonnet clean carpets.</p> <p>Cleaning Hours: Daily (Monday through Friday). Cleaning Hours between 6:30pm and 5am.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Modular Office Space	17,996	Private Office Space	2,086	Restrooms (4ea)	638	Break Room	900	Meeting Rooms	1,070	Interview Rooms	314	Storage Rooms	635	Training Rooms	918	Library	374	Archives	934	Janitor's Room	135	Special Equipment	343	Maintenance Room	132	Mail Room	186	Vestibule	<u>140</u>	Total	26,801	<u>Type of Space</u>	<u>Square Feet</u>	Quarry Tile	638	Vinyl Reinforced Tile	3,296	Carpet	<u>22,867</u>	Total	26,801
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7	<p>RIDGWAY SWIM CENTER 455 Ridgway Avenue Santa Rosa, CA 95404</p> <p>General Description: The City of Santa Rosa's Ridgway Swim Center is a one-story complex consisting of administrative offices, activity rooms, locker and dressing rooms. Total space to be maintained is approximately 4,100 square feet. Usage of facility drastically increases during the summer.</p> <p>Areas to be Cleaned: All areas except mechanical rooms, electrical rooms. Locker/dressing rooms, lift and clean under mats daily. Sweep and mop with disinfectant.</p> <p>Cleaning Hours: All work shall be performed between 11:00 P.M., and 5:00 A.M., seven days a week, including holidays except Thanksgiving Day, Christmas Day and New Year's Day.</p>

Location No.	Location Description
8	<p>MULTI-WIDE MOBILE OFFICE UNIT 2126 West College Avenue Santa Rosa, CA 95401</p> <p>General Description: The Multi-Wide Mobile Office Unit are three portable buildings currently being used by the Fire Department. They are one story units consisting of private offices, conference room, restrooms and open office space. There are two single staff restrooms and two double stall/sink restrooms with a shower stall. Total space to be maintained is approximately 5,100 square feet with vinyl tile flooring and carpeting.</p> <p>Cleaning Hours: Daily Monday through Friday service. Cleaning Hours between 6:30pm and 5am.</p>

Location No.	Location Description																																																				
9	<p>FINLEY COMMUNITY CENTER 2060 West College Avenue Santa Rosa, CA 95401</p> <p>General Description: The City of Santa Rosa's Finley Community Center is a multiple use facility designed to meet the social, recreational and educational needs of the community. It is a one-story complex consisting of administrative offices; auditorium, activity and conference rooms; exercise, locker and dressing rooms; lounge areas and kitchens. Total space to be maintained is approximately 22,600 square feet broken down as follows:</p> <table border="0"> <thead> <tr> <th data-bbox="607 617 786 646"><u>Type of Space</u></th> <th data-bbox="1000 617 1149 646"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="607 669 841 730">Office, Reception, & Conference Rooms</td> <td data-bbox="1019 703 1084 730">1,701</td> </tr> <tr> <td data-bbox="607 732 678 760">Lobby</td> <td data-bbox="1019 732 1084 760">3,332</td> </tr> <tr> <td data-bbox="607 762 831 789">Hallways, Galleries</td> <td data-bbox="1019 762 1084 789">2,055</td> </tr> <tr> <td data-bbox="607 791 954 852">Restrooms (6ea), & Showers/locker areas (2ea)</td> <td data-bbox="1019 825 1084 852">1,584</td> </tr> <tr> <td data-bbox="607 854 808 882">Kitchens, Lounge</td> <td data-bbox="1019 854 1084 882">1,470</td> </tr> <tr> <td data-bbox="607 884 782 911">Activity Rooms</td> <td data-bbox="1019 884 1084 911">2,582</td> </tr> <tr> <td data-bbox="607 913 831 940">Arts & Crafts Areas</td> <td data-bbox="1045 913 1084 940">816</td> </tr> <tr> <td data-bbox="607 942 734 970">Auditorium</td> <td data-bbox="1019 942 1084 970">5,082</td> </tr> <tr> <td data-bbox="607 972 782 999">Exercise Areas</td> <td data-bbox="1019 972 1084 999">3,680</td> </tr> <tr> <td data-bbox="607 1001 889 1029">Locker/Dressing Rooms</td> <td data-bbox="1045 1001 1084 1029">260</td> </tr> <tr> <td data-bbox="607 1031 669 1058">Total</td> <td data-bbox="1006 1031 1084 1058">22,562</td> </tr> </tbody> </table> <p>Type of floor space and floor coverings are broken down as follows:</p> <table border="0"> <thead> <tr> <th data-bbox="630 1152 831 1182"><u>Type of Material</u></th> <th data-bbox="1000 1152 1149 1182"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="630 1205 737 1232">Concrete</td> <td data-bbox="1045 1205 1084 1232">120</td> </tr> <tr> <td data-bbox="630 1234 841 1262">Cushioned carpet</td> <td data-bbox="1019 1234 1084 1262">1,350</td> </tr> <tr> <td data-bbox="630 1264 831 1291">Concrete, scored</td> <td data-bbox="1045 1264 1084 1291">930</td> </tr> <tr> <td data-bbox="630 1293 711 1320">Carpet</td> <td data-bbox="1019 1293 1084 1320">6,791</td> </tr> <tr> <td data-bbox="630 1323 776 1350">Carpet/Vinyl</td> <td data-bbox="1045 1323 1084 1350">756</td> </tr> <tr> <td data-bbox="630 1352 782 1379">Ceramic Tile</td> <td data-bbox="1019 1352 1084 1379">1,245</td> </tr> <tr> <td data-bbox="630 1381 831 1409">Cushioned wood</td> <td data-bbox="1019 1381 1084 1409">3,240</td> </tr> <tr> <td data-bbox="630 1411 831 1438">Floor mat/carpet</td> <td data-bbox="1045 1411 1084 1438">228</td> </tr> <tr> <td data-bbox="630 1440 766 1467">Quarry Tile</td> <td data-bbox="1019 1440 1084 1467">2,065</td> </tr> <tr> <td data-bbox="630 1470 831 1497">Resinous flooring</td> <td data-bbox="1045 1470 1084 1497">338</td> </tr> <tr> <td data-bbox="630 1499 880 1526">Vinyl composition tile</td> <td data-bbox="1045 1499 1084 1526">416</td> </tr> <tr> <td data-bbox="630 1528 815 1556">Wood strip floor</td> <td data-bbox="1019 1528 1084 1556">5,084</td> </tr> <tr> <td data-bbox="630 1558 691 1585">Total</td> <td data-bbox="1006 1558 1084 1585">22,562</td> </tr> </tbody> </table> <p>All areas to be cleaned except mechanical rooms, electrical rooms, and maintenance rooms.</p> <p>Skylights: Wash skylight windows at main entry and hallways <i>bi-annually</i> (every six months).</p> <p>Cleaning Hours: Provide service seven days per week. All work shall be performed between 11:00 P.M. and 6:00 A.M. Sunday through Thursday, and between 1:00 A.M. and 7:00 A.M. Friday and Saturday, including these holidays: Martin Luther King Day and Washington's Birthday.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Office, Reception, & Conference Rooms	1,701	Lobby	3,332	Hallways, Galleries	2,055	Restrooms (6ea), & Showers/locker areas (2ea)	1,584	Kitchens, Lounge	1,470	Activity Rooms	2,582	Arts & Crafts Areas	816	Auditorium	5,082	Exercise Areas	3,680	Locker/Dressing Rooms	260	Total	22,562	<u>Type of Material</u>	<u>Square Feet</u>	Concrete	120	Cushioned carpet	1,350	Concrete, scored	930	Carpet	6,791	Carpet/Vinyl	756	Ceramic Tile	1,245	Cushioned wood	3,240	Floor mat/carpet	228	Quarry Tile	2,065	Resinous flooring	338	Vinyl composition tile	416	Wood strip floor	5,084	Total	22,562
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	Kitchen: Heavy wet mop entire floor. Use a putty knife and nylon grout brush to remove adhered material. Clean wall to wall including under and behind all equipment. Clean out all floor drains and troughs. All performed daily.																																				
Location No.	Location Description																																				
10	<p>FINLEY SWIM CENTER 2060 West College Avenue Santa Rosa, CA 95401</p> <p>General Description: The City of Santa Rosa's Finley Swim Center is a one-story complex consisting of administrative offices, activity rooms, locker and dressing rooms. Total space to be maintained is approximately 5,500 square feet broken down as follows:</p> <table border="0"> <thead> <tr> <th><u>Type of Space</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Office & Reception</td> <td>698</td> </tr> <tr> <td>Lobby</td> <td>651</td> </tr> <tr> <td>Hallways, Galleries</td> <td>441</td> </tr> <tr> <td>Restrooms, Showers (4)</td> <td>2,031</td> </tr> <tr> <td>Kitchens, Lounge</td> <td>170</td> </tr> <tr> <td>Activity Rooms</td> <td>696</td> </tr> <tr> <td>Locker/Dressing Rooms</td> <td><u>767</u></td> </tr> <tr> <td>Total</td> <td>5,455</td> </tr> </tbody> </table> <p>Type of floor space and floor coverings are broken down as follows:</p> <table border="0"> <thead> <tr> <th><u>Type of Material</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Concrete, scored</td> <td>651</td> </tr> <tr> <td>Carpet</td> <td>409</td> </tr> <tr> <td>Ceramic Tile</td> <td>526</td> </tr> <tr> <td>Floor mat</td> <td>275</td> </tr> <tr> <td>Resinous flooring</td> <td>1,746</td> </tr> <tr> <td>Resinous flooring/ceramic tile</td> <td>800</td> </tr> <tr> <td>Vinyl composition tile</td> <td><u>1,048</u></td> </tr> <tr> <td>Total</td> <td>5,455</td> </tr> </tbody> </table> <p>All areas to be cleaned except mechanical rooms, and electrical rooms. Family changing room behind snack bar shall be included. Usage of facility drastically increases during the summer. In locker/dressing rooms, lift and clean under mats daily with disinfectant. Scrub all resinous flooring with scrub brush and disinfect daily.</p> <p>Cleaning Hours: All work shall be performed between 11:00 P.M. and 6:00 A.M., seven days a week including holidays except Thanksgiving Day, Christmas and New Year's Day.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Office & Reception	698	Lobby	651	Hallways, Galleries	441	Restrooms, Showers (4)	2,031	Kitchens, Lounge	170	Activity Rooms	696	Locker/Dressing Rooms	<u>767</u>	Total	5,455	<u>Type of Material</u>	<u>Square Feet</u>	Concrete, scored	651	Carpet	409	Ceramic Tile	526	Floor mat	275	Resinous flooring	1,746	Resinous flooring/ceramic tile	800	Vinyl composition tile	<u>1,048</u>	Total	5,455
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Location No.	Location Description																
11	<p>STEELE LANE RECREATION CENTER 415 Steele Lane Santa Rosa, CA 95403</p> <p>General Description: The City of Santa Rosa's Community Center is a multiple use facility designed to meet the social and educational needs of the community and large special events. It is a two-story complex consisting of administrative offices, assembly and conference rooms, small meeting and workshop rooms, a lounge area and kitchen. Total space to be maintained is approximately 22,306 square feet with Parquet wood floor, linoleum tile, cement and carpet.</p> <table border="0" data-bbox="649 630 1071 903"> <thead> <tr> <th data-bbox="649 630 909 661"><u>Type of Space</u></th> <th data-bbox="909 630 1071 661"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="649 682 909 714">Office (includes level 2)</td> <td data-bbox="909 682 1071 714">3,256</td> </tr> <tr> <td data-bbox="649 714 909 745">Lobby</td> <td data-bbox="909 714 1071 745">1,480</td> </tr> <tr> <td data-bbox="649 745 909 777">Hallways</td> <td data-bbox="909 745 1071 777">4,027</td> </tr> <tr> <td data-bbox="649 777 909 808">Restrooms (3ea)</td> <td data-bbox="909 777 1071 808">687</td> </tr> <tr> <td data-bbox="649 808 909 840">Kitchen</td> <td data-bbox="909 808 1071 840">501</td> </tr> <tr> <td data-bbox="649 840 909 871">Activity & Special Areas</td> <td data-bbox="909 840 1071 871"><u>12,355</u></td> </tr> <tr> <td data-bbox="649 871 909 903">Total</td> <td data-bbox="909 871 1071 903">22,306</td> </tr> </tbody> </table> <p>Cleaning Hours: Building shall be cleaned seven days a week. All work shall be performed Sunday through Thursday between 11:00 P.M. and 6:00 A.M. the following day, and Saturdays between 1:00 A.M. and 7:00 A.M.</p> <p>Dohn Room: Main floor and stage floor: Dust mop daily and spot clean with Bona, including under chairs. Buff monthly with <i>Hillyard Super Shine</i> all-purpose cleaner or equal and standard floor machine using a white polishing cloth. Vacuum stage steps weekly. Vacuum balcony floor and pews monthly. Wet floors to be dried immediately. Not standing water allowed.</p>	<u>Type of Space</u>	<u>Square Feet</u>	Office (includes level 2)	3,256	Lobby	1,480	Hallways	4,027	Restrooms (3ea)	687	Kitchen	501	Activity & Special Areas	<u>12,355</u>	Total	22,306
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Location No.	Location Description		
12	<p><u>CLUB HOUSES</u></p> <table border="0" data-bbox="349 1480 1023 1585"> <tr> <td data-bbox="349 1480 714 1585"> Franklin Clubhouse 2095 Franklin Street Santa Rosa, CA 95404 </td> <td data-bbox="714 1480 1023 1585"> Doyle Clubhouse 1700 Doyle Avenue Santa Rosa, CA 95405 </td> </tr> </table> <p>General Description: The City of Santa Rosa Clubhouses are multipurpose facilities consisting of meeting rooms, kitchens and bathrooms, an average of 2,400 sq. ft. each, for a total of 7,200 sq. ft. They are used by various community clubs and organizations for meetings and recreational functions.</p> <p>Cleaning Hours: All work shall be performed Monday through Friday, except holidays observed by the City of Santa Rosa, after 10:00 p.m. and before 6:00 a.m. the following day.</p>	Franklin Clubhouse 2095 Franklin Street Santa Rosa, CA 95404	Doyle Clubhouse 1700 Doyle Avenue Santa Rosa, CA 95405
Franklin Clubhouse 2095 Franklin Street Santa Rosa, CA 95404	Doyle Clubhouse 1700 Doyle Avenue Santa Rosa, CA 95405		

Location No.	Location Description
13	<p>LUTHER BURBANK HOME AND GARDENS 204 Santa Rosa Avenue Santa Rosa, CA 95404</p> <p>General Description: The Luther Burbank Home and Gardens consists of the offices, gift shop and public restrooms totaling 1,000 sq. ft. Perform the following services:</p> <ul style="list-style-type: none"> • Empty wastepaper baskets • Dust desks, chairs, counters, cabinets, and other furniture • Clean tabletops and glass tops • Remove fingerprints from office partitions, doors and walls • Dust all resilient floors with a treated mop • Vacuum all carpeted areas • Spot clean carpets • Spot clean floors • Clean and disinfect restrooms (4ea) • Mop restroom floors • Place toilet articles in restrooms; supplied by the building • Remove spots and fingerprints from glass entrance doors <p>Cleaning Hours: Buildings shall be cleaned one day per week between 9:00 A.M. and 12:00 P.M.</p>

Location No.	Location Description
14	<p>RAILROAD DEPOT 9 Fourth Street Santa Rosa, CA 95401</p> <p>General Description: The Railroad Depot consists of exterior and grounds from the building to the parking spaces and to the railroad tracks totaling 2,100 sq. ft. Perform the following services:</p> <ul style="list-style-type: none"> • Sweep, remove debris, wash and sanitize all areas • Empty trash containers • Trash must be emptied on Fridays (trash is to be removed from this location and taken to another City of Santa Rosa dumpster, at City Hall, Steele Lane, or Stony Point). • Wash sidewalks and walls of building where soiling has occurred. <p>Cleaning Hours: Building exterior and grounds shall be cleaned Daily five (5) days per week between 6:00 P.M. and 11:00 P.M.</p>

Location No.	Location Description
15	<p>POLICE SUBSTATION 2090 Steele Lane Santa Rosa, Ca 95403</p> <p>General Description: Cleaning of 1675 square feet of carpeted office space at this location, and two single user restrooms totaling 98 square feet. Scrub/finish floor and wash windows annually.</p> <ul style="list-style-type: none"> • Remove trash, sweep, mop, dusting and sanitize restrooms with each visit. • Periodic Maintenance Includes: <ul style="list-style-type: none"> A. Floors: Machine scrub and refinish floors one (1) times per year. B. Carpets: Clean using the extraction method two (2) times per year. C. Windows: Clean inside and outside including glass partitions on both sides, two (2) times per year. <p>Cleaning Hours: Two days per week cleaning, Monday and Thursday, between 6:00pm to 9:00pm.</p>

Location No.	Location Description														
16	<p>CHAMBER BUILDING – FIRST FLOOR 635 1st Street – Second Floor Santa Rosa, CA 95404</p> <p>General Description: The Chamber Building is a two story office building, with City offices to be cleaned on the 1st floor. Floor space to be maintained is approximately 5,206 square feet and is comprised of the following:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Types of Space</u></th> <th style="text-align: left;"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Offices/open offices</td> <td>3,825.75 sq. ft. Carpet</td> </tr> <tr> <td>Conference room 1</td> <td>817 sq. ft. Carpet</td> </tr> <tr> <td>Conference room 2</td> <td>297 sq. ft. Carpet</td> </tr> <tr> <td>Break room</td> <td>210 sq. ft. Linoleum</td> </tr> <tr> <td>Restrooms</td> <td><u>56.25 sq. ft. Linoleum</u></td> </tr> <tr> <td>Total:</td> <td>5,2016 square feet</td> </tr> </tbody> </table> <p>Cleaning Hours: Daily cleaning as defined (Monday through Friday). Cleaning Hours between 9:00pm and 5am.</p>	<u>Types of Space</u>	<u>Square Feet</u>	Offices/open offices	3,825.75 sq. ft. Carpet	Conference room 1	817 sq. ft. Carpet	Conference room 2	297 sq. ft. Carpet	Break room	210 sq. ft. Linoleum	Restrooms	<u>56.25 sq. ft. Linoleum</u>	Total:	5,2016 square feet
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Total:	5,2016 square feet														

Location No.	Location Description																		
17	<p>CHAMBER BUILDING – SECOND FLOOR 635 1st Street – Second Floor Santa Rosa, CA 95404</p> <p>General Description: The Chamber Building is a two story office building, with City offices to be cleaned on the 2nd floor. Floor space to be maintained is approximately 5,544 square feet and is comprised of the following:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Types of Space</u></th> <th style="text-align: left;"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Offices/open offices</td> <td>3,912 carpet tile</td> </tr> <tr> <td>Conference rooms</td> <td>480 carpet tile</td> </tr> <tr> <td>Break rooms</td> <td>216 quarry tile</td> </tr> <tr> <td>Restrooms</td> <td>144 ceramic tile</td> </tr> <tr> <td>Storage</td> <td>72 carpet tile</td> </tr> <tr> <td>2nd floor ext. landing</td> <td>648 ceramic tile</td> </tr> <tr> <td>Stairs/1st floor entry (2ea)</td> <td>72 ceramic tile</td> </tr> <tr> <td>Total:</td> <td>5,544 square feet</td> </tr> </tbody> </table> <p>Cleaning Hours: Daily cleaning as defined (Monday through Friday). Cleaning Hours between 9:00pm and 5am.</p>	<u>Types of Space</u>	<u>Square Feet</u>	Offices/open offices	3,912 carpet tile	Conference rooms	480 carpet tile	Break rooms	216 quarry tile	Restrooms	144 ceramic tile	Storage	72 carpet tile	2 nd floor ext. landing	648 ceramic tile	Stairs/1st floor entry (2ea)	72 ceramic tile	Total:	5,544 square feet
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Total:	5,544 square feet																		

Location No.	Location Description																														
18	<p>BENNETT VALLEY SENIOR CENTER 704 Bennett Valley Road Santa Rosa, CA 95404</p> <p>General Description: The Senior Center is a single-story recreation center housing offices, classrooms, activity rooms, kitchens, a ballroom, and four restrooms. Restrooms have 6 toilets, 5 sinks, and 2 urinals. Room and floor space to be maintained is comprised of the following:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Types of Space</u></th> <th style="text-align: left;"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Activity rooms</td> <td>5,669</td> </tr> <tr> <td>Classrooms</td> <td>1,146</td> </tr> <tr> <td>Exercise rooms</td> <td>495</td> </tr> <tr> <td>Hallways</td> <td>1,488</td> </tr> <tr> <td>Janitorial</td> <td>106</td> </tr> <tr> <td>Kitchens/break room</td> <td>529</td> </tr> <tr> <td>Offices</td> <td>752</td> </tr> <tr> <td>Restrooms *</td> <td>574</td> </tr> <tr> <td>Storage</td> <td>390</td> </tr> <tr> <td>Total:</td> <td>11,149 square feet</td> </tr> </tbody> </table> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Types of Flooring</u></th> <th style="text-align: left;"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Carpet</td> <td>3,742</td> </tr> <tr> <td>Vinyl tile/sheet</td> <td>3,600</td> </tr> <tr> <td>Ceramic tile</td> <td>364</td> </tr> </tbody> </table>	<u>Types of Space</u>	<u>Square Feet</u>	Activity rooms	5,669	Classrooms	1,146	Exercise rooms	495	Hallways	1,488	Janitorial	106	Kitchens/break room	529	Offices	752	Restrooms *	574	Storage	390	Total:	11,149 square feet	<u>Types of Flooring</u>	<u>Square Feet</u>	Carpet	3,742	Vinyl tile/sheet	3,600	Ceramic tile	364
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	<p>Wood 3,443 Total: 11,149 square feet</p> <p>Cleaning hours: Seven days per week excluding City holidays. Cleaning Hours between 6:30pm and 5am.</p>
Location No.	Location Description
19	<p>BENNETT VALLEY SENIOR CENTER COMMERCIAL KITCHEN 704 Bennett Valley Road Santa Rosa, CA 95404</p> <p>General Description: Full commercial kitchen of 1,440 square feet. Bid item to clean kitchen floor and two small single stall restrooms.</p> <p>Cleaning hours: Once per week on Friday, between the hours of 6:30pm and 5:00am.</p>

20	<p>APPLE VALLEY LANE 2854 Apple Valley Lane Santa Rosa, CA 95403</p> <p>General Description: Two bathrooms and linoleum flooring of the center. Approximate footage is 400 square feet.</p> <p>Cleaning hours: Once per week on Monday, between the hours of 6:00a.m. and 1:00p.m.</p>
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Location No.	Location Description																						
21	<p>FIRE ADMINISTRATION- STATION 10 2373 Circadian Way Santa Rosa, CA</p> <p>General Description: Fire Administration is a 9,010 gross square foot single story building. Restrooms have 5 toilets, 6 sinks, 1 urinal, 2 showers, and 12 lockers. The building office space is connected to a fire station which is not a part of this contract. Floor space to be maintained is comprised of the following:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Types of Space</u></th> <th style="text-align: right;"><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Offices/open offices</td> <td style="text-align: right;">5,224</td> </tr> <tr> <td>Break rooms</td> <td style="text-align: right;">488</td> </tr> <tr> <td>Conference room</td> <td style="text-align: right;">678</td> </tr> <tr> <td>Display room</td> <td style="text-align: right;">178</td> </tr> <tr> <td>Exit hallway</td> <td style="text-align: right;">312</td> </tr> <tr> <td>Copy room</td> <td style="text-align: right;">91</td> </tr> <tr> <td>Library</td> <td style="text-align: right;">352</td> </tr> <tr> <td>Reception</td> <td style="text-align: right;">264</td> </tr> <tr> <td>Restrooms (2)</td> <td style="text-align: right;"><u>612</u></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">8,199 square feet</td> </tr> </tbody> </table>	<u>Types of Space</u>	<u>Square Feet</u>	Offices/open offices	5,224	Break rooms	488	Conference room	678	Display room	178	Exit hallway	312	Copy room	91	Library	352	Reception	264	Restrooms (2)	<u>612</u>	Total:	8,199 square feet
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Ceramic tile	612										
Total:	8,199 Square feet										
	<p>Cleaning Hours: Daily Service 5 days per week Monday – Friday. Cleaning Hours between 6:30pm and 5am.</p>										

Location No.	Location Description																																				
22	<p>TRANSIT OPERATIONS BUILDING 45 Stony Point Road Santa Rosa, CA 95401</p> <p>General Description: The Transit Operations Building is a one story structure housing offices, meeting rooms, lockers and a driver's room. There are 6 toilets, 6 sinks, 2 urinals, 4 showers. Remove trash, sweep, mop, dusting and sanitize restrooms with each visit. Wipe down all tables and countertops in the drivers lounge nightly and weekly in all other meeting rooms. Estimated 8,280 sq. ft.</p> <ul style="list-style-type: none"> Periodic Maintenance Includes: <ul style="list-style-type: none"> D. Floors: Machine scrub and refinish floors four (4) times per year. E. Carpets: Clean using the extraction method two (2) times per year. F. Windows: Clean inside and outside including glass partitions on both sides, two (2) times per year. <p>Floor space to be maintained is comprised of the following:</p> <table> <thead> <tr> <th><u>Types of Space</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Offices</td> <td>1,868</td> </tr> <tr> <td>Training/conf. rooms</td> <td>1,910</td> </tr> <tr> <td>Reception</td> <td>240</td> </tr> <tr> <td>Hallways</td> <td>1,161</td> </tr> <tr> <td>Copy/Storage</td> <td>447</td> </tr> <tr> <td>Locker room</td> <td>507</td> </tr> <tr> <td>Drivers area</td> <td>966</td> </tr> <tr> <td>Coffee vending</td> <td>160</td> </tr> <tr> <td>Restrooms *</td> <td>657</td> </tr> <tr> <td>Janitor</td> <td>25</td> </tr> <tr> <td>Total:</td> <td>7,941 square feet</td> </tr> </tbody> </table> <table> <thead> <tr> <th><u>Types of Flooring</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Carpet</td> <td>4,098</td> </tr> <tr> <td>Vinyl composite tile</td> <td>2,748</td> </tr> <tr> <td>Porcelain tile</td> <td>438</td> </tr> <tr> <td>Ceramic tile</td> <td>657</td> </tr> <tr> <td>Total:</td> <td>7,941 square feet</td> </tr> </tbody> </table> <p>Cleaning Hours: Daily Service, seven days a week between the hours of 9:00p.m.-5:00a.m.</p>	<u>Types of Space</u>	<u>Square Feet</u>	Offices	1,868	Training/conf. rooms	1,910	Reception	240	Hallways	1,161	Copy/Storage	447	Locker room	507	Drivers area	966	Coffee vending	160	Restrooms *	657	Janitor	25	Total:	7,941 square feet	<u>Types of Flooring</u>	<u>Square Feet</u>	Carpet	4,098	Vinyl composite tile	2,748	Porcelain tile	438	Ceramic tile	657	Total:	7,941 square feet
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23	<p data-bbox="350 340 643 432">DETURK ROUND BARN 919 Donahue Street Santa Rosa, CA 95401</p> <p data-bbox="350 466 1442 617">General Description: Deturk Round Barn is a 8,174 square foot open framed barn, two story historic building remodeled as meeting and event space, with two restrooms, elevator, iron stairs, and a small kitchen area. Wood flooring throughout except for restrooms and kitchen. Radiant floor heating, no standing water allowed. No standing water on iron stairs. Dust cob webs daily as needed.</p> <p data-bbox="350 651 1364 709">Cleaning Hours: Twice a week cleaning of the entire facility, Mondays and Thursdays between 10:30pm and 5:00am.</p>

Location No.	Location Description
24	<p data-bbox="350 892 938 984">MSCN WAREHOUSE OFFICE AND RESTROOM 55 Stony Point Road Santa Rosa, CA 95403</p> <p data-bbox="350 1018 1442 1077">General Description: Clean MSCN warehouse office space, consisting of 500 square feet of offices with vinyl tile flooring, and one restroom comprising one toilet and one sink.</p> <p data-bbox="350 1110 1419 1169">Cleaning Hours: Areas to be cleaned once per week on Fridays. Cleaning Hours between 6:30pm and 5am.</p>

Location No.	Location Description
25	<p data-bbox="350 1354 883 1446">MSCN PUBLIC WORKS OFFICE-SHOP #15 55 Stony Point Road Santa Rosa, CA 95403</p> <p data-bbox="350 1480 1442 1602">General Description: Clean the MSCN shop building offices and meeting area of approximately 1000 square feet daily. Area consists of a meeting room of 500 sf with concrete flooring and countertop spaces and tables. Another 500 sf consists of office workspace furniture on vinyl tile floors. Basic service is provided to these areas.</p> <p data-bbox="350 1635 1442 1694">Cleaning Hours: Daily service Monday through Friday. Cleaning Hours between 6:30pm and 5am.</p>

Location No.	Location Description
26	<p>MSCN SUITES 9 & 10 55 Stony Point Road Santa Rosa, CA 95403</p> <p>General Description: Clean MSCN Suites, consisting of 480 square feet of office space with 960 sq.ft. vinyl tile flooring. Mop crew room floor one time per month. Empty wastepaper baskets, dust desks, chairs, counters, cabinets, and other furniture. Clean tabletops and glass tops, remove fingerprints from office partitions, doors and walls. Dust all resilient floors with a treated mop and spot clean floors as needed.</p> <p>Cleaning Hours: Daily Monday through Friday. Cleaning Hours between 6:30pm and 5am</p>

Location No.	Location Description
27	<p>SAM JONES HALL POLICE SUBSTATION 4020 Finley Avenue Santa Rosa, CA 95407</p> <p>General Description: Cleaning of 500 square feet of office space in the northwest corner of this building. This is a one room office with workstations on a vinyl tile floor. Scrub/finish floor and wash windows annually.</p> <p>Cleaning Hours: Once a week cleaning (Fridays), between the hours of 8:00a.m. to 8:00p.m.</p>

Location No.	Location Description
28	<p>CHURCH OF ONE TREE 492 Sonoma Avenue Santa Rosa, CA 95404</p> <p>General Description: Church of One Tree is a 2,124-square foot, single story historic building remodeled as wood floored meeting and event space with two restrooms. Weekend weddings and events. Heating units and chair rails need to be cleaned once a week.</p> <p>Cleaning Hours: Once a week cleaning on Monday of the entire facility, between 10:30pm and 5:00am.</p>

Location No.	Location Description
29	<p>TRANSIT MALL 2nd Street between "B: St and Santa Rosa Avenue Santa Rosa, CA 95404</p> <p>General Description: Remove trash, sweep, mop, sanitize and clean toilets, urinals, sinks and wipe down bathroom partitions each visit. Wipe down trash receptacle lids, and drinking fountain outside of restrooms. Replenish all paper products and hand soap.</p> <p>After mopping floors go over floors with a dry mop to help dry the floors faster. (This only needs to be done during the day cleanings) disinfect all fixtures (toilets, toilet seats, urinals, sinks, soap, hand dryer's dispensers). Plunge toilet, or urinal as needed. Sweep area outside both entrances to restrooms. Make sure floors are mopped with fresh clean water. Remove graffiti as needed. Estimated 884 sq. ft.</p> <p>Janitors are required to log in and out on the Janitorial Services Sign in sheet that will be provided.</p> <p>Cleaning Hours: Seven Days a Week, three times a day between the hours of 10-11a.m, 3-4p.m., and 9-5a.m. Closed for 7 Holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas)</p>

Location No.	Location Description
30	<p>POLICE SUBSTATION 520 3rd Street, - First Floor Santa Rosa, CA 95404</p> <p>General Description: 888 sq. ft. space with one restroom, and kitchen area. Entry way and kitchenette - concrete flooring, office workspace - carpet tiles, restroom - linoleum.</p> <p>Cleaning Hours: Once a week, Mondays, between the hours of 8:00a.m. to 8:00p.m.</p>

Location No.	Location Description								
31	<p>PARKING GARAGE #1 521 7th Street Santa Rosa, CA 95404</p> <p><u>General Description:</u> Public parking garage</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Types of space</th> <th style="text-align: center;">Square Feet</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Employee Restroom (1)</td> <td style="text-align: center;">50</td> </tr> <tr> <td style="text-align: center;">Elevators (2)</td> <td style="text-align: center;"><u>63</u></td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">113</td> </tr> </tbody> </table> <p><u>Areas To Be Cleaned:</u> Clean two elevators 6 days per week, Monday-Saturday Clean one employee restroom once per week, on Monday</p> <p><u>Cleaning Hours:</u> Between 2:00am and 6:00am</p> <p><u>Cleaning Requirements</u></p> <p><u>Restrooms(s):</u> Clean, wipe, disinfect all fixtures (toilets, toilet seats, urinals, sinks, mirrors, soap dispensers). Clean, wipe all surfaces (partitions, walls, doors including exterior of doors). Empty trash and recycling receptacles, sanitize receptacles, replace liners. Receptacles shall be free of odors and stains. Replenish all supplies (soap, toilet paper, seat covers, paper towels). Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket. Spray disinfectant throughout. Plunge/unclog toilet, or urinal as needed.</p> <p><u>Elevator(s):</u> Clean, wipe, disinfect all surfaces (walls, interior, and exterior doors, control panel, ceiling grid, inside window). Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket. Clean elevator door tracks. Remove graffiti as necessary.</p> <p><u>Garage-1 Notes:</u> Janitorial closet located behind employee restroom at north corner of garage</p>	Types of space	Square Feet	Employee Restroom (1)	50	Elevators (2)	<u>63</u>	Total	113
Types of space	Square Feet								
Employee Restroom (1)	50								
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Location No.	Location Description				
32	<p>PARKING GARAGE #3 735 5th Street Santa Rosa, CA 95404</p> <p><u>General Description:</u> Public parking garage</p> <table border="0" data-bbox="646 537 1143 632"> <thead> <tr> <th data-bbox="646 537 837 569">Types of space</th> <th data-bbox="992 537 1143 569">Square Feet</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 600 837 632">Elevators (2)</td> <td data-bbox="1073 600 1105 632"><u>63</u></td> </tr> </tbody> </table> <p><u>Areas To Be Cleaned:</u> Clean two elevators 6 days per week, Monday-Saturday</p> <p><u>Cleaning Hours:</u> Between 2:00am and 6:00am</p> <p><u>Cleaning Requirements</u></p> <p><u>Elevator(s):</u> Clean, wipe, disinfect all surfaces (walls, interior, and exterior doors, control panel, ceiling grid). Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket. Clean elevator door tracks. Remove graffiti as necessary.</p> <p><u>Garage-1 Notes:</u> Janitorial closet located at north east corner of garage</p>	Types of space	Square Feet	Elevators (2)	<u>63</u>
Types of space	Square Feet				
Elevators (2)	<u>63</u>				

Location No.	Location Description										
33	<p>PARKING GARAGE #5 635 3rd Street Santa Rosa, CA 95404</p> <p><u>General Description:</u> Public parking garage</p> <table border="0"> <thead> <tr> <th data-bbox="646 506 841 537">Types of space</th> <th data-bbox="992 506 1146 537">Square Feet</th> </tr> </thead> <tbody> <tr> <td data-bbox="704 569 943 600">Public Restroom (1)</td> <td data-bbox="1040 569 1084 600">115</td> </tr> <tr> <td data-bbox="704 600 992 632">Employee Restroom (1)</td> <td data-bbox="1040 600 1084 632">109</td> </tr> <tr> <td data-bbox="704 632 959 663">Drinking Fountain (1)</td> <td data-bbox="1057 632 1084 663">1</td> </tr> <tr> <td data-bbox="727 663 797 695">Total</td> <td data-bbox="1029 663 1084 695">225</td> </tr> </tbody> </table> <p><u>Areas To Be Cleaned:</u> Clean one Public Restroom, and drinking fountain twice per day, six days per week, Monday-Saturday. Clean one Employee Restroom once per week on Wednesday</p> <p><u>Cleaning Hours:</u> Daytime cleaning, between 1:00pm and 2:00pm Evening cleaning, between 2:00am and 6:00am</p> <p><u>Cleaning Requirements</u></p> <p><u>Restrooms(s):</u> Clean, wipe, disinfect all fixtures (toilets, toilet seats, urinals, sinks, mirrors, soap dispensers, hand dryers). Clean, wipe all surfaces (partitions, walls, doors). Empty trash and recycling receptacles, sanitize receptacles, replace liners. Receptacles shall be free of odors and stains. Replenish all supplies (soap, toilet paper, seat covers, paper towels). Thoroughly sweep, and remove all debris. Wet mop floor with fresh mop bucket. Spray disinfectant throughout. Plunge/unclog toilet, or urinal as needed. Remove graffiti as needed.</p> <p><u>Drinking Fountain:</u> Clean, wipe, disinfect</p> <p><u>Garage-5 Notes:</u> Janitorial closet located between public and employee restrooms. When cleaning the public restroom, janitor might have to wait for it to be unoccupied in order to gain access.</p>	Types of space	Square Feet	Public Restroom (1)	115	Employee Restroom (1)	109	Drinking Fountain (1)	1	Total	225
Types of space	Square Feet										
Public Restroom (1)	115										
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Location No.	Location Description										
34	<p>PARKING GARAGE #9 97 D Street Santa Rosa, CA 95404</p> <p>General Description: Public parking garage, and employee office area</p> <table data-bbox="639 480 1156 667"> <thead> <tr> <th>Type of space</th> <th>Square Feet</th> </tr> </thead> <tbody> <tr> <td>Employee Restrooms (2)</td> <td>288</td> </tr> <tr> <td>Employee Office Area (1)</td> <td>1,778</td> </tr> <tr> <td>Elevator (1)</td> <td><u>32</u></td> </tr> <tr> <td>Total</td> <td>2,098</td> </tr> </tbody> </table> <p>Areas To Be Cleaned: Clean one elevator, 6 days per week Monday-Saturday. Clean employee work area once per week, on Wednesday. Clean employee restrooms five days per week, Monday-Friday.</p> <p>Cleaning Hours: Elevator, between 2:00am and 6:00am Employee restrooms, between 2:00am and 6:00am Employee work area, between 8:30pm and 11:30pm</p> <p>Cleaning Requirements</p> <p>Restrooms(s): Clean, wipe, disinfect all fixtures (toilets, toilet seats, urinals, sinks, mirrors, soap dispensers). Clean, wipe all surfaces (partitions, walls, doors). Empty trash and recycling receptacles, sanitize receptacles, replace liners. Receptacles shall be free of odors and stains. Replenish all supplies (soap, toilet paper, seat covers, paper towels). Thoroughly sweep, and remove all debris. Wet mop floor with fresh mop bucket. Spray disinfectant throughout. Plunge/unclog toilet, and urinal as needed.</p> <p>Elevator(s): Clean, wipe, disinfect all surfaces (walls, interior, and exterior doors, control panel, ceiling grid, inside window). Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket. Clean elevator door tracks. Remove graffiti as necessary.</p> <p>Employee Work Area</p> <p>Break Room/Kitchen Area: Clean, wipe, disinfect all countertops, sinks, back splash, tables, ice machine, and wall area behind 35-gallon garbage/recycling receptacles. Empty 35-gallon trash and recycling receptacles, sanitize receptacles, replace liners. Receptacles shall be free of odors and stains. Dust and spot clean doors, glass, door frames, walls, partitions, sills, and baseboards. Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket.</p> <p>Employee Offices: Dust and spot clean doors, glass, door frames, walls, partitions, sills, and baseboards. Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket.</p> <p>Garage-9 Notes:</p>	Type of space	Square Feet	Employee Restrooms (2)	288	Employee Office Area (1)	1,778	Elevator (1)	<u>32</u>	Total	2,098
Type of space	Square Feet										
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Total	2,098										
	<p>Employee Offices: Dust and spot clean doors, glass, door frames, walls, partitions, sills, and baseboards. Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket.</p> <p>Garage-9 Notes:</p>										

	<p>Employee Work Area consists of a break room/kitchen, offices, and a hallway. One office has Pergo flooring, and the rest of the area has resilient/hard flooring. A Parking Operations Coordinator will unlock and open all offices to be cleaned. The Janitor will be responsible for closing, and locking the doors.</p>
	<p>In Employee Work Area, thoroughly clean all windows and glass doors inside and out, and dust mini blinds quarterly.</p> <p>In Employee Work Area/Break Room, polish stainless steel sink, and faucet with Bar Keepers Friend, or equivalent, and clean all HVAC intake, and output vents monthly.</p>

Location No.	Location Description				
<p>35</p>	<p>PARKING GARAGE #12 555 1st Street Santa Rosa, CA 95404</p> <p><u>General Description:</u> Public parking garage</p> <table border="0" data-bbox="682 882 1104 987"> <thead> <tr> <th data-bbox="682 882 941 924">Type of space</th> <th data-bbox="941 882 1104 924">Square Feet</th> </tr> </thead> <tbody> <tr> <td data-bbox="682 924 941 987">Elevators (2)</td> <td data-bbox="941 924 1104 987">63</td> </tr> </tbody> </table> <p><u>Areas To Be Cleaned:</u> Clean two elevators 6 days per week, Monday-Saturday</p> <p><u>Cleaning Hours:</u> Between 2:00am and 6:00am</p> <p><u>Cleaning Requirements</u></p> <p><u>Elevator(s):</u> Clean, wipe, disinfect all surfaces (walls, interior, and exterior doors, control panel, ceiling grid). Thoroughly sweep, and remove all debris. Wet mop entire floor area with fresh mop bucket. Clean elevator door tracks. Remove graffiti as necessary.</p> <p><u>Garage-12 Notes:</u> Janitorial closet located on north side of bottom floor.</p>	Type of space	Square Feet	Elevators (2)	63
Type of space	Square Feet				
Elevators (2)	63				

Location No.	Location Description																												
36	<p>FINLEY PERSON WING SENIOR CENTER</p> <p>2060 West College Avenue</p> <p>Santa Rosa, CA 95401</p> <p><u>General Description:</u> The City of Santa Rosa's Person Senior Wing is part Finley Community Center Complex. It is a multiple use facility designed to meet the social, recreational and educational needs of the community. It is a two-story complex consisting of administrative offices: auditorium, activity and conference rooms: lounge areas and a kitchen. Total space to be maintained is approximately 25,000 square feet broken down as follows:</p> <table data-bbox="535 772 1279 1079"> <thead> <tr> <th><u>Type of Space</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Office, Recreation, & Conference Rooms</td> <td>10,003</td> </tr> <tr> <td>Lobby</td> <td>2,128</td> </tr> <tr> <td>Hallways, Galleries</td> <td>5,124</td> </tr> <tr> <td>Restrooms (4)</td> <td>2,770</td> </tr> <tr> <td>Kitchen</td> <td>574</td> </tr> <tr> <td>Auditorium</td> <td>2,539</td> </tr> <tr> <td>Total:</td> <td><u>23,138</u></td> </tr> </tbody> </table> <p>Type of floor space and floor coverings are broken down as follows:</p> <table data-bbox="535 1167 1279 1373"> <thead> <tr> <th><u>Type of Material</u></th> <th><u>Square Feet</u></th> </tr> </thead> <tbody> <tr> <td>Carpet</td> <td>9,442</td> </tr> <tr> <td>Composition tile</td> <td>3,344</td> </tr> <tr> <td>Ceramic Tile</td> <td>2,686</td> </tr> <tr> <td>Hardwood Flooring</td> <td>7,666</td> </tr> <tr> <td>Total:</td> <td><u>23,138</u></td> </tr> </tbody> </table> <p>All areas are to be cleaned except mechanical rooms, electrical rooms, and maintenance rooms.</p> <p><u>Skylights:</u> Wash skylight windows upstairs in hallway bi-annually (every six months).</p>	<u>Type of Space</u>	<u>Square Feet</u>	Office, Recreation, & Conference Rooms	10,003	Lobby	2,128	Hallways, Galleries	5,124	Restrooms (4)	2,770	Kitchen	574	Auditorium	2,539	Total:	<u>23,138</u>	<u>Type of Material</u>	<u>Square Feet</u>	Carpet	9,442	Composition tile	3,344	Ceramic Tile	2,686	Hardwood Flooring	7,666	Total:	<u>23,138</u>
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Total:	<u>23,138</u>																												
	<p><u>Light Fixtures:</u> Clean entire hanging light fixtures in entry way, and auditorium bi-annually.</p> <p><u>Cleaning Hours:</u> Provide service seven days per week. All work shall be performed between 11:00 P.M. and 6:00 A.M. Sunday through Thursday, and between 1:00 A.M. and 7:00 A.M. Saturday and Sunday, including these holidays: Martin Luther King Day and Washington's Birthday.</p>																												

	<p><u>Kitchen:</u> Heavy wet mop entire floor. Use a putty knife and nylon grout brush to remove adhered material. Clean wall to wall including under and behind all equipment. Clean out all floor drains and troughs. All performed daily.</p>
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Finance Department, Parking Division
Janitorial Service Requirements
for Parking Garages

SPECIFICATIONS

General: The work covered under this specification consists of performing all operations in connection with the accomplishment of the cleaning services specified herein. The contractor shall furnish all labor, cleaning supplies, materials, equipment and supervision to perform satisfactorily the services specified herein at the frequencies and during the times shown.

Cleaning Hours: All work shall be performed during the times indicated in the subsequent work schedules. Any exceptions to this work schedule must be pre-approved by the Parking Supervisor, in writing. The City shall, at any time make adjustments to the cleaning schedule with two weeks' notice.

Security: All spaces shall be locked and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. Keys required by the contractor will be furnished by the City to designated contractor employee on a custody receipt and shall be returned to the City on demand. Any loss of keys must be reported to the Parking Supervisor, immediately. A charge of twenty-five dollars (\$25.00) will be made for each lost key. Keys are to be made only by the City. Should a lost or stolen key jeopardize the security of the City facility, the contractor shall be totally responsible for all costs incurred by the City in re-keying the lock system.

City Furnished Supplies: The City and contractor will establish stock levels and maintain supplies for each of the following items: paper towels, liquid hand soap, toilet tissue, toilet seat covers and plastic trash bags. These supplies shall be kept in the janitorial supply area at Garage-9. The contractor will be responsible for replenishing the supplies in the restrooms at each facility. The contractor will be responsible for notifying the City, via email, for supply needs. Supply requests will be filled in seven working days.

The City has an Environmentally Preferable Purchasing Policy (EPP), see link below:

http://srcity.org/environmental_stewardship/eps/Pages/default.aspx

Energy Conservation: Contractor shall instruct all employees performing work within the facility to utilize methods which will maximize energy conservation. This shall include the turning on of light fixtures ONLY IN THE AREAS where work is in progress.

Cleaning Quality Requirements: ~~Services performed under this contract shall be subject to inspection and approval of the Parking Supervisor, or his/her representative. First quality cleaning will be required. All work performed under this contract shall be inspected and rated on the janitor sign in sheet at least weekly by a supervisor employed by the janitorial contractor, Careless performance of the contract work will not be tolerated. Unsatisfactory work will be called to the attention of the contractor and he will be required within four (4) hours to correct the work deficiencies and improve the overall work results to the satisfaction of the Parking Supervisor, or his/her representative. Failure by the contractor to comply with such requests will result in either~~

the corrective work being performed by other means and the cost charged to the contractor or in termination of contract.

Cleaning Schedules: The contractor will be required to furnish to the Parking Supervisor, or his/her representative, a cleaning schedule(s) of all cleaning tasks that are part of this scope of work. This cleaning schedule(s) shall be provided to the City by the janitorial contractor within the first week of services provided. The cleaning schedule shall list out each facility, the scope of work for that facility, the cleaning day/time for that facility. The City reserves the right to make adjustments to the cleaning schedule at any time. The City will give two weeks' notice, prior to making changes to the Finance Department/Parking Division cleaning schedule.

Parking Garage General Notes:

Janitors must always log in and out on the Janitors Sign-in sheet provided.

Use enzyme cleaner at 85:1 strength (or equivalent) for all routine cleaning. Use enzyme cleaner at 20:1 strength (or equivalent) when cleaning human waste products.

Square footage measurements are approximate. Actual quantities to be verified by contractor prior to submitting bid.

Quarterly: All elevators, polish all satin finish all stainless-steel.

Quarterly: Perform floor maintenance on all floor surfaces within all cleaning areas excluding the parking maintenance supervisor office. Thoroughly wet mop, using a floor buffing machine, cut/strip using Johnson Over & Under, scrub using Diversey Stride Neutral Cleaner, seal/wax using Diversey Vectra Floor Finish ,and wipe/dust base boards.

Includes moving, and replacing all furniture, chairs, and trash receptacles when work is complete.

Monthly: Perform floor maintenance on all floor surfaces within all cleaning areas (spray buff using Bona or equivalent).

PARKING GARAGE LOCATION MAP



End of Exhibit "A" Scope of Services

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

This Quality Assurance Surveillance Plan (QASP) is designed to provide the City of Santa Rosa (City) with an effective surveillance method of monitoring and evaluating the Contractor's performance under a Performance-Based Statement of Work (PBSOW) for custodial services.

The QASP is intended to ensure that the required performance quality levels are achieved and that the total payment is related to the degree that services performed or outcomes achieved meet contract standards. The role of the CITY is quality assurance by ensuring that the Contractors are achieving the performance quality levels required under the custodial and related services contracts and focusing on the Contractors' quality control programs. The CITY periodically validates the execution of the Contractors' quality control programs by reviewing such areas as the Contractors' inspection forms, service call logs, emails, customer reports, customer satisfaction surveys, and the timeliness of corrective actions.

A. PURPOSE OF THE QASP

1. The QASP is intended to accomplish the following:

- a. Defines the roles and responsibilities of participating City CO or COR;
- b. Identifies the performance objectives based upon the PBSOW in accordance with the scope of work identified and defined within the RFP;
- c. Identifies the performance quality level standards;
- d. Describes the methods of surveillance for the CITY to identify quality levels;
- e. Establishes a method to provide feedback to the Contractor regarding quality and timeliness of the service performance, i.e., copies of inspection forms, copies of customer reports, data on customer satisfaction scores; and any other drivers or measures of performance that are required by the CO or COR.
- f. Establishes timeframes for communication and performance improvement if needed; and
- g. Establishes specified procedures for changes to the contract price when services are not performed, or do not meet contract requirements.

2. The Contractor has developed a Quality Control Plan (QCP) that establishes procedures and responsibilities for controlling the quality of work to be performed. The Contractor is responsible for the implementation of the QCP.

B. ROLES AND RESPONSIBILITIES OF CONTRACT OFFICERS

The following will participate in assessing the quality of the Contractor's performance. Their roles and responsibilities are described as follows:

1. The CO or person designated by the CO will serve as the Contracting Officer

Representative (COR). The COR is responsible for monitoring, assessing, recording, and reporting on the performance of the Contractor. The COR shall have the primary responsibility for completing forms that will be used to evaluate the Contractor's performance.

2. The CO will have overall responsibility for overseeing the Contractor's performance. The CO shall be responsible for the monitoring of the Contractor's performance in the areas of contract compliance, contract administration, reviewing of COR's assessments of Contractor performance, and resolving any discrepancies that may arise between the parties involved.

C. TYPES OF WORK TO BE PERFORMED

1. The Contractor performance in providing the following custodial and related services shall be evaluated by the City:

- a. Standard Services
 - Interior
 - Exterior
- b. Above Standard Services
- c. Service Calls
- d. Communication Plan
- e. Trash and Solid Waste Disposal and Removal
- f. Recycling
- g. Other services as identified

D. METHODS OF SURVEILLANCE

The method of surveillance is based on the performance criteria of the contract terms and specifications. Each requirement will describe the tasks to be performed and the standard for successful performance. The CITY intends to monitor and evaluate the Contractor's performance based on any or all of the following four (4) surveillance methods:

1. **Periodic Surveillance Inspections:** This method consists of selected surveillance tasks by the City that do not require 100% inspection, or are performed on a random basis. The COR will evaluate the Contractors reports, surveys, etc. on a weekly, biweekly, monthly or quarterly basis.

2. **Customer Interviews:** All customer concerns received through the COR will be documented and evaluated on a planned schedule developed by the COR. This method may help the COR focus on areas that may require further action from the CO.

3. **Service Call Documentation:** This method of surveillance will provide information to the COR such as, identification of the types of service calls received, the frequencies, the corrective action taken, timeliness of completion, and any other pertinent data. At a minimum, this method should be performed on a monthly basis.

4. **Customer Satisfaction Surveys:** The City will conduct random surveys for some of CITY's customers in buildings serviced. These surveys will gather important data in many

areas, including specific categories pertaining to the cleanliness of CITY's buildings. A specific category is the "Satisfaction with Cleaning" in the areas of elevator maintenance, restroom supplies, restroom cleanliness, lobby and common areas, workspace, and frequency of cleaning. The surveys provide the COR with satisfaction scores that can be further evaluated to determine if there are any weaknesses within the various programs. There are various measures that can be taken such as, reviewing of the survey's comments, obtaining further feedback from the customers or sharing of the scores with the Contractor to establish a plan of action.

FORMS: City form samples originally identified in RFP 17-02 Exhibit "C" may be used by the City as part of the QASP process for monitoring services. The City reserve the right to alter/change or add forms at any time throughout the agreement, if deemed necessary.

QUALITY CONTROL PLAN (QCP)

Note: The QCP shall be prepared by the Contractor and provided in response as part of the proposal for review and acceptance by the City.

The Contractor shall establish and implement a complete Quality Control Plan (QCP) to assure the requirements of the Contract are met. The QCP is a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.

The QCP is a living document and may be subject to change depending on the needs of the contract. When the QCP is revised, the Contractor is required to provide an updated QCP, maintenance schedule and listing of current employees to the CO and COR for acceptance.

The QCP shall include the following, as a minimum:

- A. How the Contractor will control quality of supplies and services (if applicable).
- B. How project management, inspections, plan implementation, process improvement changes, correction of deficiencies, and green cleaning compliance will be accomplished.
- C. An inspection plan, or checklist, tailored to the specific building(s) being cleaned and serviced under this contract. The inspection plan or checklist shall detail how services at the work site shall be inspected to ensure that the outcome of the work meets all the quality standards set forth in the Contract and shall include, but is not limited to:
 - Date of inspection performed
 - Location of inspection
 - Description of findings
 - Description of action(s) taken (if necessary)
 - Signature and date of completion
- D. A training program to ensure that Contractor employees are capable of successfully accomplishing all work task(s) under this contract.
- E. A Strike Contingency Plan for separation of employees and employee absence.
- F. How Contractor shall monitor deficiencies of work output in relation to the performance standards, methods of informing employees of deficiencies in their area(s) of responsibility, and a process to ensure that the deficiencies are corrected and do not reoccur.
- G. Service calls and how they shall be monitored and responded to in a timely manner.
- H. A Communication Plan for the Contractor to communicate with the City to receive and respond to service calls.



Exhibit A

City of Santa Rosa

BAFO - EXHIBIT "B" **CONTRACT COMPENSATION SCHEDULE** **JANITORIAL SERVICES**

Location #	Qty	Unit	Description	Monthly Cost	Total Amount
1.	12	Mo.	City Hall 100 Santa Rosa Avenue Santa Rosa, CA 95404	\$4,011.11	\$48,133.32
2.	12	Mo.	City Hall Annex 90 Santa Rosa Avenue Santa Rosa, CA 95404	\$2,439.66	\$29,275.92
3.	12	Mo.	Sonoma County Historical Museum 425 7 th Street Santa Rosa, CA 95404	\$558.33	\$6,699.96
4.	12	Mo.	Public Safety Building 965 Sonoma Avenue Santa Rosa, CA 95404	\$3,163.56	\$37,962.72
5.	12	Mo.	Municipal Services Center North 55 Stony Circle Santa Rosa, CA 95401	\$1,211.43	\$14,537.16
6.	12	Mo.	Municipal Service Center South 69 Stony Pt. Rd Santa Rosa, CA 95401	\$2,610.57	\$31,326.84
7.	12	Mo	Ridgway Swim Center 445 Ridgway Avenue Santa Rosa, CA 95404	\$943.86	\$11,326.32
8.	12	Mo.	Multi-Wide Mobile Office Unit 2125 W College Avenue Santa Rosa, CA 95401	\$772.61	\$9,271.32

9.	12	Mo.	Finley Community Center 2060 W. College Avenue Santa Rosa, CA 95401	\$3,368.89	\$40,426.68
10.	12	Mo.	Finley Swim Center 2060 W. College Avenue Santa Rosa, CA 95401	\$1,339.62	\$16,075.44

11.	12	Mo.	Steele Lane Recreation Center 415 Steele Ln Santa Rosa, CA 95401	\$3,208.59	\$38,503.08
12.	12	Mo.	Club Houses: Franklin 2095 Franklin St. and Doyle 1700 Doyle Ave Santa Rosa, CA	\$726.10	\$8,713.20
13.	12	Mo.	Luther Burbank Home and Gardens 204 Santa Rosa Ave Santa Rosa, CA 95401	\$109.20	\$1,310.40
14	12	Mo	Railroad Depot 9 Fourth Street, Santa Rosa, CA 95401	\$217.27	\$2,607.24
15	12	Mo.	Police Substation 2090 Steele Lane Santa Rosa, CA 95403	\$124.10	\$1,489.20
16	12	Mo.	Chamber Building - First Floor 635 1 st Street Santa Rosa, CA 95404	\$547.69	\$6,572.28
17	12	Mo	Chamber Building – Second Floor 635 1 st Street Santa Rosa, CA 95404	\$644.67	\$7,736.04
18	12	Mo	Bennett Valley Senior Center 704 Bennett Valley Road Santa Rosa, CA 95405	\$1,420.45	\$17,045.40
19	12	Mo.	Bennett Valley Senior Center Commercial Kitchen 704 Bennett Valley Road Santa Rosa, CA 95405	\$78.53	\$942.36

20	12	Mo	Apple Valley Lane 2854 Apple Valley Lane Santa Rosa, CA	Exhibit A \$34.41	\$412.92
21	12	Mo.	Fire Station #10 2373 Circadian Way Santa Rosa, CA 95407	\$934.89	\$11,218.68

22	12	Mo.	Transit Operations Building 45 Stony Point Road Santa Rosa, CA 95401	\$1,068.00	\$12,816.00
23	12	Mo.	Deturk Roundbarn 919 Donahue Street Santa Rosa, CA 95401	\$558.28	\$6,699.36
24	12	Mo.	MSCN Warehouse Office and Restroom 55 Stony Point Road Santa Rosa, CA 95401	\$39.97	\$479.64
25	12	Mo.	MSCN Public Works Office-Shop #15 55 Stony Point Road Santa Rosa, CA 95401	\$143.42	\$1,721.04
26	12	Mo	MSCN Suites 9 & 10 55 Stony Point Road Santa Rosa, CA 95401	\$89.23	\$1,070.76
27	12	Mo.	Samuel Jones Hall Police Substation 4020 Finley Avenue Santa Rosa, CA 95407	\$29.35	\$352.20
28	12	Mo.	Church of One Tree 492 Sonoma Avenue Santa Rosa, CA 95404	\$115.91	\$1,390.92
29	12	Mo.	Transit Mall 2 nd Street between "B: St and Santa Rosa Avenue Santa Rosa, CA 95404	\$387.73	\$4,652.76
30	12	Mo	Police Substation 520 3 rd Street, - First Floor Santa Rosa, CA 95404	\$51.11	\$613.32

31	12	Mo	Parking Garage #1 521 7 th Street Santa Rosa, CA	Exhibit A	\$74.80	\$897.60
32	12	Mo	Parking Garage #3 735 5 th Street Santa Rosa, CA 95404		\$63.44	\$761.28
33	12	Mo	Parking Garage #5 635 3 rd Street Santa Rosa, CA 95404		\$183.17	\$2,198.04
34	12	Mo	Parking Garage #9 97 D Street Santa Rosa, CA 95404		\$564.02	\$6,768.24
35	12	Mo	Parking Garage #12 555 1 st Street Santa Rosa, CA 95404		\$58.72	\$704.64
36	12	Mo	Finley Person Wing Senior Center 2060 West College Avenue Santa Rosa, CA 95401		\$2,837.22	\$34,046.64
				<u>ONE YEAR</u>		\$416,758.92
				<u>TWO YEAR</u>		\$416,758.92
				<u>THREE YEAR</u>		\$453,396.24
				<u>FOURTH YEAR</u>		\$490,811.88
				<u>FIFTH YEAR</u>		\$527,314.44
				<u>5 YEAR GRAND TOTAL</u>		\$2,305,040.40
			Miscellaneous Services – Special request cleaning services that are not originally part of the contract for services, see Page 17 of 73. Note: This is not a guarantee for services. Rates: burdened at base of \$15.00 \$ 21.15 Hourly (Regular) \$ 31.73 Hourly (OT/Holiday)		Estimated Contingency 5 Yr Period	\$100,000

EXHIBIT C
Provisions

1. **DISPLACED JANITOR OPPORTUNITY ACT:** The Contactor to agrees to comply with the California Labor Code 1060 et. seq. The City requires that the successful contractor(s) comply with all requirements of the California Displaced Janitor Opportunity Act.
2. **WAGE RATE:** The Contractor shall fully comply with Federal and State Minimum Wage guidelines.
3. **PROPERTY SERVICE WORKERS PROTECTION:** The Contactor to agrees to comply with California Labor Code 1420, Division 2, Section 1. Part 4.2 - Property Services Workers Protection Act.
4. **ENVIRONMENTAL PREFERABLE PURCHASING POLICY (EPP):** The Contractor agrees to comply with the City's Environmentally Preferable Purchasing Policy (EPP) where applicable, see link below:

http://srcity.org/environmental_stewardship/eps/Pages/default.aspx