

CITY OF REDLANDS
CITY COUNCIL
SUCCESSOR AGENCY

A G E N D A S

MARCH 1, 2022

PAUL BARICH

Mayor

EDDIE TEJEDA

Mayor Pro Tempore

DENISE DAVIS

Council Member

**JENNA
GUZMAN-LOWERY**

Council Member

MICK GALLAGHER

Council Member

JEANNE DONALDSON

City Clerk

ROBERT DAWES

City Treasurer



CHARLES M. DUGGAN JR.

City Manager

DANIEL J. McHUGH

City Attorney

5:00 p.m. Open Public Meeting, Public Comment (Closed Session)

6:00 p.m. Open Session (Public Meeting)

* * *

City Council Chambers
Civic Center, 35 Cajon Street, Redlands, California

AGENDA

The following information comprises the agenda for the regular meetings of the City Council of the City of Redlands and the Board of Directors of the Successor Agency of the former Redevelopment Agency of the City of Redlands at the times noted below in the City Council Chambers, Civic Center, 35 Cajon Street, Redlands, California. **Although the meeting is open to the public, seating has been reduced to allow for social distancing.**

TUESDAY, MARCH 1, 2022

To join via Zoom on a computer, laptop, or smart device

Please visit www.zoom.us, click on *Join a Meeting*
Enter the **Meeting ID 824 4618 0187**, then run the Zoom launcher

To join via Zoom with audio only (cell phone or landline):

Dial **1-877-853-5247**

Enter the **Meeting ID 824 4618 0187**

Should the City lose connectivity on Zoom, we will halt the meeting until it can be restored. To check on the status of remote connectivity in the event of an outage, go to the City's website at www.cityofredlands.org or to the City's Facebook page at @CityofRedlands or the Instagram page at @CityofRedlands_CityHall.

In the event the City cannot reestablish Zoom connectivity in a reasonable amount of time, the mayor will adjourn the meeting to a future date.

Anyone desiring to speak on an agenda item at this meeting may do so during the consideration of that item. Due to time constraints and the number of persons who may wish to give oral testimony, public comments will be limited to three (3) minutes.

• To provide comment while participating from Council Chambers:

- Although it is not required, speakers are encouraged to submit a "Speaker Sign Up Sheet" before the meeting is convened. Forms are available in the Office of the City Clerk or in Council Chambers.
- After the meeting has convened, you may place the speaker form in the basket at the table along the north wall of the Chambers. Please do not disturb the City Clerk while the meeting is in progress.

• To provide comment through Zoom (on a computer, laptop, or smart device):

- Click the "Raise Hand" button and the moderator will unmute you when it is your turn to speak

• To provide comment via audio only (cell phone or landline):

- Dial *9 to "Raise Hand". The moderator will identify you by your area code and last 3 numbers of your telephone number when it is your turn to speak.



**PLEASE SILENCE CELL PHONES, PAGERS AND OTHER ELECTRONIC
COMMUNICATION DEVICES UPON ENTERING THE CHAMBERS**

5:00 P.M.

A. **Call City Council Meeting of the City of Redlands to Order.**

B. Public Comment

(Any person wishing to provide public comment on a closed session matter may do so at this time.)

C. Recess City Council Meeting to a Closed Session

1. Conference with legal counsel: Existing Litigation - Government Code §54956.9(d)(1)
(City Attorney McHugh)
One Case:
 - a. Chase Management, Inc vs. City of Redlands, San Bernardino Superior Court Case No.CIVDS 1907758
2. Conference with labor negotiator - Government Code §54957.6
(Mayor Barich, and Council Member Gallagher)

Agency Negotiators:	Paul Barich, and Mick Gallagher
Employment Organization:	Redlands Professional Firefighters Association (RPFA)

D. Reconvene City Council Meeting

1. Consideration of selecting a preferred map and introduction of Ordinance No. 2931 amending Chapter 2.03.030 of the Redlands Municipal Code relating to the adjustment of current City Council Member Election District Boundaries (Mayor to declare meeting open as a public hearing) (Development Services Director Desatnik)

E. Invocation by Mayor Barich - Pledge of Allegiance

(In keeping with long-standing traditions of legislative invocations, this City Council meeting may include a brief invocation. Such invocations are not intended to proselytize or advance any one, or to disparage any other, faith or belief. Neither the City nor the City Council endorses any particular religious belief or form of invocation.)

F. Closed Session Report

(No reportable action taken in closed session unless otherwise announced by the City Attorney at this time.)

G. Public Comments - City Council

(At this time, the City Council will provide an opportunity for the public to address them on any subject, within the jurisdiction of the City Council, which is not already scheduled on this agenda. However, any matter that requires action will be referred to staff for a report and possible action at a subsequent meeting. Comments will be limited to three {3} minutes.)

H. Consent Calendar

(The following routine items have been recommended for approval and will be acted upon simultaneously unless separate discussion and/or action is requested by a Councilmember or a member of the audience.)

1. Approve minutes of the regular meeting of February 15, 2022 (City Clerk Donaldson)
2. Authorize issuance of a Proclamation declaring the month of March 2022 as American Red Cross Month (Mayor Barich)
3. Authorize issuance of a proclamation declaring the month of March 2022 as Women's History Month (Council Member Davis and Council Member Guzman-Lowery)
4. Approve Resolution No. 8310 authorizing remote teleconference meetings by the City Council and all Boards, Commissions, and Committees of the City in accordance with Assembly Bill 361 (2021) for a period of 30 days (Council Member Davis)
5. Approve an agreement with Genesis Staffing Firm for City-wide janitorial services in the amount of \$21,400.75 per month for a term of six (6) months with a total agreement amount not-to-exceed \$128,404.51 (Assistant City Manager Boatman)
6. Receive and File a Municipal Utilities and Engineering Department Emergency Procurement for the construction of a Sanitary Sewer Collection System Trunk Line, and approve an additional appropriation of \$109,172 (Municipal Utilities and Engineering Department Director Harris)

I. Communications

1. Discussion and possible action relating to the use of State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA) (Assistant City Manager McConnell)
2. Discussion and possible action relating to the Mid-Year General Fund Budget Review for Fiscal Year 2021-22 and consideration of additional appropriations included therein (City Manager Duggan and Management Services/Finance Director Garcia)
3. Discussion regarding the position of Mayor being elected “at large”, and possible direction to staff to develop two district maps to support having an “at large” Mayor (Mayor Pro Tem Tejeda)

J. **New Business**

1. Consideration of a request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School property for the Farm to Fork Dinner Fundraiser supporting the Armantrout Education Foundation to be held on April 30, 2022, and determination that approval of the request is exempt from environmental review pursuant to Section 15061(b)(3) of the state’s guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

K. **Individual Council Member Announcements and/or Reports on Activities**
(No collective discussion or action.)

L. **Adjournment**
The next regular meeting of the City Council will be held on March 15, 2022

M. **Successor Agency of the former Redevelopment Agency of the City of Redlands**

1. Call regular meeting of the Successor Agency Board of Directors to order.
2. Public Comments
(At this time, the Agency Board will provide an opportunity for the public to address them on any subject, within the jurisdiction of the Successor Agency of the former Redevelopment Agency of the City of Redlands, which is not already scheduled on this agenda. However, any matter that requires action will be referred to staff for a report and possible action at a subsequent meeting. Comments will be limited to three {3} minutes.)
3. **Consent Calendar**
 - a. Approve minutes of the regular meeting of February 1, 2022 (Secretary Donaldson)
 - b. Communication to the Successor Agency Board of the Approval of the Recognized Obligation Payment Schedule and Administrative Budget for July 1, 2022, through June 30, 2023 (Management Services/Finance Director Garcia)
 - c. Approve Resolution No. 492 Delegating Investment Authority to the City Treasurer Pursuant to Government Code Section 53607 (City Treasurer Dawes)
4. Adjourn Successor Agency Board of Directors' meeting
The next regular meeting of the Agency will be held on April 5, 2022

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If you challenge any proposed development entitlement listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Goutam Dobey, of the Municipal Utilities and Engineering Department at (909) 798-7584 ext 2. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

(28 CFR 35.102-35.104 ADA Title II)

Any writings or documents distributed to a majority of the City Council regarding an open session agenda item less than 72 hours before this meeting are available for public inspection at the City Clerk's Office or at the dais of the City Clerk once the open session begins.

Staff reports or other written documentation relating to items referred to on the agenda are available at the A. K. Smiley Public Library, 125 West Vine Street, Redlands, California, and on the City's website referenced below.

Regular meetings are televised live on Redlands TV Channel 3 (Spectrum) and Channel 35 (Frontier) and re-broadcasted at 7:00 P.M. the following Wednesday, Friday and Sunday; and at 9:00 A.M. Thursday, Saturday and Monday. Agendas, staff reports and minutes of the City Council of the City of Redlands are available on the Internet:

<http://www.cityofredlands.org>



"A City That Works"

City Council/Successor Agency Meeting

H. 5.

DATE: 03/01/2022

TO: Honorable Mayor and City Council Members

SUBJECT: Approve an agreement with Genesis Staffing Firm for City-wide janitorial services in the amount of \$21,400.75 per month for a term of six (6) months with a total agreement amount not-to-exceed \$128,404.51 (Assistant City Manager Boatman)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motion is provided:

I move City Council approve an Agreement with Genesis Staffing Firm for City-wide janitorial services in the amount of \$21,400.75 per month for a term of six (6) months with a total agreement amount not-to-exceed \$128,404.51.

RECOMMENDATION:

Staff recommends City Council approve an Agreement with Genesis Staffing Firm for City-wide janitorial services in the amount of \$21,400.75 per month for a term of six (6) months with a total agreement amount not-to-exceed \$128,404.51.

DISCUSSION:

The City operates 16 facilities that require varying degrees of janitorial maintenance and sanitation. This includes, but is not limited to, tasks such as daily waste disposal, bathroom/customer service counter sanitizing, recycling, vacuuming, and supply replenishment. Staff utilizes outside contractual services to provide these sanitation and janitorial services. Contractual services offer the benefit of allowing the janitorial support to be scalable for Covid-19 outbreaks while reducing the need and expense of additional full-time City Staff.

City staff solicited competitive bids for a six-month service period so that sanitation and janitorial services could adapt to the changing health landscape and allow for additional oversight by staff. An annual contract for janitorial

services for Fiscal Year 2022-23 will be brought to the City Council for consideration at a future meeting.

Staff followed the City procurement protocol by preparing an RFB for janitorial services. The scope of services in the bid package was comprehensive to ensure a high level of responsiveness and professionalism while performing services on City property. The requirements are summarized below:

- Security clearance and bonding for all employees that are to perform work under the terms of this contract
- Explicit adherence to Covid-19 related protocols
- Bidders experience and history in performing similar work as well as a list of references
- A complete cost breakdown by City facility
- A Description of the firm's organizational structure and level of accessible staff
- Coordination of the recycling activities at City facilities
- Client reference verification

On January 13, 2022, the City Clerk's office received and opened six bids. A bid analysis was completed by staff following the bid opening, and Genesis Staffing Firm was identified as the apparent responsive and responsible low bidder. The table below lists the bid amounts outlined in the City Clerk's Bid Opening Report. During the analysis period, the Omni Enterprise Inc. bid submittal was deemed non-responsive and non-responsible.

Bidder Name and Location	Bid Amount Six (6) Months
*Omni Enterprise, Inc., Santa Ana, CA	\$ 93,900.00
Genesis Staffing Firm, Moreno Valley, CA	\$128,404.51
Valley Maintenance Corp., Santa Fe Springs, CA	\$143,568.00
Vested Solutions, Palm Desert, CA	\$145,000.00
Joncowest, LLC, Corona, CA	\$186,600.00
Basehill Inc., Santa Fe Springs, CA	\$193,647.24

(*non-responsive and non-responsible)

ALTERNATIVES:

City Council may elect not to enter into an agreement with Genesis Staffing Firm and provide alternative direction to staff.

STRATEGIC PLAN:

Supports Focus Area E: Safety and Community Services

SUBMITTED BY:

Chris Boatman, Assistant City Manager

RECOMMENDED BY:

Charles M. Duggan Jr., City Manager

REVIEWED BY:

Daniel J. McHugh, City Attorney

Janice McConnell, Assistant City Manager

Danielle Garcia, Management Services/Finance Director

Dana Abramovitz-Daniel, Purchasing Manager

PREPARED BY:

Kathleen Giorgianni, Senior Administrative Assistant

Fiscal Impact

Fiscal Year: FY 2021-22

Amount: \$128,404.51

Budgeted Y/N: Yes

Account No.: Various

Discussion:

Sufficient funding for this service is included in the FY 2021-22 Budget as approved by City Council.

Attachments

A. Agreement with Genesis Staffing Firm

B. City Clerk's Bid Report

AGREEMENT TO PERFORM NON-PROFESSIONAL SERVICES FOR EQUIPMENT AND SUPPLIES

This agreement for the provision of janitorial services (“Agreement”) is made and entered in this 1st day of March, 2022 (“Effective Date”), by and between the City of Redlands, a municipal corporation (“City”) and Genesis Staffing Firm (“Contractor”). City and Contractor are sometimes individually referred to herein as a “Party” and, together, as the “Parties.” In consideration of the mutual promises contained herein, City and Contractor agree as follows:

ARTICLE 1 – ENGAGEMENT OF CONTRACTOR

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

ARTICLE 2 – SERVICES OF CONTRACTOR

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

ARTICLE 3 – RESPONSIBILITIES OF CITY

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

ARTICLE 4 – PERFORMANCE OF SERVICES

- 4.1 The Services shall commence immediately after the Effective Date of this Agreement. Contractor shall perform and complete the Services in a prompt and diligent manner in accordance with the schedule set forth in Exhibit “A.”
- 4.2 The term of this Agreement shall be for a period of six months (6), commencing as of the Effective Date, unless terminated earlier as provided herein.

ARTICLE 5 – PAYMENTS TO CONTRACTOR

- 5.1 Total compensation for Contractor's performance of the Services shall not exceed the amount of One Hundred Twenty Eight Thousand Dollars and Fifty One Cents (\$128,404.51). City shall pay Contractor in accordance with Exhibit "B," titled "City-Wide Janitorial Services Fee Schedule," which is attached hereto and incorporated herein by this reference.
- 5.2 Contractor shall submit monthly invoices to City describing the Services performed during the preceding month. Contractor's invoices shall include a brief description of the Services performed, the dates the Services were performed, the number of hours spent and by whom, and a description of reimbursable expenses related to the Services. City shall pay Contractor no later than thirty (30) days after receipt and approval by City of Contractor's invoice.
- 5.3 Any notice or other communication required, or which may be given, pursuant to this Agreement, shall be in writing. Any such notice shall be deemed delivered (i) on the date of delivery in person; (ii) five (5) days after deposit in first class registered mail, with return receipt requested; (iii) on the actual delivery date if deposited with an overnight courier; or (iv) on the date sent by facsimile or electronic mail transmission (including PDF), if confirmed with a copy sent contemporaneously by first class, certified, registered or express mail; in each case properly posted and fully prepaid to the appropriate address set forth below, or such other address as a Party may provide notice in accordance with this section:

CITY

City Clerk
City of Redlands
35 Cajon Street
P.O. Box 3005 (mailing)
Redlands, CA 92373
jdonaldson@cityofredlands.org
Phone: (909) 798-7531
Fax: (909) 798-7535

CONTRACTOR

Pearl Bluit
Genesis Staffing Firm
24384 Sunnymead Blvd. Suite 222-D
Moreno Valley, CA 92553
Genesis.staffing.firm@gmail.com
951-251-3471

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

- 6.1 The following insurance coverage required by this Agreement shall be maintained by Contractor for the duration of its performance of the Services. Contractor shall not perform any Services unless and until the required insurance listed below is obtained by Contractor. Contractor shall provide City with certificates of insurance and endorsements evidencing such insurance prior to commencement of the Services. Insurance policies shall include a provision prohibiting cancellation or modification of the policy except upon thirty (30) days prior written notice to City.

- A. Workers' Compensation and Employer's Liability insurance in the amount that meets statutory requirements with an insurance carrier acceptable to City, or certification to City that Contractor is self-insured or exempt from the workers' compensation laws of the State of California. Contractor shall execute and provide City with Exhibit "C," titled "Workers' Compensation Insurance Certification," which is attached hereto and incorporated herein by this reference, prior to performance of the Services.
 - B. Comprehensive General Liability insurance with carriers acceptable to City in the minimum amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate, for public liability, property damage and personal injury is required. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.
 - C. Business Auto Liability coverage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence, combined single limit bodily injury liability and property damage liability. This coverage shall include all Contractor owned vehicles used in connection with Contractor's provision of the Services, hired and non-owned vehicles, and employee non-ownership vehicles. City shall be named as an additional insured and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.
- 6.2 Contractor shall defend, indemnify, and hold harmless City and its elected and appointed officials, employees and agents from and against any and all claims, losses and liability, including attorneys' fees, arising from injury or death to persons or damage to property occasioned by any negligent act or omission by, or the willful misconduct of, Contractor, or its officers, employees and agents in performing the Services.

ARTICLE 7 – CONFLICTS OF INTEREST

- 7.1 Contractor covenants and represents that it does not have any investment or interest in any real property that may be the subject of this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Contractor's Services. Contractor further covenants and represents that in the performance of its duties hereunder, no person having any such interest shall perform any Services under this Agreement.
- 7.2 Contractor agrees it is not a designated employee within the meaning of the Political Reform Act because Contractor:
- A. Does not make a governmental decision whether to:
 - (i) approve a rate, rule or regulation, or adopt or enforce a City law;
 - (ii) issue, deny, suspend or revoke any City permit, license, application, certification, approval, order or similar authorization or entitlement;
 - (iii) authorize City to enter into, modify or renew a contract;

- (iv) grant City approval to a contract that requires City approval and to which City is a party, or to the specifications for such a contract;
- (v) grant City approval to a plan, design, report, study or similar item;
- (vi) adopt, or grant City approval of, policies, standards or guidelines for City or for any subdivision thereof.

B. Does not serve in a staff capacity with City and, in that capacity, participate in making a governmental decision or otherwise perform the same or substantially the same duties for City that would otherwise be performed by an individual holding a position specified in City's Conflict of Interest Code under Government Code section 87302.

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

ARTICLE 8 – GENERAL CONSIDERATIONS

8.1 In the event any action is commenced to enforce or interpret any of the terms or conditions of this Agreement the prevailing Party shall, in addition to any costs and other relief, be entitled to the recovery of its reasonable attorneys' fees, including fees for the use of in-house counsel by a Party.

8.2 Contractor shall not assign any of the Services, except with the prior written approval of City and in strict compliance with the terms and conditions of this Agreement. Any assignment or attempted assignment without such prior written consent may, in the sole discretion of City, result in City's immediate termination of this Agreement.

8.3 Contractor is for all purposes under this Agreement an independent contractor and shall perform the Services as an independent contractor. Neither City nor any of its agents shall have control over the conduct of Contractor or Contractor's employees, except as herein set forth. Contractor shall supply all necessary tools and instrumentalities required to perform the Services. Assigned personnel employed by Contractor are for its account only, and in no event shall Contractor or personnel retained by it be deemed to have been employed by City or engaged by City for the account of, or on behalf of City. Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent, nor shall Contractor have any authority, express or implied, to bind City to any obligation.

8.4 This Agreement may be terminated by City, in its sole discretion, by providing not less than ten (10) days prior written notice to Contractor of City's intent to terminate. If this Agreement is terminated by City, an adjustment to Contractor's compensation shall be made, but (1) no amount shall be allowed for anticipated profit or unperformed Services, and (2) any payment due Contractor at the time of termination may be adjusted to the extent of any additional costs to City occasioned by any default by Contractor. Upon receipt of a

termination notice, Contractor shall immediately discontinue its provision of the Services and, within five (5) days of the date of the termination notice, deliver or otherwise make available to City, copies (in both hard copy and electronic form, where applicable) of project related data, drawings, specifications, reports, summaries and such other information and materials as may have been accumulated by Contractor in performing the Services. Contractor shall be compensated on a pro-rata basis for Services completed up to the date of termination.

- 8.5 Contractor shall maintain books, ledgers, invoices, accounts and other records and documents evidencing costs and expenses related to the Services for a period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor pursuant to this Agreement. Such books shall be available at reasonable times for examination by City at the office of Contractor.
- 8.6 This Agreement, including the Exhibits incorporated herein by reference, represents the entire agreement and understanding between the Parties as to the matters contained herein, and any prior negotiations, written proposals or verbal agreements relating to such matters are superseded by this Agreement. Except as otherwise provided for herein, any amendment to this Agreement shall be in writing, approved by City and signed by City and Contractor.
- 8.7 This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- 8.8 If one or more of the sentences, clauses, paragraphs or sections contained in this Agreement is declared invalid, void or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate the remaining sentences, clauses, paragraphs or sections contained herein, unless to do so would deprive a Party of a material benefit of its bargain under this Agreement.

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

CITY OF REDLANDS

GENESIS STAFFING FIRM

By: _____
Paul T. Barich, Mayor

By: _____
Pearl Bluitt, Owner

ATTEST:

Jeanne Donaldson, City Clerk

EXHIBIT "A"
SCOPE OF SERVICES

- A. Where work is to be performed in City facilities, Contractor shall have examined the site of work and shall be responsible for having acquired full knowledge of the job and of any and all problems affecting it. No variations or allowance from the cost breakdown for the Services will be made because of lack of such examination.
- B. Damage to existing construction, equipment, planting, etc., by Contractor in the performance of the Services shall be replaced or repaired and restored to original condition by and at the expense of Contractor.
- C. Contractor shall at all times, keep the facilities clean from accumulation of waste or recyclable materials caused by employees or janitorial work and shall remove all resulting materials from site(s) where the Services are performed.
- D. Contractor shall appoint an experienced supervisor to be responsible for all Services required and performed under this Agreement. The Supervisor shall have the authority to receive on behalf of Contractor any order or communication relating to the Services, and shall be readily accessible to staff of the City at all times and have communication equipment (cell phone or pager). If a replacement Supervisor is deemed necessary by Contractor, the replacement Supervisor shall be approved by City prior to commencement of any Supervisory duties. Supervisor shall "walk" all buildings with a check list and review janitorial work being performed by janitorial staff. Supervisor shall email said report to City Staff every two weeks with findings and resolutions. Supervisor shall meet with individual City site supervisors every two weeks during City business hours for quality control check in.
- E. Contractor will correct, within 24 hours, deficiencies for any task labeled as daily, weekly, or monthly. Contractor will correct, within 48 hours, any deficiencies for any task labeled as semi-monthly, quarterly, or annually. City reserves the right to procure services for the correction of the deficiency from other sources and hold Contractor responsible for any costs incurred. Failure to correct a notice of deficient performance from City will constitute cause for termination of this Agreement.
- F. Invoices submitted must be itemized to include monthly costs for a given time period, and include City's Purchase Order Number. Any additional charges are required to be provided in writing with detailed descriptions of work performed.
- G. City requires a comprehensive LIVESCAN background check clearance of all employees accessing City property prior to their performing any work for the City. Contractor shall provide evidence that all employees engaged in providing the Services are covered under terms of Contractor's insurance policy and have passed a thorough background check prior to submitting employees for a LIVESCAN background check. Background checks are to be performed at the expense of the Contractor (if any) and performed by the City of Redlands Police Department
- H. Contractor is responsible for supplying, at its own expense, uniforms or identifying attire to all employees, which will be unvarying in style. All employees are expected to be in "uniform" while on duty, and the uniform is to be kept clean and in good condition. An example of uniform or identifying attire would be a same colored collared shirt with the contractors name in clear view (logo). Badges identified with the company name, photo and name of employee are required at all times janitors are at a City facility.
- I. Contractor shall make available upon request the following:
 - Health and Safety Plan for Workers
 - Accident Record from the last 5 years, including details of Contractor's response, actions and

outcomes

GENERAL REQUIREMENTS

- A. All keys entrusted to Contractor for the fulfillment of this Agreement must be fully protected at all times. In the event of any loss of key(s), it will be the responsibility of Contractor to cover the cost of having the locks re-keyed. All rooms/buildings are to be secured after cleaning by ensuring all windows are closed/locked and doors that are required to be locked are locked and that all alarms are set properly.
- B. Upon completion and during the sequence of their duties, janitorial personnel will turn off all lights in unoccupied areas unless otherwise directed.
- C. Prior to leaving the building each night, Contractor shall check to see that all outside doors are locked and that the building is secure. Emergency phone numbers will be provided to Contractor and Contractor shall notify the appropriate person in a timely manner of any difficulties in securing the buildings. If City sites ongoing issues with Contractor staff not locking doors or setting alarms City may seek financial compensation from Contractor.
- D. Any conditions in the facilities that may require repair shall be reported to City in a timely manner (e.g.; dripping faucets, damaged walls, burned out lights, etc.).

RECYCLING

- A. Contractor shall coordinate recycling activities with City's representative to minimize refuse disposal and maximize recycling from City facilities.
- B. Contractor shall empty recyclable materials contained with designated recycling containers throughout the facility. This includes all blue, recycling desk-side containers and larger, blue 32-gallon recycling containers. Recyclable materials shall be emptied into the white recycling dumpster at the rear of the City Hall off of Citrus Avenue.
- C. Recyclable materials set aside should be collected and emptied into the white recycling dumpster. This includes office materials such as paper (e.g., boxes, blueprints, plans, files, etc.) that may or not be placed inside of a recycling container due to inadequate capacity but are clearly labeled "RECYCLE."
- D. Contractor shall contact City's representative if the janitorial staff or supervisor are in doubt regarding the proper separation of materials.
- E. Contractor will contact City's representative to apprise him of improper separation of materials by City staff. Materials listed below should be separated for recycling by City office staff. Contractor shall NOT collect recyclables for personal use.

Office Paper	Junk Mail	Envelopes	Blueprints
Catalogs	Computer Paper	Colored Paper	Aluminum Cans
Tin (steel) cans	All Glass Bottles	Flattened Cardboard Boxes	
All other plastic bottles or containers			

EQUIPMENT and SUPPLIES

- A. Contractor will provide City with records to indicate the specifications, details and any other information available concerning the supplies and equipment used at City facilities.
- B. Supplies and materials used in performing the scope of services contained herein under this Agreement shall conform to the following specifications listed in the chart below: (any non-conforming specification must be provided in the blank column for consideration and approval by City).

**For treatment of various types of flooring, carpeting, etc., only materials recommended and approved by the*

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

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

SENIOR CENTER AND COMMUNITY SENIOR CENTER
ITEM A1

111 W. LUGONIA AVE.
CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF
11:00 P.M.-6:00 A.M. MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY

COMMUNITY SENIOR CENTER

➤ **Lobby, Hallways, Classrooms, and Multi-purpose room**

Clean floor of dirt, dust, scuff marks and stains with cleaning product	Six times weekly
Empty all trash receptacles and replace liners as necessary	Six times weekly
Sweep Debris	Six times weekly
Dust/sweep all hard surface floors with treated dust mop	Six times weekly
Damp mop all hard surface areas with cleaning product	Six times weekly
Vacuum mats clean at every doorway	Six times weekly
Strip and apply adequate coatings of floor sealer/finish	Once monthly
Apply uniform coat of self-polishing floor wash with clean synthetic mop, allow time to dry, apply second coat, after allowing time for an overnight cure, buff with white-fine polish pad with machine under 175 RPM	Once monthly

➤ **Senior Center Restrooms and Restrooms in the Nutrition Site Kitchen**

Clean and sanitize fixtures, mirrors, counters, polish chrome	Six times weekly
Mop floors completely with cleaning product	Six times weekly
Refill all dispensers (toilet, paper towels and soap)	Six times weekly
Empty all trash receptacles and replace liners as necessary	Six times weekly
Remove all collected trash to designated area	Six times weekly
Spot clean all walls, light switches and doors with cleaning product	Six times weekly
Spot wash all restroom partitions with cleaning product	Six times weekly
Strip and apply adequate coatings of floor sealer/finish	Once monthly

D. Office and Classrooms

Empty all trash receptacles and replace liners as necessary	Six times weekly
Vacuum carpet	Six times weekly

COMMUNITY CENTER

➤ **Offices**

Empty all trash receptacles and replace liners as necessary Six times weekly

Vacuum carpet Six times weekly

➤ **Community Center Restrooms**

Clean and sanitize fixtures, mirrors, counters, polish chrome Six times weekly

Mop floors completely with cleaning product Six times weekly

Refill all dispensers (toilet, paper towels and soap) Six times weekly

Empty all trash receptacles and replace liners as necessary Six times weekly

Remove all collected trash to designated area Six times weekly

Spot clean all walls, light switches and doors with cleaning product Six times weekly

Spot wash all restroom partitions with cleaning product Six times weekly

Strip and apply adequate coatings of floor sealer/finish Once monthly

➤ **Lobby, Game room, Classrooms, and Music Studio**

Clean floors of dirt, dust, scuff marks and stains using cleaning product Six times weekly

Empty all trash receptacles and replace liners as necessary Six times weekly

Sweep Debris Six times weekly

Dust all hard surface floors with treated dust mop Six times weekly

Damp mop all hard surface areas with cleaning product Six times weekly

Vacuum mats clean at every doorway Six times weekly

Strip and apply adequate coatings of floor sealer/finish Once monthly

Apply uniform coat of self-polishing floor wash with clean synthetic mop, allow time to dry, apply second coat, after allowing time for an overnight cure, buff with white-fine polish pad with machine under 175 RPM Once monthly

➤ **Hardwood Floors- Gymnasium, Dance Floor, Racquetball Courts and Multi-Purpose Room**

*****NEVER “WET MOP” THE WOOD FLOOR*****

Excessive water causes natural wood to expand and may damage the flooring. Finishes are to protect the surface of the wood and are not waterproofing products. Do not roll any carts, dollies, etc. Do not drag chairs across the floor.

Dust mop with Hydroline Dust Mop Treatment and Maintainer	Six times weekly
Dust Mop floor using cleaning product	Six times weekly
Vacuum mats at every doorway	Six times weekly
Tack the floor using terrycloth towels with wrung out damp water	Once weekly
Look for gum and candy on the floor and bleachers and remove	Once weekly

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ANIMAL SHELTER

ITEM A2

504 NORTH KANSAS STREET

CLEANING SHALL BE PERFORMED EVERY WEDNESDAY THROUGH SATURDAY
BETWEEN THE HOURS OF 5:30 P.M. AND 7:30 A.M.

➤ **Tile Floor Care (Lobby, Hallways and Offices)**

Dust mop all hard surface floors with treated or electrostatic dust mop	Four times weekly
Wet mop entire area with cleaning product	Four times weekly
Vacuum walk-off mats	Four times weekly
Machine scrub hard surface floor and apply one coat of polish, allow time to dry and then buff	Once monthly
Strip hard surface floor and recoat with three coats of floor polish	Twice yearly

➤ **Reception**

Dust all furniture, fixtures and equipment	Four times weekly
Clean all walls, light switches, doors and baseboards with cleaning product	Four times weekly
Clean and vacuum air conditioning vents	Twice monthly

➤ **Restrooms**

Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe down all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal/soap cleaner	Six times per week
Clean Interior & Exterior Windows Monthly	
Clean & Sanitize Kitchen to include counter surfaces, sinks, floors and appliances	Six times per week
Empty all trash cans and replace liners	Four times per week
Clean & Sanitize care room with germicide to include counter surfaces, sinks, floors & appliances	Four times Weekly

HILLSIDE MEMORIAL PARK

ITEM A3

1540 ALESSANDRO ROAD

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

➤ **General Offices, Carpeted Areas and Vinyl Tiled Areas**

Dust and spot clean all horizontal surfaces with germicidal cleaning product	Once weekly
Spot clean all walls, light switches and doors with cleaning product	Once weekly
Empty all trash receptacles and replace liners as necessary Twice weekly	Twice weekly
Remove all collected trash to designated area	Twice weekly
Dust all chairs, table legs and rungs, baseboards, ledges moldings and other low reaching areas	Twice a month
Dust all surfaces above normal reach including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once a month
Sweep and wet mop laminate flooring areas	Twice weekly

➤ **Restrooms**

Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal/soap cleaner	Five days per week
Scrub and sanitize sinks and toilets using germicidal/soap cleaner	Five days per week
Empty all trash receptacles and replace liners as necessary	Five days per week
Vacuum all ceiling vents, should coincide with window cleaning	Twice yearly

➤ **Mausoleums**

Mop/Wax and buff terrazzo floors (Cleaning is to be performed end of May before Memorial Day and mid-November)	Once Yearly
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➤ **Break Room**

Clean all counters, chairs and table	Twice weekly
Clean and sanitize sink, and front of refrigerator with cleaning product	Twice weekly
Sweep and empty trash and recyclable material receptacles and replace liners	Twice weekly
Sweep and wet mop laminate flooring areas	Twice weekly

POLICE ADMINISTRATIVE OFFICES

ITEM A4

30 CAJON STREET

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

➤ **Main Floor Offices and Common Area**

Empty all trash receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash and recyclable material to designated areas	Twice weekly
Clean, disinfect and polish all drinking fountains, removing water marks, scale and splash marks on the sides and front	Twice weekly
Dust mop all hard surface floors with treated or electrostatic mop	Twice weekly
Damp mop the entire area using cleaning product	Once weekly
Vacuum all carpeted areas	Twice weekly
Clean both sets of glass doors with cleaning product	Twice weekly
Using approved spotter, spot clean carpeted areas	Once weekly
Dust mop stairs, dust railings, ledges and spot clean	Once weekly
Dust all furniture, fixtures, equipment and accessories	Once weekly
Dust high and low areas; i.e., pictures, clocks, partition tops, etc.	Once a month
Clean and vacuum air conditioning vents	Once a month

➤ **Second Floor**

Empty all trash and recyclable material receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash and recyclable material to designated area	Twice weekly
Clean and polish all drinking fountains, removing water marks, scale and splash marks from the sides and front	Twice weekly
Vacuum all carpeted areas	Twice weekly
Dust mop all hard surface floors with treated or electrostatic mop	Twice weekly
Damp mop entire area using cleaning product	Once weekly

Using approved spotter, spot clean carpeted areas	Once weekly
Dust all furniture, fixtures, equipment and accessories	Once weekly
Dust high and low areas; i.e., pictures, clocks, partition tops, etc.	Once monthly
Machine scrub hard surface floors and apply one coat of polish, allow time to dry, then buff	Once monthly
Strip hard surface floors and recoat with three coats of floor polish (Restrooms – All Three Floors)	Once yearly
Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Five Days per Week
Clean/scrub toilets using a germicidal/soap cleaner	Five Days per Week
Clean and vacuum air conditioning vents	Once monthly
➤ Basement and Kitchen	
Clean kitchen counter & appliances with cleaning product	Five Days per Week
Empty all trash and recyclable material receptacles and replace liners	Five Days per Week
Empty all blue recycling containers into recycling dumpster or cart	Five Days per Week
Remove all collected trash and recyclable material to designated area	Five Days per Week
Vacuum all carpeted areas/walk-off mats	Five Days per Week
Dust mop all hard surface floors with treated or electrostatic dust mop	Five Days per Week
Sweep and damp mop using approved cleaning product	Five Days per Week
Using approved spotter, spot clean carpeted areas	Five Days per Week
Machine scrub hard surface floors and apply one coat of polish, allow time to dry, then buff	Every 4 months

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MUNICIPAL AIRPORT
ITEM A5

1745 SESSUMS DRIVE

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

➤ **Lobby Area, Carpeted Areas and Vinyl Tiled Areas**

Dust and spot clean all horizontal surfaces with cleaning product	Once weekly
Spot clean all walls, light switches and doors with cleaning product	Twice weekly
Empty all trash and recyclable material receptacles and replace liners as	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash to designated area	Twice weekly
Vacuum all carpeted areas	Twice weekly
Using approved spotter, spot clean carpet areas as needed	Twice weekly
Dust all chairs, table legs and rungs, baseboards, ledges, moldings and Other low-reaching areas	Twice monthly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly

➤ **Restrooms**

Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and mop floors using a germicidal cleaner	Twice weekly
Scrub and sanitize sinks and toilets using germicidal cleaner	Once weekly
Empty all trash and recyclable material receptacles and replace liners	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Vacuum all ceiling vents (coincides with window cleaning)	Twice yearly

➤ **Breakroom**

Clean all counters, chairs and tables with cleaning product	Twice weekly
Clean and sanitize sink and front of refrigerator with cleaning product	Twice weekly
Sweep	Twice weekly

Empty all trash and recyclable material receptacles and replace liners	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Damp mop hard surface floors with cleaning product	Once weekly

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CIVIC CENTER

ITEM A6

35 CAJON STREET

EVERY LOCATION EXCEPT TREASURER'S OFFICE CLEANING SHALL BE PERFORMED BETWEEN
THE HOURS OF 6:00 P.M. AND 6:00 A.M. EVERY TUESDAY AND THURSDAY
ALL BATHROOMS ARE TO BE CLEANED/DISINFECTED MONDAY THROUGH FRIDAY (5 DAYS PER
WEEK)

THE TREASURER'S OFFICE –TO BE CLEANED BETWEEN
5:00 P.M. and 6:00 P.M. ON TUESDAY AND THURSDAY

➤ **Lobbies**

Sweep and damp mop entry flooring	Twice weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash to designated area	Twice weekly
Vacuum all carpeted areas/walk-off mats	Twice weekly
Clean interior and exterior of all glass doors with appropriate cleaning product	Twice weekly
Dust all hard surface floors with treated dust mop using approved spotter, spot clean carpeted areas	Twice weekly
Dust all chair, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Twice weekly
Brush furniture	Twice weekly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Twice weekly

➤ **Corridors**

Dust all hard surface floors with treated dust mop	Twice weekly
Damp mop all hard surface floors with cleaning product	Twice weekly
Fully vacuum all carpets from wall to wall	Twice weekly
Spot clean all walls, light switches and doors with cleaning product	Twice weekly
Clean, disinfect and polish all drinking fountains	Twice weekly
Using approved spotter, spot clean carpeted area	Twice weekly

➤ **General Offices, Carpeted Areas and Vinyl Tiled Areas**

Empty all trash and recyclable material receptacles and replace liners	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash to designated area	Twice weekly
Dust and spot clean all horizontal surfaces	Twice weekly
Spot clean all walls, light switches and doors with cleaning product	Twice weekly
Vacuum all carpeted areas	Twice weekly
Buff all hard surface floors	Once monthly
Dust mop all hard surface floors with treated dust mop	Twice weekly
Clean both sides of all glass doors with cleaning product	Twice weekly
Using approved spotter, spot clean carpeted areas	Twice weekly
Dust all chair, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Once a month
Damp mop entire hard surface areas with cleaning product	Once a month
Dust all surfaces above normal reach including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once a month
Clean and vacuum air conditioning vents	Once a month

➤ **Stairwells (Interior, Exterior and Landings)**

Sweep stairs	Once weekly
Damp mop any spillage with cleaning product	Once weekly
Dust rails and ledges	Once weekly
Damp mop completely with cleaning product	Once weekly

➤ **Elevators**

Clean and vacuum carpeted elevators completely	Once monthly
Detail clean threshold plates, removing all visible spoil	Once monthly
Clean and disinfect button panel	Twice Weekly

➤ **Restrooms**

Clean and sanitize fixtures, mirrors, counters, polish chrome	Five Days per Week
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Scrub and sanitize sinks and toilets using germicidal cleaner	Five Days per Week
Sweep and mop hard surface floors with cleaning product	Twice weekly
Refill dispensers (soap, paper towels, toilet paper)	Five Days per Week
Empty all trash and recyclable material receptacles and replace liners	Five Days per week
Remove all collected trash to designated area	Twice weekly
Spot clean all walls, light switches and doors with cleaning product	Once weekly
Spot wash all restroom partitions with cleaning product	Once weekly
Wash all restroom partitions on both sides with sanitizing cleaning product	Once Weekly
Machine scrub all restroom floors using a germicidal detergent and recoat with two coats of sealer/finish	Once monthly
Vacuum and clean air conditioning vents	Once monthly

➤ **Breakrooms**

Clean sink, countertop and appliances with cleaning product	Twice weekly
Damp wipe all cafeteria, lunchroom tables and vending machines	Twice weekly
Empty all trash and recyclable material receptacles and replace liners	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash to designated area	Twice weekly
Dust mop all hard surface floors with treated dust mop	Twice weekly
Mop all stains and spills from hard surface floors with cleaning product	Twice weekly
Spot clean all walls, light switches and doors with cleaning product	Twice weekly
Damp wipe chairs with cleaning product	Twice weekly

➤ **Floor Care Services**

Machine polish, scrub or strip all vinyl, ceramic, or tile floors and apply adequate coatings of floor sealer/finish to required floors	Once a month
Machine scrub, apply approved wax and polish wood floor	Once a month

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POLICE SUB-STATION

ITEM A7

1150 BROOKSIDE, #J1A

➤ **Lobby, Hallways, Offices, and Kitchens**

Dust mop all hard surface floors with treated dust mop	Twice weekly
Wet mop entire area with cleaning product	Twice weekly
Vacuum all carpeted areas/walk-off mats	Twice weekly
Using approved spotter, spot clean carpeted areas	Twice weekly
Dust all furniture, fixtures, equipment and Accessories	Twice weekly
Dust high and low areas; i.e., pictures, clocks, partition tops, etc.	Twice weekly
Empty all trash and recyclable material receptacles and replace liners	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Damp mop entire area in kitchen with cleaning product	Twice weekly
Clean and vacuum all ceiling vents	Twice yearly
Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff	Twice yearly
Shampoo carpet using rotary machine	Twice yearly
Strip hard surface floor and recoat with three coats of floor polish	Once yearly

➤ **Restrooms**

Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Twice weekly
Empty all trash and recyclable material receptacles and replace liners	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff	Once monthly
Strip hard surface floor and recoat with three coats of floor polish	Once yearly

➤ **Breakrooms**

Empty all trash and recyclable material receptacles and replace liners	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Wipe down and sanitize all horizontal surfaces	Twice weekly

SMILEY LIBRARY

ITEM A9

125 W. VINE STREET

LIBRARY CLEANING: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY
BETWEEN THE HOURS OF 10:00 PM and 6:00 AM

➤ Lobbies

Clean entry to buildings	Six times weekly
Empty all trash and recyclable material receptacles and replace liners	Six times weekly
Empty all blue recycling containers into recycling dumpster or cart	Six times weekly
Remove all collected trash to designated area	Six times weekly
Vacuum all carpeted areas/walk-off mats	Six times weekly
Clean interior and exterior of all glass doors with cleaning product	Six times weekly
Dust all hard surface floors with treated dust mop using approved spotter, spot clean carpeted areas	Six times weekly
Dust all chair, table legs and rungs, baseboards, ledges, moldings, and other low-reaching areas	Once monthly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly
Vacuum furniture	Once monthly

➤ Corridors

Dust all hard surface floors with treated dust mop	Six times weekly
Damp mop all hard surface floors with cleaning product	Six times weekly
Fully vacuum all carpets, wall to wall	Six times weekly
Spot clean all walls, light switches and doors with cleaning product	Six times weekly
Empty and damp wipe ashtray outside entry way	Six times weekly
Clean and polish all drinking fountains with cleaning product	Six times weekly
Using approved spotter, spot clean carpeted areas	Six times weekly

➤ General Offices, All Areas

Empty all trash and recyclable material receptacles and replace liners	Six times weekly
Empty all blue recycling containers into recycling dumpster or cart	Six times weekly

Remove all collected trash to designated areas	Six times weekly
Dust and spot clean all horizontal surfaces	Six times weekly
Spot clean all walls, light switches and doors with cleaning product	Six times weekly
Vacuum all carpeted areas/walk-off mats	Six times weekly
Dust mop all hard surface floors with treated dust mop	Six times weekly
Mop all stains and spillage with cleaning product	Six times weekly
Using approved spotter, spot clean carpeted areas	Six times weekly
Damp mop entire hard surface areas with cleaning product	Once weekly
Dust all chair, table legs and rungs, baseboards, ledges, moldings, and other low-reaching areas	Once monthly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly
Vacuum and clean air conditioning vents	Once monthly

➤ **Stairwells (Interior, Exterior and Landings)**

Sweep stairs	Six times weekly
Damp mop any spillage with cleaning product	Six times weekly
Dust rails and ledges	Once weekly
Damp mop completely with cleaning product	Once weekly

➤ **Elevators**

Clean and vacuum carpeted elevators completely	Six times weekly
Using approved spotter, spot clean carpeted areas	Six times weekly
Detail clean threshold plates, removing all visible spoil	Six times weekly
Wipe down and sanitize button panel	Six times weekly

➤ **Restrooms**

Clean and sanitize fixtures, mirrors, counters, and polish chrome	Six times weekly
Mop floors completely with cleaning product	Six times weekly
Refill dispensers	Six times weekly
Empty all trash and recyclable material receptacles and replace	Six times weekly

Empty all blue recycling containers into recycling dumpster or cart	Six times weekly
Remove collected trash to designated area	Six times weekly
Spot clean walls, light switches and doors with cleaning product	Twice weekly
Wash and Sanitize restroom partitions on both sides	Twice weekly
Vacuum and clean air conditioning vents	Twice a month
Machine scrub all restroom floors using a germicidal detergent and recoat with two coats of sealer/finish	Once monthly

➤ **Breakroom**

Clean sink, countertop and appliances with cleaning product	Three times Weekly
Damp wipe all cafeteria, lunchroom tables and vending machines	Three times Weekly
Empty all trash and recyclable material receptacles and replace liners	Three times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Three times Weekly
Remove all trash collected to designated area	Three times Weekly
Dust mop all hard surface floors with treated dust mop	Three times Weekly
Mop all stains and spills from hard surface floors with cleaning product	Three times Weekly
Spot clean all walls, light switches and doors with cleaning product	Three times Weekly
Damp wipe chairs with cleaning product	Once weekly

➤ **Floor Care Services**

Machine polish, scrub or strip vinyl, ceramic, or tile floors and apply adequate coatings of floor sealer/finish to required floors	Once monthly
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CORPORATE YARD
ITEM A10

1270 W. PARK AVENUE
BUILDINGS A, B, E, I, J, M

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

➤ **General Offices, Carpeted Areas and Vinyl Tiled Areas**

Empty all trash and recyclable material receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash to designated area	Twice weekly
Dust and spot clean all horizontal surfaces	Once weekly
Spot clean all walls, light switches and doors with cleaning product	Once weekly
Vacuum all carpeted areas	Once week
Dust mop all hard surface floors with treated dust mop	Twice weekly
Mop all stains and spillage with cleaning product	Twice weekly
Using approved spotter, spot clean carpeted areas	Twice weekly
Dust all chair, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Twice weekly
Damp mop entire hard surface areas with cleaning product	Once weekly
Vacuum walk-off mats	Once weekly
Dust all surfaces above normal reach including window sills, ledges, moldings, shelves, door frames, etc.	Twice weekly
Machine scrub hard surface floor and apply one coat of polish, allow time to dry, then buff	Once monthly
Strip hard surface floor and recoat with three coats of floor polish	Once a year

➤ **Kitchen/Bath/Restroom**

Dust mop all hard surface floors with treated dust mop	Once weekly
Mop all stains and spillage with cleaning product	Once weekly
Damp mop entire hard surface areas with cleaning product	Once weekly

Scrub toilets using sanitizer/disinfectant	Once weekly
Clean sink, countertop and appliances with cleaning product	Once weekly
Damp wipe all lunchroom tables and vending machines with cleaning product	Once weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash to designated area	Twice weekly
Dust mop all hard surface floors with treated dust mop	Twice weekly
Mop all stains and spills from hard surface floors with cleaning product	Twice weekly
Spot clean all walls, light switches and doors with cleaning product	Once weekly
Damp wipe chairs with cleaning product	Once weekly
➤ Restrooms and Locker Rooms all buildings as necessary	
Restrooms in Building “A” (Cleaned between 7:30 a.m.- 5:00 p.m.)	Five Days per Week
Restrooms in Building “B,” “E” & “M”	Five Days per Week
Restrooms in Building “D” (Gas Island)	Seven Days per Week
Fully clean all showers with cleaning product	Five Days per Week
All: Refill dispensers, waterproof sand paper on water mineral in sinks empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner/scrub/sanitize sinks	Twice weekly
Toilets scrub using sanitizer/disinfectant	Twice weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Twice weekly
Clean and seal grout	Twice yearly
Dust high and low areas: i.e., pictures, clocks, partition tops, etc.	Once monthly
Machine scrub hard surface floor and apply one coat of polish, allow time to dry, then buff	Once monthly
Strip hard surface floor and recoat with three coats of floor polish	Once yearly
Breakrooms	
Wipe down and sanitize all horizontal surfaces	Twice Weekly
Wipe down and sanitize sinks, faucets, refrigerator handles and cabinets	Twice Weekly

ADDITIONAL

➤ Building A - Purchasing

Sweep Storeroom area and dispose of dust/debris	Once monthly
Wipe down appliances in kitchen area and clean flat surfaces using cleaning product	Twice weekly

WASTE WATER TREATMENT PLANT

ITEM A11

1950 NEVADA STREET

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

➤ General Offices, Carpeted Areas and Vinyl Tiled Areas

Dust and spot clean all horizontal surfaces	Every Tuesday
Spot clean all walls, light switches and doors with cleaning product	Three times Weekly
Empty all trash receptacles and replace liners as necessary	Three times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Three times Weekly
Remove all collected trash to designated area	Three times Weekly
Vacuum all carpeted areas	Three times Weekly
Using approved spotter, spot clean carpet areas as needed	Three times Weekly
Dust all chairs, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Three times Weekly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly

➤ Restrooms

Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Three times Weekly
Scrub and sanitize sinks and toilets using germicidal cleaner	Three times Weekly
Empty all trash receptacles and replace liners as necessary	Three times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Three times Weekly
Clean and vacuum air conditioning vents	Three times Weekly

➤ Break Room

Clean all counters, vending machines, chairs and tables with cleaning product	Three times Weekly
Clean and sanitize sink, drinking fountains and front of refrigerator	Three times Weekly
Sweep and empty trash, replace liners	Three times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Three times Weekly
Damp mop hard surface floors with cleaning product	Three times Weekly

➤ **Windows**

Interior and exterior of windows shall be cleaned between the end of May before Memorial Day & again in mid-November)

Twice yearly

➤ **Carpets**

Carpets shall be shampooed (Cleaning is to be performed At the end of May before Memorial Day and again in mid-November)

Twice yearly

➤ **Tiled Floors**

Tiled floors shall be waxed (Cleaning is to be performed at the End of May before Memorial Day and again in mid-November)

Twice yearly

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WATER PRODUCTION AND OPERATIONS
ITEM A12

955 PARKFORD DRIVE

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

➤ **General Offices, Carpeted Areas and Vinyl Tiled Areas**

Dust and spot clean all horizontal surfaces	Every Sunday
Spot clean all walls, light switches and doors with cleaning product	Twice weekly
Empty all trash receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash to designated area	Twice weekly
Vacuum all carpeted areas	Twice weekly
Using approved spotter, spot clean carpet areas as needed	Twice weekly
Dust all chairs, table legs and rungs, baseboards, ledges, moldings and other low-reaching areas	Once monthly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly

➤ **Restrooms**

Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors	Twice weekly
Scrub and sanitize sinks and toilets using germicidal cleaner	Twice weekly
Empty all trash receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Vacuum and clean all ceiling vents	Twice weekly

➤ **Break Room**

Clean all counters, vending machines, chairs and tables with cleaning product	Twice weekly
Clean and sanitize sink, drinking fountain and front of refrigerator	Twice weekly
Sweep and empty trash replace liners as necessary or at least Twice weekly	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Damp mop hard surface floors with cleaning product	Twice weekly

➤ **Windows**

Interior and exterior of windows shall be cleaned at the end of May before Memorial Day
& again in mid-November) Twice yearly

➤ **Tiled Floors**

Tiled Floors shall be waxed (Cleaning is to be performed
at the end of May before Memorial Day & again in mid-November) Twice yearly

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PARK AVENUE POLICE STATION/JAIL

ITEM A13

1270 W. PARK AVE.

CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF 7:00 AM AND 5:00 PM
7 DAYS A WEEK – MONDAY, TUESDAY, WEDNESDAY, THURSDAY & FRIDAY, SATURDAY, SUNDAY
INCLUDES DISPATCH AND RECORDS DEPARTMENT

Clean entry to building with cleaning product	Seven times Weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Seven times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Seven times Weekly
Remove all collected trash and recyclable material to designated area	Seven times Weekly
Vacuum carpeted areas	Seven times Weekly
Clean both sides of all glass doors with cleaning product	Seven times Weekly
Dust all hard surface floors with treated dust mop	Seven times Weekly
Using approved spotter, spot clean carpeted areas	Seven times Weekly
amp mop all hard surface areas with cleaning product	Seven times Weekly
Dust all chairs, table legs and rungs, baseboards, ledges, moldings, and low-reaching areas	Five times Weekly
Brush furniture	Five times Weekly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Twice Monthly
Vacuum furniture	Twice Monthly
Clean and vacuum air conditioning vents	Twice Monthly

➤ Corridors

Dust all hard surface floors with treated dust mop	Seven Times Weekly
Damp mop all hard surface floors with cleaning product	Seven Times Weekly
Spot clean all walls, light switches and doors with cleaning product	Seven Times Weekly
Clean and polish all drinking fountains with cleaning product	Seven Times Weekly
Using approved spotter, spot clean carpeted area	Seven Times Weekly
Clean translucent panels that cover ceiling light fixtures	Twice yearly
Clean and vacuum air conditioning vents	Once monthly

Clean exterior & interior glass doors	Seven Times Weekly
Clean exterior glass windows	Twice Monthly

➤ **General Offices, Carpeted Areas and Vinyl Tiled Areas**

Empty all trash and recyclable material receptacles and replace liners as necessary	Seven times weekly
Empty all blue recycling containers into recycling dumpster or cart	Seven times weekly
Remove all collected trash and recyclable material to designated area	Seven times weekly
Empty and damp wipe ashtrays located outside building entrances	Seven times weekly
Dust and spot clean all horizontal surfaces	Seven times weekly
Spot clean all walls, light switches and doors with cleaning product	Seven times weekly
Vacuum carpeted areas	Seven times weekly
Dust mop all hard surface floors with treated dust mop	Seven times weekly
Mop stains and spillage with cleaning product	Seven times weekly
Using approved spotter, spot clean carpeted areas	Seven times weekly
Dust all chair, table legs and rungs, baseboards, ledges, molding and other low-reaching areas	Five times weekly
Damp mop entire hard surface areas	Five times weekly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Twice monthly
Clean air conditioning vents	Twice monthly
Clean translucent panels covering ceiling light fixtures	Twice yearly

➤ **Restrooms**

Clean and sanitize fixtures, mirror, counters, polish chrome and toilets	Seven times weekly
Mop floors completely with cleaning product	Seven times weekly
Refill dispensers	Seven times weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Seven times weekly
Empty all blue recycling containers into recycling dumpster or cart	Seven times weekly
Remove all collected trash and recyclable material to designated area	Seven times weekly
Spot clean walls, light switches and doors with cleaning product	Seven times weekly

Spot wash all restroom partitions and doors with cleaning product	Once weekly
Wash all restroom partitions on both sides with cleaning product	Once monthly
Clean air conditioning vents	Twice monthly
Clean/Sanitize shower stations and Locker Rooms with cleaning product	Seven times weekly
Machine scrub all restroom floors using a germicidal Detergent	Once monthly

➤ **Kitchen**

Clean sink, countertop and appliances with cleaning product	Seven times weekly
Damp wipe all cafeteria counter areas with cleaning product	Seven times weekly
Empty all trash and recyclable material receptacles and replace liners	Seven times weekly
Remove all collected trash and recyclable material to designated area	Seven times weekly
Dust mop all hard surface floors with treated dust mop	Seven times weekly
Mop all stains and spills from hard surface floors with cleaning product	Seven times weekly
Spot clean all walls, light switches and doors with cleaning product	Seven times weekly
Damp wipe chairs with cleaning product	Once weekly
Clean and vacuum air conditioning vents	Twice monthly
Clean translucent panels that cover ceiling light fixtures	Twice yearly
Machine scrub hard surface floors and apply one coat of polish, allow time to dry, then buff	Once monthly
Strip hard surface floors and recoat with three coats of floor polish	Once yearly

➤ **Floor Care Services**

Machine polish, scrub or strip all vinyl, ceramic, or tile floors and apply adequate coatings of floor sealer/finish to required floors	Once monthly
Clean exterior and interior glass doors	Seven times weekly
Twice monthly	

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CALIFORNIA STREET LANDFILL TRAILER

ITEM A14

2151 NEVADA STREET

CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF 7:00 AM AND 5:00 PM
2 DAYS A WEEK – TUESDAY, THURSDAY

➤ Restrooms

Refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner	Twice weekly
Scrub and sanitize sinks and toilets using sanitizer/disinfectant	Twice weekly
Empty all trash receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Machine scrub hard surface floor and apply one coat of polish, allow time to dry, then buff	Once monthly
Strip hard surface floor and recoat with three coats of floor polish	Once yearly
Damp mop all hard surfaces using cleaning solution	Twice weekly

➤ Offices

Empty all trash and recyclable material receptacles and replace liners as necessary	Twice weekly
Empty all blue recycling containers into recycling dumpster or cart	Twice weekly
Remove all collected trash and recyclable material to designated area	Twice weekly
Empty and damp wipe ashtrays located outside building entrances	Twice weekly
Dust and spot clean all horizontal surfaces	Twice weekly
Spot clean all walls, light switches and doors with cleaning product	Twice weekly
Vacuum carpeted areas	Twice weekly
Using approved spotter, spot clean carpeted areas	Twice weekly
Dust all chair, table legs and rungs, baseboards, ledges, molding and other low-reaching areas	Twice weekly
Damp mop entire hard surface areas	Twice weekly
Clean translucent panels covering ceiling light fixtures	Twice yearly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly
Clean air conditioning vents	Once monthly

JOSLYN SENIOR CENTER

ITEM A15

21 GRANT STREET

CLEANING SHALL BE PERFORMED BETWEEN THE HOURS OF 7:00 PM AND 6:00 AM
5 DAYS A WEEK – MONDAY, TUESDAY, WEDNESDAY, THURSDAY & FRIDAY

➤ **Lobby**

Clean entry to building with cleaning product	Three times Weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Three times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Three times Weekly
Remove all collected trash and recyclable material to designated area	Three times Weekly
Vacuum carpeted areas	Three times Weekly
Clean both sides of all glass doors with cleaning product	Three times Weekly
Dust all hard surface floors with treated dust mop	Three times Weekly
Using approved spotter, spot clean carpeted areas	Three times Weekly
Damp mop all hard surface areas with cleaning product with cleaning product	Three times Weekly
Dust all chairs, table legs and rungs, baseboards, ledges, moldings, and low-reaching areas	Once weekly
Brush furniture	Once weekly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly
Vacuum furniture	Once monthly
Clean and vacuum air conditioning vents	Once monthly

➤ **Corridors**

Dust all hard surface floors with treated dust mop	Three times Weekly
Damp mop all hard surface floors with cleaning product	Three times Weekly
Spot clean all walls, light switches and doors with cleaning product	Three times Weekly
Clean and polish all drinking fountains	Three times Weekly
Using approved spotter, spot clean carpeted area	Three times Weekly
Clean translucent panels that cover ceiling light fixtures	Twice yearly
Clean and vacuum air conditioning vents	Once monthly

➤ **General Offices, Carpeted Areas and Vinyl Tiled Areas**

Empty all trash and recyclable material receptacles and replace liners	Five times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Five times Weekly
Remove all collected trash and recyclable material to designated area	Five times Weekly
Empty and damp wipe ashtrays located outside building entrances	Three times Weekly
Dust and spot clean all horizontal surfaces with cleaning product	Three times Weekly
Spot clean all walls, light switches and doors with cleaning product	Three times Weekly
Vacuum carpeted areas	Three times Weekly
Dust mop all hard surface floors with treated dust mop	Three times Weekly
Mop stains and spillage with cleaning product	Three times Weekly
Using approved spotter, spot clean carpeted areas	Three times Weekly
Dust all chair, table legs and rungs, baseboards, ledges, molding and other low-reaching areas	Once weekly
Damp mop entire hard surface areas with cleaning product	Three times Weekly
Dust all surfaces above normal reach, including window sills, Ledges, moldings, shelves, door frames, pictures, etc.	Once monthly
Clean air conditioning vents	Once monthly
Clean translucent panels covering ceiling light fixtures	Twice yearly

➤ **Restrooms**

Clean and sanitize fixtures, mirrors, counters, polish chrome and toilets	Five times Weekly
Mop floors completely with cleaning product	Five times Weekly
Refill all dispensers	Five times Weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Five times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Five times Weekly
Remove all collected trash and recyclable material to designated area	Five times Weekly
Spot clean walls, light switches and doors with cleaning product	Five times Weekly
Spot wash all restroom partitions and doors with cleaning product	Five times Weekly
Wash all restroom partitions on both sides with cleaning product	Once monthly

Vacuum and clean air conditioning vents	Once monthly
Machine scrub all restroom floors using a germicidal detergent	Once monthly

➤ **Kitchens**

Clean sink countertop and appliances with cleaning product	Three times Weekly
Damp wipe all cafeteria counter areas with cleaning product	Three times Weekly
Empty all trash and recyclable material receptacles and replace liners	Five times Weekly
Empty all blue recycling containers into recycling dumpster or cart	Five times Weekly
Remove all collected trash and recyclable material to designated area	Five times Weekly
Dust mop all hard surface floors with treated dust mop	Three times Weekly
Mop all stains and spills from hard surface areas with cleaning product	Three times Weekly
Spot clean all walls, light switches and doors with cleaning product	Three times Weekly
Damp wipe chairs with cleaning product	Once weekly
Clean and vacuum air conditioning vents	Once monthly
Clean translucent panels that cover ceiling light fixtures	Twice yearly
Machine scrub hard surface floors and apply one coat of polish Allow time to dry then buff	Once yearly
Strip hard surface floors and recoat with three coats of floor polish	Once yearly

➤ **Floor Care Services (move all furniture to clean - when done, move back)**

Machine polish, scrub or strip all vinyl, ceramic, or tile floors and apply, Adequate coatings of floor sealer/finish to required floors	Once monthly
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➤ **Window Cleaning Services**

Interior and exterior of windows shall be cleaned between March 1 st and April 30 th and between Sep. 1 st and Oct. 31 st	Twice yearly
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CARRIAGE HOUSE

ITEM A16

1325 Prospect Drive Lane
AS NEEDED ONLY SERVICES

➤ **Kitchen**

Clean sink countertop and appliances with cleaning product

Damp wipe all cafeteria counter areas with cleaning product

Empty all trash and recyclable material receptacles and replace liners

Empty all blue recycling containers into recycling dumpster or cart

Remove all collected trash and recyclable material to designated area

Dust mop all hard surface floors with treated dust mop

Mop all stains and spills from hard surface areas with cleaning product

Spot clean all walls, light switches and doors with cleaning product

Damp wipe chairs with cleaning product

Clean and vacuum air conditioning vents

Clean translucent panels that cover ceiling light fixtures

Machine scrub hard surface floors and apply one coat of polish

Allow time to dry then buff

➤ **Bathrooms**

Clean and sanitize fixtures, mirrors, counters, polish chrome and toilets

Mop floors completely with cleaning product

Refill all dispensers (soap, paper towels, toilet paper)

Empty all trash and recyclable material receptacles and replace Liners as necessary

Empty all blue recycling containers into recycling dumpster or cart

Remove all collected trash and recyclable material to designated area

Spot clean walls, light switches and doors with cleaning product

Spot wash all restroom partitions and doors with cleaning product

Wash all restroom partitions on both sides with cleaning product

Vacuum and clean air conditioning vents

Machine scrub all restroom floors using a germicidal detergent

➤ **Main Room, Stairs**

Empty all trash and recyclable material receptacles and replace liners

Empty all blue recycling containers into recycling dumpster or cart

Remove all collected trash and recyclable material to designated area

Empty and damp wipe ashtrays located outside building entrances

Dust and spot clean all horizontal surfaces with cleaning product

Spot clean all walls, light switches and doors with cleaning product

Vacuum carpeted areas

Dust mop all hard surface floors with treated dust mop

Using approved spotter, spot clean carpeted areas

Dust all chair, table legs and rungs, baseboards, ledges, molding and other low-reaching areas

Damp mop entire hard surface areas with cleaning product

Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.

Vacuum and clean air conditioning vents

➤ **Hardwood Floors- Multi-Purpose Room**

*******NEVER “WET MOP” THE WOOD FLOOR*******

Excessive water causes natural wood to expand and may damage the flooring. Finishes are to protect the surface of the wood and are not waterproofing products. Do not roll any carts, dollies, etc. Do not drag chairs across the floor.

Dust mop with Hydroline Dust Mop Treatment and Maintainer

Dust Mop floor using cleaning product

Vacuum mats at every doorway

****THE REST OF THIS PAGE LEFT INTENTIONALLY BLANK****

CONTEMPORARY CLUB

ITEM A17

173 S. Eureka Street

CLEANING SHALL BE PERFORMED WEEKLY BETWEEN THE HOURS OF 10:00 PM
and 6:00 AM EVERY WEDNESDAY

➤ Lobby

Clean entry to building with cleaning product	Once weekly
Empty all trash and recyclable material receptacles and replace liners as necessary	Once weekly
Empty all blue recycling containers into recycling dumpster or cart	Once weekly
Remove all collected trash and recyclable material to designated area	Once weekly
Vacuum carpeted areas	Once weekly
Clean both sides of all glass doors with cleaning product	Once weekly
Dust all hard surface floors with treated dust mop	Once weekly
Using approved spotter, spot clean carpeted areas	Once weekly
Damp mop all hard surface areas with cleaning product with cleaning product	Once weekly
Dust all chairs, table legs and rungs, baseboards, ledges, moldings, and low-reaching areas	Once weekly
Brush furniture	Once weekly
Dust all surfaces above normal reach, including window sills, ledges, moldings, shelves, door frames, pictures, etc.	Once monthly
Vacuum furniture	Once monthly
Clean and vacuum air conditioning vents	Once monthly

➤ Corridors

Dust all hard surface floors with treated dust mop	Once weekly
Damp mop all hard surface floors with cleaning product	Once weekly
Spot clean all walls, light switches and doors with cleaning product	Once weekly
Clean and polish all drinking fountains	Once weekly
Using approved spotter, spot clean carpeted area	Once weekly
Clean translucent panels that cover ceiling light fixtures	Twice yearly
Clean and vacuum air conditioning vents	Once monthly

➤ **Offices, Carpeted Areas and Vinyl Tiled Areas**

Empty all trash and recyclable material receptacles and replace liners	Once weekly
Empty all blue recycling containers into recycling dumpster or cart	Once weekly
Remove all collected trash and recyclable material to designated area	Once weekly
Empty and damp wipe ashtrays located outside building entrances	Once weekly
Dust and spot clean all horizontal surfaces with cleaning product	Once weekly
Spot clean all walls, light switches and doors with cleaning product	Once weekly
Vacuum carpeted areas	Once Weekly
Dust mop all hard surface floors with treated dust mop	Once weekly
Mop stains and spillage with cleaning product	Once weekly
Using approved spotter, spot clean carpeted areas	Once weekly
Fust all chair, table lets and rungs, baseboards, ledges, molding and other low-reaching areas	Once weekly
Damp mop entire hard surface areas with cleaning product	Once weekly
Dust all surfaces above normal reach, including window sills, Ledges, moldings, shelves, door frames, pictures, etc.	Once monthly
Clean air conditioning vents	Once monthly
Clean translucent panels covering ceiling light fixtures	Twice yearly

➤ **Restrooms**

Clean and sanitize fixtures, mirrors, counters, polish chrome and toilets	Once weekly
Mop floors completely with cleaning product	Once weekly
Refill all dispensers	Once weekly
Empty all trash and recyclable material receptacles and replace Liners as necessary	Once weekly
Empty all blue recycling containers into recycling dumpster or cart	Once weekly
Remove all collected trash and recyclable material to designated area	Once weekly
Spot clean walls, light switches and doors with cleaning product	Once weekly
Spot wash all restroom partitions and doors with cleaning product	Once weekly
Wash all restroom partitions on both sides with cleaning product	Once monthly
Vacuum and clean air conditioning vents	Once monthly
Machine scrub all restroom floors using a germicidal detergent	Once monthly

➤ **Kitchen**

Clean sink countertop and appliances with cleaning product	Once weekly
Damp wipe all cafeteria counter areas with cleaning product	Once weekly
Empty all trash and recyclable material receptacles and replace liners	Once weekly
Empty all blue recycling containers into recycling dumpster or cart	Once weekly
Remove all collected trash and recyclable material to designated area	Once weekly
Dust mop all hard surface floors with treated dust mop	Once weekly
Mop all stains and spills from hard surface areas with cleaning product	Once weekly
Spot clean all walls, light switches and doors with cleaning product	Once weekly
Damp wipe chairs with cleaning product	Once weekly
Clean and vacuum air conditioning vents	Once monthly
Clean translucent panels that cover ceiling light fixtures	Twice yearly
Machine scrub hard surface floors and apply one coat of polish Allow time to dry then buff	Once yearly
Strip hard surface floors and recoat with three coats of floor polish	Once yearly

➤ **Floor Care Services – Multipurpose Room (move all furniture to clean and when done, return)**

Machine polish, scrub or strip all vinyl, ceramic, or tile floors and applies adequate coatings of floor sealer/finish	Once monthly
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➤ **Window Cleaning Services**

Interior and exterior of windows shall be cleaned between March 1st and April 30 th and between Sep. 1 st and Oct. 31 st	Twice yearly
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EXHIBIT "B"
CITY-WIDE JANITORIAL SERVICES FEE SCHEDULE

Item No.	A. Location	B. Price Per Month	C. Total Price (6 months)
A1	Animal Shelter	\$ 560.00	\$ 3360.00
A2	Hillside Cemetery	\$1120.00	\$ 6720.00
A3	Police Administrative Offices	\$2016.00	\$12096.00
A4	Airport	\$1120.00	\$ 6720.00
A5	Civic Center	\$2089.77	\$12538.62
A6	Police Sub Station #J1A	\$ 224.00	\$ 1344.00
A7	Library and Lincoln Shrine	\$2902.98	\$17417.88
A8	Corporate Yard All B	\$1120.00	\$ 6720.00
A9	Community Center and Senior Center	\$4032.00	\$24192.00
A10	Waste Water Treatment Plant	\$ 672.00	\$ 4032.00
A11	Water Production & Operations	\$ 244.00	\$ 1464.00
A12	Park Avenue Police Station/Jail/Bldg. C	\$3920.00	\$23520.00
A13	California Street Landfill Trailers	\$ 224.00	\$ 1344.00
A14	Joslyn Senior Center	\$ 672.00	\$ 4032.00
A15	Carriage House	\$ 280.00	\$1680.00
A16	Contemporary Club	\$ 244.00	\$1464.00
A. TOTAL PRICE TO CITY FOR A SIX MONTH PERIOD			\$128,404.51

EXHIBIT "C
WORKERS' COMPENSATION INSURANCE CERTIFICATION

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

- (a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations, a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

CHECK ONE

_____ I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work and activities required or permitted under this Agreement. (Labor Code §1861).

_____ I affirm that at all times, in performing the work and activities required or permitted under this Agreement, I shall not employ any person in any manner such that I become subject to the workers' compensation laws of California. However, at any time, if I employ any person such that I become subject to the workers' compensation laws of California, immediately I shall provide the City with a certificate of consent to self-insure, or a certification of workers' compensation insurance.

I certify under penalty of perjury under the laws of the State of California that the information and representations made in this certificate are true and correct.

GENESIS STAFFING FIRM

By: _____
Pearl Bluitt, Owner

Date: _____

**CITY OF REDLANDS
OFFICE OF THE CITY CLERK
BID OPENING REPORT**

The following bids were opened on the **13th Day of January, 2022 at 11:00 a.m.** on behalf of the Facilities and Community Services Department for **Janitorial Services – FCS11052021KG**. The bid amounts have not been checked and are subject to correction after the bids have been completely reviewed.

No.	Plan Holder's Name	Bid Signed	Addenda Acknowledged (1)	Total Bid Amount
1	Omni Enterprise Inc., Santa Ana CA	Yes	Yes	\$93,900.00
2	Genesis Staffing Firm, Moreno Valley CA	Yes	Yes	\$128,404.51
3	Valley Maintenance Corp., Santa Fe Springs CA	Yes	Yes	\$143,568.00
4	Vested Solutions, Palm Desert CA	Yes	Yes	\$145,000.00
5	Jancowest, LLC, Corona CA	Yes	Yes	\$186,600.00
6	Basehill Inc., Santa Fe Springs, CA	Yes	Yes	\$193,647.24



Jeanne Donaldson, City Clerk
City of Redlands, California

Emailed: Councilmembers,
City Manager, City Treasurer, PIO, Press
Department Head: Chris Boatman
Staff: Kathleen Giorgianni



"A City That Works"

City Council/Successor Agency Meeting

J. 1.

DATE: 03/01/2022

TO: Honorable Mayor and City Council Members

SUBJECT: Consideration of a request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School property for the Farm to Fork Dinner Fundraiser supporting the Armantrout Education Foundation to be held on April 30, 2022, and determination that approval of the request is exempt from environmental review pursuant to Section 15061(b)(3) of the state's guidelines implementing the California Environmental Quality Act (Assistant City Manager Boatman)

MOTION(S):

If the City Council determines that staff's recommendation is appropriate, the following motions are provided:

1. I move that City Council determine that approval of the request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School property is exempt from environmental review pursuant to Section 15061(b)(3) of the state's guidelines implementing the California Environmental Quality Act; and
2. I move to approve the request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School property for the Farm to Fork Dinner Fundraiser supporting the Armantrout Education Foundation to be held on April 30, 2022.

RECOMMENDATION:

Staff recommends City Council determine that approval of the request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School property is exempt from further environmental review pursuant to Section 15061(b)(3) of the state's guidelines implementing the California Environmental Quality Act.

Staff further recommends that the City Council approve the request for the serving and consumption of alcoholic beverages at Heritage Park and the Grove School Property for the Farm to Fork Dinner Fundraiser in support of the Armantrout Education Foundation to be held on April 30, 2022.

DISCUSSION:

The Armantrout Montessori Education Foundation (Foundation) is holding a fundraiser dinner to support the Foundation on April 30, 2022. The dinner will be held at Heritage Park. The Foundation is requesting permission to serve beer and wine at their fundraiser dinner that will end no later than 10:00 p.m. Beer and wine may also be served on the premises of the Grove School lease-hold area within Heritage Park. This area is leased by the Grove School from the City. City Council's approval is necessary to authorize the consumption of alcohol for this event due to its location. Staff's approval authority is limited to only enclosed public areas in public parks as defined by Resolution No. 7559 and therefore the granting of this request is outside of the City staff's purview.

The Applicant may be required to provide the City with certificates of insurance for public liability insurance to protect against loss from liability for damages on account of bodily injury and property damage arising from the applicant's activity. Such insurance shall include not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate of comprehensive general liability insurance, including bodily injury and property damage coverage, together with such other additional coverage as the City's Risk Manager may determine to be prudent. Insurance coverage shall be obtained prior to the event and maintained for the duration of the applicant's activity.

The proposed project is exempt from the requirements of the California Environmental Quality Act's guidelines pursuant to Section 15061(b)(3). Section 15061(b)(3), referred to as the "general rule," applies to those activities where it is seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Approval of the project authorizes the consumption of alcoholic beverages within an existing park and City property and will not result in any physical change to the environment.

ALTERNATIVES:

The City Council may deny the request.

STRATEGIC PLAN:

Not applicable.

SUBMITTED BY:

Chris Boatman, Assistant City Manager

RECOMMENDED BY:

Charles M. Duggan Jr., City Manager

REVIEWED BY:

Daniel J. McHugh, City Attorney

Janice McConnell, Assistant City Manager

Danielle Garcia, Management Services/Finance Director

Christopher R. Catren, Chief of Police

PREPARED BY:

Larry Alms, Administrative Assistant II

Fiscal Impact

Fiscal Year: FY 2021-22

Discussion:

There is no fiscal impact related to the approval of the request to serve alcohol.

Attachments

A. Request to serve alcohol

CITY OF REDLANDS
APPLICATION REQUESTING AUTHORIZATION TO SERVE ALCOHOL

TYPE/NAME OF EVENT: Armantrout Montessori Education Foundation Farm to Fork Dinner
DATE OF EVENT: April 30, 2022 HOURS: 5:00-10:00PM
LOCATION: Heritage Park, 1905 Orange Avenue, Redlands, CA 92373

APPLICANT'S INFORMATION:

INDIVIDUAL/ORGANIZATION NAME: Armantrout Montessori Education Foundation (AMEF)
CONTACT PERSON: Michelle van der Maten-Bologna PHONE: 917-767-7648
EMAIL: michelle_bologna@yahoo.com ADDRESS: 200 Nevada Street, Redlands, CA 92373

EVENT INFORMATION:

ARE FEES BEING CHARGED FOR EVENT? YES ☒ NO ☐ PRICE: \$ 1/2 40th
ARE FEES BEING CHARGED FOR ALCOHOL? YES ☐ NO ☒ PRICE: _____
TYPE OF ALCOHOL BEING SERVED: BEER ☒ WINE ☒ DISTILLED SPIRITS ☐

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I, the undersigned, representing AMEF and in consideration of being permitted to conduct the Event, agree that the members/participants of AMEF shall defend, indemnify and hold harmless the City of Redlands, its elected officials, officers, boards, commissions, agents and employees from and against any and all claims, demands, actions, suits, damages, liabilities and judgments of every kind and nature and regardless of the merit of the same, arising out of the use of City of Redlands' facilities.

The members/participants of AMEF hereby release, discharge and agree not to sue the City of Redlands for any injury, death or damages to or loss of property arising out of or in connection with this event from whatever cause.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO USE AND FULLY UNDERSTAND ITS CONTENTS. I REPRESENT I HAVE THE FULL AUTHORITY TO EXECUTE THIS FULL RELEASE OF LIABILITY ON BEHALF OF THE MEMBERS/PARTICIPANTS OF AMEF AND THAT I HAVE SIGNED THIS AGREEMENT ON:

Date: 1 Feb. 2022 Signature: Michelle van der Maten Bologna

AUTHORIZATION

Pursuant to the use of alcohol within the City property noted above, the City of Redlands grants you permission to do so with the following conditions set forth by the City Council:

ALCOHOL RELATED TO PARKS:

Redlands Municipal; Code, Section 12.44.270 does allow, pursuant to a written permit from the Quality of Life Director, a person or persons to drink or consume alcoholic beverages in public parks, only in enclosed public areas as defined by resolution of the City Council. Any other locations within the City's property requires the City Council approval and designation of the place for the sale and consumption thereof.

Tape or fencing of some kind shall be used for setting off the area for which the alcoholic beverages are served and consumed. Alcohol sales and distribution shall cease one hour prior to end of the event unless otherwise directed by RPD or ABC office.

ALCOHOL RELATED TO AIRPORT:

12.56.090: USE OF INTOXICATING LIQUOR OR DRUGS: No person shall operate or assist in the operation of any aircraft while under the influence of, or using, any intoxicating liquor or habit forming or hallucinatory or narcotic drug. No alcoholic beverage may be consumed or sold on the airport unless the city council shall have approved and designated the place for the sale and consumption thereof.

APPROVED: _____ DATE: _____ DENIED: _____ DATE: _____

CITY COUNCIL DATE (if applicable): _____