



PUBLIC WORKS DEPARTMENT
Timm Borden, Director

CITY HALL
10300 TORRE AVENUE ~ CUPERTINO, CA 95014-3266
(408) 777-3354 ~ FAX (408) 777-3333

ADDENDUM NO. 2
2015 CONTRACTUAL JANITORIAL SERVICES
PROJECT NO. 2015-23
BID OPENING: JUNE 2, 2015
2:00 P.M.

ISSUED DATE: MAY 26, 2015

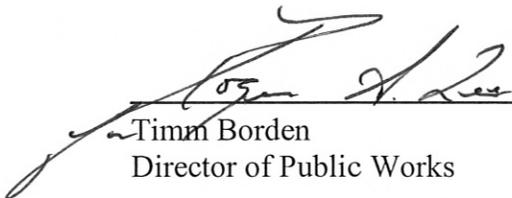
The following revisions are hereby made to the above referenced project.

1. Replace Current document 00850 Technical Specifications with revised document 00850 Technical Specifications attached to this addendum. Paragraph A of Page 38 has changed. Paragraph G of page 39 has changed.
2. Quantities per case of plastic trash bags has been clarified. All trash bags shall be clear.

All questions regarding this project must be transmitted in writing to Roger Lee, Assistant Director of Public Works. Fax number is 408-777-3333 and email address is RogerL@cupertino.org.

Please indicate receipt of this addendum on the last page of the Proposal. Failure to do so may cause rejection of your bid.

APPROVED BY:



Timm Borden
Director of Public Works

DOCUMENT 00850

TECHNICAL CONDITIONS

1. **STREET SIDE CONTAINERS**
2. **BLACKBERRY FARM RETREAT BUILDING**
3. **CITY HALL BUILDING**
4. **COMMUNITY HALL BUILDING**
5. **CREEKSIDE PARK BUILDING**
6. **McCLELLAN RANCH ENVIRONMENTAL EDUCATION CENTER**
7. **GOLF COURSE RESTROOMS**
8. **LIBRARY BUILDING**
9. **McCLELLAN RANCH BUILDING & MUSEUM**
10. **MONTA VISTA RECREATION & PRE SCHOOL BUILDINGS**
11. **PARK RESTROOMS**
12. **PORTAL PARK BUILDING**
13. **QUINLAN COMMUNITY CENTER/HISTORY MUSEUM BUILDING**
14. **SENIOR CENTER BUILDING**
15. **SERVICE CENTER BUILDING**
16. **SPORTS CENTER BUILDING**
17. **WILSON PARK BUILDING**
18. **M-F DAY PORTER**
19. **CALL BACK FOR UNSCHEDULED OR EMERGENCY CLEANING (2 HOURS PER MONTH)**
20. **UNSCHEDULED CARPET CLEANING (50 SQUARE FEET PER MONTH)**
21. **ALT. NO. 1 SA-SU DAY PORTER**

Environmentally Required Janitorial Services, Cleaners, Methods and Supplies

1.1. Intent

It is the intent of the City of Cupertino to establish a contract for janitorial services, which through the use of cleaning products meets specific standards of environmental performance, results in a lesser impact to public health and the environment than conventional alternatives. Therefore, janitorial cleaning products procured and used among Cupertino's City facilities through the award of this contract, will perform at or beyond the standards established by the City's Environmentally Preferable Purchasing (EPP) Policy, adopted by Cupertino's City Council on July 3, 2007 (Attachment 1) and summarized in these specifications.

1.2. Scope

Cupertino's Climate Action Plan and Environmentally Preferable Purchasing (EPP) Policy commits the caretakers of City infrastructure to seek the highest standard of performance, while maximizing benefits for our employees and environment. Coupled with this Policy is Cupertino's certification through the Santa Clara County [Green Business Program](#), which serves as a pledge for the City to comply with environmental regulations and implement best management practices to conserve resources, prevent pollution, minimize City, and reduce the City's carbon footprint among all facilities enrolled in the program. The City encourages all bid applicants to demonstrate their commitment to the environment by enrolling in the County's Green Business Program www.greenbiz.ca.gov.

In order to minimize the health and environmental impacts of maintaining clean and healthy facilities, as required by both the City's Climate Action Plan, EPP Policy and Green Business Certification, the City of Cupertino requires the use of environmentally preferable cleaning products and methods that achieve the following aims:

- Protect the quality of Cupertino's ground and surface waters by eliminating the use of chemicals known to contaminate local water resources through toxicity, bioaccumulation or persistence;
- Reduce occupational health hazards for City staff as well as reduce exposure of City residents and visitors to potentially toxic chemicals by purchasing products for use in City operations that do not harm human health or the environment;
- Reduce greenhouse gas emissions by evaluating the life-cycle impacts and economics of products that includes manufacture, transportation, use and disposal;
- Support strong recycling markets through the procurement of products that maximize post consumer recycled content and readily recyclable or compostable materials;
- Reduce materials that are landfilled by favoring the long-term use of products and materials that are durable, repairable and reusable;

1.3. Definitions

The City defines an environmentally preferable cleaning product as one that is registered through one of the following county-required certification agencies. Cleaning chemicals must be certified through Green Seal GS-37, EPA's Design for the Environment (DfE), or EcoLogo™ (Canada's Environmental Choice Program). Products that are not listed through one of these certification agencies will not be allowed to be used as part of this cleaning contract. Product lists submitted by Bidders will be referenced against product lists from the certification agencies. Environmentally Preferable Cleaning Products, outlined in these specifications, are to be used during the entire extent of this contract. Contractor shall use only environmental preferable products in the following categories:

1. General Purpose Cleaners
2. Bathroom Cleaners
3. Glass Cleaners
4. Cleaners/Degreasers
5. Floor Cleaners
6. Floor Care: Finishes and Strippers

Prior to notice to proceed, Bidder must provide a complete list of products, including Material Safety Data Sheets they will use. As stated above, the products must be certified through one of the three certifying agencies listed above. Changes to any products and/or product lists used as part of this contract must be submitted in writing to

Chris Orr, Facilities Supervisor (408) 777-3272, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building.

Chemicals used for disinfection of blood and other potentially infectious material shall be on EPA's list of registered antimicrobial products effective against blood borne/body fluid pathogens. Mop heads must be replaced after use for blood and body fluid clean up.

In addition to these products, the selected janitorial contract provider is required to adhere to the standards and practices outlined in the City's Climate Action Plan, Environmentally Preferable Procurement Policy (Attachment 1) and Green Business Certification Requirements (Attachment 2).

Janitorial Cleaning Products Specifications

For the purposes of this Contract the minimum standards established for the performance of these products are based on the Green Seal Standard for *Industrial and Institutional Cleaners* (GS-37), <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=0&sid=23> , and the Green Seal Standard for *Industrial and Institutional Floor-Care Products* (GS-40), <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=ViewStandardDetail&cid=0&sid=28>, wherever possible. A list of certified cleaners meeting these standards is available at <http://www.greenseal.org/GreenBusiness/Standards.aspx?vid=StandardCategory&cid=2>.

2.1. Products

Purchase or require janitorial contractors to supply, industrial and institutional cleaning or disinfecting products (i.e. for janitorial or automotive use) shall at a minimum meet Green Seal or EcoLogo™ (<http://industries.ul.com/environment/certificationvalidation-marks/ecologo-product-certification#cleaning>) certification standards for environmental preferability and performance. Per the City's Green Business Certification (Attachment 2) liquid antibacterial hand soaps or sanitizers will not contain triclosan.

Contractor to utilize vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program – Vacuum Cleaner Criteria (<http://www.carpet-rug.org/CRI-Testing-Programs/CRI-Seal-of-Approval-Program/Vacuums/Certified-Vacuums.aspx>), that are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Other janitorial cleaning equipment should be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines. Bonnet method of carpet cleaning is not allowed.

Bidders **must** be able to provide products in Categories 1 through 6 that meet Green Seal's standards for *Industrial and Institutional Cleaners* (GS-37) or *Industrial and Institutional Floor-Care Products* (GS-40). These categories include:

1. General Purpose Cleaners
2. Bathroom Cleaners
3. Glass Cleaners
4. Cleaners/Degreasers
5. Floor Cleaners
6. Floor Care: Finishes and Strippers

2.1.1 Paper Supplies

All paper supplies will meet or be certified as meeting Green Seal Paper Towels, Napkins & Tissue Paper Standard (GS-1) or equivalent third-party verified environmental rating criteria AND the following requirements (<http://www.greenseal.org/FindGreenSealProductsandServices/Products.aspx?vid=ViewProductDetail&cid=12>):

1. Paper Towels: Minimum 100% post-consumer content, unbleached or processed chlorine free.
2. Toilet Tissue: Minimum 100% post-consumer content, unbleached or processed chlorine free.

3. Seat Covers: Minimum 100% post-consumer content

2.1.2 Cleaning Supplies

All Purpose Cleaner: Window Cleaner, Bathroom Cleaner, and Cleaner/Degreaser: Meet or be certified as meeting Green Seal and Institutional Cleaners Standard (GS-37) or equivalent third-party verified environmental rating criteria (i.e. EcoLogo or NCBC) AND the following requirements:

1. Hand and Liquid Soap: Do not contain triclosan. Not antibacterial, Ph between 6 and 8.5, meet Green Seal GS-41 Criteria:
(http://www.greenseal.org/Portals/0/Documents/Standards/GS-41/GS-41_Hand_Cleaners_for_Industrial_and_Institutional_Use_Standard.pdf).
2. Furniture and Wood Polish: meet National consensus-based criteria, similar to Green Seal (GS-37)
3. Carpet Cleaner: Meet or be certified as meeting Green Seal and Institutional Cleaners Standards (GS-37) and comply with California Code of Regulations for maximum allowable VOC content levels.
4. Floor-Care Products: Finishes & Strippers: Meet or be certified as meeting Green Seal and Institutional Floor-Care Product Standard (GS-40).
5. Disinfectant: Certified Green Seal and Institutional Cleaners Standard, (GS-37).
6. Plastic Trash Bags: 100% post-consumer content and shall be clear.
7. Metal: Good Guide or EPA Design For Environment (DfE) required:
Method Stainless Steel Cleaner Polish, Steel for Reel Steel Polish or Wipes; Seventh Generation Stainless Steel Cleaner, Legacy of Clean Metal Cleaner or Ecos Silver Polish.
http://www.goodguide.com/products?category_id=376385-metal-cleaner&sort=overall_rating or
<http://www.epa.gov/dfepubs/projects/formulat/formpart.htm#84>

2.1.3 Special Supplies

1. Granite Floor: Meet or be certified as meeting Green Seal and Institutional Cleaners Standard (GS-37), Green Seal Floor-Care Products Standard (GS-40), Green Seal Approved Stone Floor Cleaner (http://coreproductsc.com/index.php/Stone_Logix), or one of the following EPA DfE Granite Cleaners:
 - Biotech Medical - SpectraSan No Rinse Floor Cleaner
 - Earth Friendly Products - Stone Countertop Cleaner
 - EarthWell Tech - EarthWell Solutions Dynamic Scrubbing Cleanser
 - National Eco Wholesale – Boulder Granite & Stainless Steel Cleaner
 - Trimaco – SuperTuff Multi-Purpose Exterior Eco Wash.

Wood Floor: Meet or be certified as meeting Green Seal and Institutional Cleaners Standard (GS-37), Green Seal Floor-Care Products Standard (GS-40) or equivalent third-party verified environmental rating criteria (i.e. EcoLogo or NCBC).

1. Rubber Flooring: Tuflex TC-1 Cleaner, TF-2 Finish and TS-3 Stripper as per manufacture recommendations. Meet or be certified as meeting Green Seal and Institutional Cleaners Standard (GS-37), Green Seal Floor-Care Products Standard (GS-40) or equivalent third-party verified environmental rating criteria (i.e. EcoLogo or

NCBC), such as PortionPac Correct Pac Concentrated pH Neutral Floor Cleaner (see: www.greenseal.org) or alternative.

There may be more supplies listed for the different sites, these supplies will also be required and must meet third-party verified environmental rating criteria, this is only a partial list of supplies required for this contract.

2.2. Bid Requirements Summary:

- Bidders must quote cleaners that are Green Seal certified or equivalent third-party verified environmental certified at the time of bid submission (www.greenseal.org) OR an alternative third-party verified environmental rating criteria.
- The City will not undergo individual evaluation of chemical data to assess compliance with GS-37 and GS-40 standards.
- Bidders may provide multiple quotes for each category.

2.3. Product-Specific Health and Environmental Requirements

Bidders must be able to provide products in Categories 1-6 that meet the Green Seal standards for *Industrial and Institutional Cleaners (GS-37)* and *Industrial and Institutional Floor-Care Products (GS-40)*. The product-specific health and environmental requirements can be found at www.greenseal.org.

2.4. Required Documentation

- Bidders must provide proof of Green Seal certification if the product is not listed on the Green Seal website at the time of bid submission.
- If not Green Seal certified, products must meet an alternative third-party verified environmental rating criteria.
- Bidders must provide Materials Safety Data Sheets (MSDSs) for all products bids for both concentrate, if provided in concentrated form, and ready-to-use product.
- Bidders not able to achieve specified requirements for janitorial cleaning products, must provide a written explanation for product choices that do not meet the environmentally preferable purchasing criteria outlined in this bid document for review by City staff before proceeding with product use. The City will issue a written waiver if this alternative is approved for use on site, at which point the product may be utilized.

2.5. Product Performance Testing

The City of Cupertino may elect to request samples from the suppliers for assessment once the initial bid evaluations are performed. The City's facilities staff will test the products it chooses to evaluate performance from, but not limited to, cleaning effectiveness, ease of use, and odor. Samples will be provided at no charge and only upon the City's request.

2.6. Training

Mandatory Requirements – The selected contractor must provide sufficient training for their personnel for the products and methods outlined in this document that include Green Seal's standard for *Industrial and Institutional Cleaners (GS-37)*.

Required Documentation -

- Description of provided training.
- Identification of the number and expertise of staff and personnel available to conduct such training.
- Description of the support services offered such as a phone number for assistance and the hours during which such a number is accessible.

2.7. Packaging

Bidder's primary packaging for selected janitorial cleaning products should be compliant with Green Seal's standard for *Industrial and Institutional Cleaners (GS-37)*.

Required Documentation - Bidders must specify packaging, recyclable materials, and any percentages of recycled content (particularly postconsumer). Include a description of any vendor "take-back" programs available to minimize packaging and reduce waste generated on site and identify any measures to reduce the amount of overall packaging.

2.8. Labeling Requirements

Contractor selected products must meet the labeling requirements outlined in Green Seal's standard for *Industrial and Institutional Cleaners (GS-37)*.

2.9. Dispensing Equipment

It is desirable that Bidders provide an option for dispensing equipment that reduces worker exposure to chemicals and promotes the appropriate use of the cleaners.

Contractor must provide a description of available equipment and information on the features that reduce risk and exposure. A detailed description of the recommended dilution and/or dispensing system, including benefits, should be included.

PAPER PRODUCT SPECIFICATIONS

3.1. Recycled Content

Per the City's EPP Policy and its Green Business Certification requirements, contractors will purchase products that are 100% post-consumer recycled content for use in all City facilities. If this post-consumer recycled content mix is not available for a given product, the contractor will purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.

3.2. Chlorine-Free

For use in city facilities, contractors will purchase paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives to minimize dioxin formation and other toxic pollutants. Process chlorine free (PCF) paper is the preferred environmental option, whereas elemental chlorine free (ECF) processes should include enhanced processes such as extended and oxygen delignification wherever possible. Successful bidders should supply verification of the paper's chlorine free processing status from either a recognized certifying organization or the pulp and paper manufacturer. If the paper manufacturer busy pulp from another supplier, the pulp's chlorine free status should also be verified.

3.3. Recycled Content

Per 3.1 and the City's EPP Policy and its Green Business Certification requirements, products procured through this contract will contain the highest postconsumer content practicable (100% preferred), using the U.S.EPA's Comprehensive Procurement Guidelines that specify ranges of minimum recycled content standards for diverse categories representing product types (www.epa.gov/epaoswer/non-hw/procure/products.htm).

3.4 Forest Conservation

To the greatest extent practicable, the contractor, acting on behalf of the City of Cupertino, shall not procure wood products, including paper, that originate from forests harvested in an environmentally unsustainable manner. When possible, the City of Cupertino shall give preference to paper products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

MATERIALS MANAGEMENT: COMPOST, RECYCLING AND CITY PICKUP SPECIFICATIONS

The selected contractor will be responsible for the following actions, required to achieve the goals of the City's Environmentally Preferable Procurement Policy and its Climate Action Plan, as well as maintain its Green Business Certification:

4.1. Maintain the City's three separate waste/materials streams by independently collecting and removing all compost, recyclables, and landfill waste from all identified facilities and placing compost, recyclables and landfill waste in the corresponding container within the trash enclosure per the schedule determined by this Contract. It is the responsibility of this contractor to ensure that all waste/materials streams remain separated during this collection process so as to ensure the City is meeting its regulatory and materials diversion requirements, which serve as a baseline for expanded environmental efforts including its Green Business Certification and Climate Action Plan Goals. "Facility" means the lobbies, the indoor and outdoor public areas, the hallways, the conference rooms, the restrooms, the lunchrooms and kitchens, and the office areas.

4.2. Maintain separate waste/materials streams by independently emptying compost, recyclables and waste among City receptacles, including street side containers, and replace plastic liner only if soiled with wet garbage. *Compost, recyclables and waste is to be properly separated when collected so that each material may be sorted within each larger dumpster or receptacle outside the facility.* Reuse the liner if it remains clean.

4.3. Deliver emptied compost, recyclables and waste to the loading dock area and trash enclosures located at each facility and place in proper bin to ensure successful sorting of these waste streams.

4.4. Maintain loading dock area and trash enclosures (or other areas) free of debris and trash.

4.5. Collect, remove and keep separate all compost and recyclables from the entire facility per the schedule set by the Facilities Manager. Compost includes organic waste. Recyclables include white paper; newspaper; mixed office paper; cardboard; and glass, aluminum and plastic bottles and cans (Attachment 3). If applicable, return emptied totes to original locations, or replace an empty tote for the full tote when removing and taking to the loading dock for emptying.

4.6. Empty compost and single-stream recycling receptacles for glass, aluminum and plastic bottles and cans and replace plastic liner.

4.7. Deliver collected compost and single-stream recyclables to the loading dock area or trash enclosure.

4.8. Place all mixed recyclables in dumpster, tote or other container located in the loading dock area or trash enclosure space labeled for recycling.

4.9. On designated floors or offices, empty recycling receptacles at each desk into separate container for recycling and deliver mixed recyclables to proper dumpster, tote or other designated container in the loading dock area or trash enclosure.

4.10. Remove any cardboard boxes placed next to recycling containers located in central locations (or other) daily or more frequently during times of higher volumes such as a tenant (or new employee) moving in.

4.11. Breakdown, flatten and place all cardboard in dumpster, tote or other container labeled for cardboard recycling.

4.12. Empty additional onsite recycling carts (64-gallon) as requested by the Facilities Supervisor. These requests will be limited to no more than 2 requests per month for 2 containers per request.

4.13. Modify trash and recycling collection procedures as directed by the Facilities Supervisor. Changes will be made by management in coordination with the janitorial service and the trash and recycling collection service. Attend training as directed.

4.14. Revise schedule, location for loading and unloading, sorting or other trash and recycling collection procedures as directed by facilities management.

ENERGY EFFICIENCY AND WATER CONSERVATION SPECIFICATIONS

The selected contractor will support the City in achieving its facility-based energy and water conservation goals by conserving resources during building occupancy. Actions to be implemented by the contractor and staff while on City premises include the following:

- Properly closing doors when entering and exiting the building to ensure that the ambient temperature is maintained within each facility.
- Turning off all lighting when not required for illuminating areas being cleaned. Lighting complete floors or buildings during service is unacceptable.
- Minimizing water use for cleaning purposes, wherever possible.
- Turn off and unplug appliances and cleaning devices when not in use to minimize plug load.
- Promote carpooling and use of alternative transportation to and from City facilities among janitorial staff, whenever possible (www.transit.511.org)

STREET SIDE CONTAINERS

Various locations.

The following services are to be performed after 6:00 PM and before 6:00 AM, two (2) days a week, Tuesday and Friday. All trash to be disposed of at the Service Center trash enclosure, located at 10555 Mary Ave, consistent with requirements outlined in the Environmentally Required Janitorial Services, Cleaners, Methods and Supplies detailed in these provisions. Organics and recyclables collected in trio containers are to remain separated be disposed of separately at the Service Center.

A. Services

1. Empty trash container and install new plastic bag liner. Pick-up any loose papers or debris that is in area around bench and trash can.
2. Bring all trash to dumpsters at the Service Center (10555 Mary Ave.)
3. Service pickup truck must have a roof mounted, emergency-flashing beacon for stopping at street side containers.

B. Estimated Monthly Supplies Provided by Janitor

1. Plastic trash bag liners:
40x46 (1.8 mill) 4 cases

C. STREET SIDE CONTAINER LOCATIONS

1. Trio at Stevens Creek Blvd N. side—W. of Tantau Ave
2. Trio at Stevens Creek Blvd N. side—W. of Finch Ave
3. Trio at N. Wolfe E. side— S. of Vallco Parkway
4. Stelling Rd. E. side—N. of McClellan Rd.
5. Stelling Rd. W. side—S. of Stevens Creek Blvd.
6. Stelling Rd. E. side—S. of Stevens Creek blvd.
7. Stevens Creek Blvd N. side—W. of Blaney Ave.
8. Stevens Creek Blvd. S. side—E. of Blaney Ave.
9. Stevens Creek Blvd. S. side—E. of Bubb Rd.
10. Stevens Creek Blvd. S. side—E. of De Anza Blvd.
11. Stevens Creek Blvd. N. side—W. of Portal Ave.
12. Wolf Rd E. side at Valco Mall
13. Wolf Rd. W. side at Valco Mall
14. Majestic Oak Rd. N. side at English Oak Wy.

Blackberry Farm Retreat Building/Pool Buildings

21979 San Fernando Ave. Cupertino, CA 95014

The following services will be performed after 11:00 PM or when vacated (which ever is first) before 6:00 AM, seven days a week, Monday through Sunday.

Daily Services

1. Vacuum and spot clean carpets.
2. Dust mop and wet mop all tile floors.
3. Empty and clean all waste/ recycling / compost receptacles.
4. Waste/ recyclables/ compost are to be kept separate and placed in the proper location for disposal.
5. Dust all furniture including counter tops, windowsills, wooden benches and baseboards excluding desks.
6. Scrub and disinfect all sinks, commodes, urinals, showers and bathtubs.
7. Mop floors using disinfectant solution.
8. Clean and polish fixtures, dispensers and wipe mirrors.
9. Replace urinal flat screens, when needed. Replenish soap, toilet paper, toilet seat covers and paper towels in dispensers.
10. Scrub kitchen sink, clean counter, outside of refrigerator and stovetop.
11. Additional supply of soap, toilet tissue, toilet seat covers and paper products will be stored at this location.
12. Secure all exit doors and set alarm when leaving building.
13. Site Janitorial Supervisor/Working Foreman must speak and read English. Must be available during working hours.

Weekly Services

1. Wet mop and buff all tile floors on both levels.
2. Spot clean all walls, doors and doorframes for fingerprints and smudges.

Monthly Services

1. Spot clean all walls, doors and doorframes for fingerprints and smudges.
2. Strip and wax all tile floors.

Semi-Annual

(Dates to be approved by the City)

1. Wash all windows inside and cut.

Annual Services

(Dates to be approved by the City)

1. In December, remove all plastic light covers and clean thoroughly of any debris.
2. Wash thoroughly and disinfect all tabletops, table legs and chairs.
3. Extract clean all carpets (date to be scheduled by City)

Estimated Supplies provided by Janitorial Contractor

1. White Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal Multifold Paper
2. Toilet paper 2 ply TORK TM^180 Sheet size 4.5" x 3.75" x 550 or equal
3. Disposable toilet seat covers equal to 250 count,
4. Kitchen paper towels, equal to Optima 725 (30 rl/cs): 1 case

- | | |
|--------------------------------|--------|
| 5. Hand soap: | 1 gal. |
| 6. Plastic trash can liners: | |
| 24x24 (6 mic): (1,000/cs) | 1 case |
| 40x48 (12 mic/clear): (250/cs) | 1 case |

Building Size

City Hall Building

10300 Torre Ave. Cupertino, Ca. 95014

The following services are to be performed after 11:00PM or when building is vacated (which ever is later) and before 6:00AM, five (6) days a week, Sunday through Friday.

A. Daily Services

1. Clean brass, windows and doorknobs on all entrance doors.
2. Clean brass rails on stairway.
3. Spot clean all walls, doors, doorframes, and light switches.
4. Dust mop and then damp mop all tile floors, and stairs to lower level.
5. Sweep and vacuum all doormats, both inside and outside.
6. Dust all furniture (except desks) including cabinets, upper binder bins in cubicles, counter tops and windowsills, telephones, etc.
7. Clean main lobby, counters, all inside glass, wood doors, glass doors, inside and outside and wood trim for fingerprints and smudges.
8. Clean and polish drinking fountain.
9. Clean floor, metal walls and railings in elevator.
10. Empty and clean all ashtrays/trash receptacles, directly outside building doors.
11. **Empty and clean waste receptacles/ recyclable/ compost containers and put them in the appropriate bins.**
Bins located at trash enclosure in parking lot.
12. Clean and sanitize outside of refrigerators, stovetops, microwaves (inside and out) and all counters.
13. Vacuum all carpeted areas upper and lower levels. Spot clean daily.
14. Scrub and disinfect sinks, commodes and urinals. Mop floors and showers using disinfectant solution. Clean and polish fixtures dispensers and clean mirrors. Replace urinal deodorant screens, when needed. Replenish soap, toilet paper, toilet seat covers and paper towels in dispensers. Polish all chrome dispensers.
15. Check floor drains for foul odors; pour disinfectant in drains as needed.
16. Additional supplies of soaps, paper towels, toilet seat covers and toilet tissue shall be stored at this location for needs that arise during the normal working hours.
17. Clean and sanitize all tables, plastic chairs and counter tops.
17. **A lead person must be on site at all times that can read and speak English.**
18. All interior doors shall be closed and locked as required, and lights turned off. Lock all exit doors and windows, shut off lights and set alarms as instructed.

B. Weekly Services

1. Dust wall fixtures, tops of door and window frames, corners and baseboards.
2. Clean and polish office furniture.
3. Clean and sanitize telephones.
4. Vacuum fabric furniture & spot clean.
5. Clean and disinfect partitions in Restrooms.
6. Clean, disinfect shower ceramic tile in bathrooms.
7. Vacuum edges and corners.

C. Monthly Services

1. Damp wipe plastic and leather furniture.
2. Dust blinds.
3. Vacuum drapes.
4. Dust light fixtures.
5. Vacuum all air vents.
6. Machine scrub floors in restrooms.

D. Three times a year Services

(Dates to be approved by City)

- 1. Wash all windows inside and outside.

E. **Quarterly Services**

(Dates to be approved by City)

Strip and reseal all tile/VCT floors.
Extract all carpet areas.

F. **Semi Annual Services: Dates to be determined by the City.**

(Dates to be approved by City)

- 1. Wash thoroughly, and disinfect all plastic tables, plastic chairs.
- 2. Clean all hanging light fixtures.
- 3. Remove all light covers throughout building and clean.

G. **Estimated monthly supplies provided by contractor**

- 1. 1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
- 2. 2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
- 3. 3. Disposable toilet seat covers equal to 250 count,
- 4. Paper towels equal to Optima 725 2 ply roll: 4 case
- 5. Hand soap: 3 gal.
- 6. Head/body Shampoo: 1 gal.
- 7. Flat urinal screens: 1 Dozen
- 8. Trash bag plastic liners:
 - 24x24 (6 mic) (1000/cs) 1 case
 - 30x37 (10 mic) (500/cs) 1 case
 - 40x48 (12 mic) (250/cs) 3 cases

H. **Building Size**

- 1. **City Hall (main floor). 11,520 Sq. Ft.**
- 2. **City Hall (terrace level) 8,300 Sq. Ft.**

Community Hall Building

10350 Torre Ave. Cupertino, Ca. 95014

The following services for the Community Hall are to be performed:

- Days for service will be (7) seven days.
- Hours for service will begin after 11:00 p.m. or when building is vacated, (which ever is later) and to be completed by 6:00 a.m.
- Tuesday night before 5:00 p.m. clean restrooms in addition to the normal night cleaning.

A. DAILY SERVICES

1. Dust and spot clean all furniture.
2. Empty trash/ recycling/ compost containers.
3. Pickup Litter and debris.
4. Sweep and damp mop hard surface floors. Remove any matter that has adhered to the floor.
5. If matter cannot be removed, notify Facility Supervisor.
6. Vacuum entrance mats and carpeted areas.
7. Spot clean all metal trim work, door frames, thresholds, entry push plates and light switches to remove all finger prints, spills and any other marking.
8. Wash all glass surfaces on entrance doors both sides.
9. Clean and sweep outside entrance to the lobby area.
10. Clean outside smoking urns (replacement sand provided by city). Empty trash receptacle.
11. Spot clean wood paneling all smudges and fingerprints to six (6) feet high. (Only clean with Pledge or City approved equal.)
12. Pick up litter and debris.
13. All floors will be spray buffed as needed.
14. Dust and clean Dais (City will approve all cleaning materials prior to use.)
15. Vacuum stage area.
16. Dust around all baseboards, ledges, picture frames and moldings.
17. Wipe and clean all leather furniture with City approved leather cleaner.
18. All cardboard boxes to be folded and placed in the cardboard recycling area located at trash enclosure in the parking lot.
19. All recyclable items must be kept separated and disposed in designated area located at trash enclosure in the parking lot.
20. Trash shall be collected and placed in designated area. Contractor will provide means to transport the trash to enclosure in parking lot.
21. Maintain trash enclosures in parking lot.
22. Lock all doors, windows and shut off lights except for security lighting. Set alarms as instructed.
23. Wash interior and exterior lobby doors and side panels.

WEEKLY SERVICES

1. Remove cobwebs.
- Scrub and refinish floors with a germicide cleaner.

MONTHLY SERVICES

1. Wash interior and exterior lobby doors and side panels.
2. Edge vacuum carpeting.
3. Dust and clean furniture.
4. Dust all baseboards, ledges, picture frames, moldings, depositories and window frames.
5. Spot clean all non-wood wall surfaces to six feet.
6. Clean main lobby windows.

QUARTERLY SERVICES

(Dates to be approved by City)

1. Vacuum upholstered furniture.
2. Completely clean wood paneling, with pledge or City approved equal.
3. All carpet areas to be extracted.
4. Strip and wax Kitchen floor

Semi-Annual Services

(Dates to be approved by City)

1. Wash all windows and screens inside and out.

B. Restrooms

DAILY SERVICES (INCLUDING TUESDAY AFTERNOONS)

1. Empty, wipe clean and sanitize all waste/ recycling / compost receptacles.
2. Replenish supplies: towels, tissue, soap and seat covers, etc. Report any dispensers that are damaged and not working
3. Thoroughly sweep and damp mop floors with disinfectant.
4. Check all floor drains for foul odors; pour disinfectant in drains as needed.
4. Clean, disinfect and sanitize seats, bowls and urinals; all surfaces to be wiped dry.
5. Replace urinal flat screens as needed.
7. Clean and sanitize basins wipe dry.
8. Spot wash partitions doors, partition stalls and walls and remove all graffiti.
9. Clean and polish mirrors, shelves and bright work.
10. Damp wipe and dry all ledges.
11. Check floor drains for odors. Pour clean water down all floor drains.
12. Clean and sanitize faucets and other surfaces with disinfectant.

WEEKLY SERVICES

1. Machine scrub floors with germicide cleaner
2. Clean and sanitize tile walls

MONTHLY SERVICES

1. Dust light fixtures above the washbasins.
2. Wash all pipes under basins.
3. Restroom tile floors will be machine scrubbed and waxed.

QUARTERLY SERVICES

7. Perform high dusting and vacuum vents.

C. Special Provisions

1. Any problems or irregularities (i.e. damaged items, vandalism, burglaries, etc.) discovered while servicing the building will be reported to the Facility Maintenance Supervisor immediately.
2. A supervisor/working foreman is required on site during the working hours with the rest of the janitorial staff and must be English speaking.
3. This building is rented out for Special Events such as weddings, parties and meetings for private groups and organizations. These events will be considered normal use for this building.

D. Janitor's Closet

1. Maintain all janitors' closets in a clean and orderly manner.
2. Empty all mop buckets, leaving no standing water.
3. Rinse and hang all mops hooks.
4. Remove all debris from closets.

F. Areas Not Serviced

1. Electrical Room.
2. Telephone Room.

N. Estimated Monthly supplies provided by contractor

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
4. Hand soap: 3 gal
5. Flat urinal screens: 2
7. Plastic trash bag liners:
 - 24x24 (6 mic): (1000/cs) 1 case
 - 40x48 (12 mic): (250/cs) 1 case
8. Pledge or City approved equal to be used on wood surfaces: 6 cans

O. Building Size

1. Community Hall: 6,000 Sq. Ft.

Creekside Park Building
10455 Miller Ave. Cupertino, Ca. 95014

The following services shall be performed after 11:00PM and before 6:00AM, or when building is vacated, (which ever is later), seven (7) days a week, Monday through Sunday.

A. Daily Services

1. Clean windows and doorknobs on all doors.
2. Spot clean all walls, doorframes, and light switches.
3. Dust mop and then damp mop concrete floors.
4. Empty and clean waste/ recycling/ compost receptacles, bag and take to Service Center for disposal.
5. Empty recyclable containers, bag and take to Service Center and put in appropriate bins.
5. Clean and sanitize outside of refrigerators, stovetops, microwave, scrub, clean sink, all counters and cabinets.
6. Clean and sanitize all tables, counter tops and chairs (chairs that are in use, not stacked).
7. Re-fill paper towels and soap dispenser.
8. A lead person must be on site at all times that can read and speak English.
9. Lock doors and windows shut off lights and set alarms as instructed.

B. Weekly Services

1. Dust wall fixtures, tops of door and window frames, corners and baseboards.

C. Monthly Services

1. Dust light fixtures.
2. Wipe and vacuum all air vents.

D. Semi Annual Services

(Dates to be approved by City)

1. Wash thoroughly, and disinfect all tables, plastic chairs.
2. Wash windows and screens.
3. Clean all hanging light fixtures.
4. Remove all light covers throughout building and clean.

E. Special Provision

1. This building is used for Special Events, such as weddings, parties and meetings for private groups and organizations. These events will be considered normal use of this building.

F. Estimated Monthly Janitorial Supplies Provided by Contractor

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
4. Trash bag plastic liners:
24x24 (6 mic) (1000/cs) 1 case
40x48 (12 mic/clear) (250/cs) 1 case

G. Building Size

1. **Creekside Park.** **1,000 Sq. Ft.**

McClellan Ranch Environmental Education Center

22221 McClellan Road Cupertino, CA 95014

The following services will be performed after 11:00 PM or when vacated (which ever is first) before 6:00 AM, seven days a week, Monday through Sunday.

Daily Services

1. Vacuum and spot clean carpets.
2. Dust mop and wet mop all tile floors.
3. Empty and clean all waste/ recycling / compost receptacles.
4. Waste/ recyclables/ compost are to be kept separate and placed in the proper location for disposal.
5. Dust all furniture including counter tops, windowsills, wooden benches and baseboards.
6. Scrub and disinfect all sinks, commodes and urinals.
7. Mop floors using disinfectant solution.
8. Clean and polish fixtures, dispensers and wipe mirrors.
9. Replace urinal flat screens, when needed. Replenish soap, toilet paper, toilet seat covers and paper towels in dispensers.
10. Scrub kitchen sink, clean counter, outside of refrigerator and stovetop.
11. Additional supply of soap, toilet tissue, toilet seat covers and paper products will be stored at this location.
12. Secure all exit doors and set alarm when leaving building.
13. Site Janitorial Supervisor/Working Foreman must speak and read English. Must be available during working hours.

Weekly Services

1. Wet mop and buff all tile floors.
2. Spot clean all walls, doors and doorframes for fingerprints and smudges.

Monthly Services

1. Spot clean all walls, doors and doorframes for fingerprints and smudges.
2. Strip and wax all tile floors.

Semi-Annual

(Dates to be approved by the City)

1. Wash all windows inside and cut.

Annual Services

(Dates to be approved by the City)

1. In December, remove all plastic light covers and clean thoroughly of any debris.
2. Wash thoroughly and disinfect all tabletops, table legs and chairs.
3. Extract clean all carpets (date to be scheduled by City)

Estimated Supplies provided by Janitorial Contractor

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,

- | | |
|--|--------|
| 4. Kitchen paper towels, equal to Optima 725 (30 rl/cs): | 1 case |
| 5. Hand soap: | 1 gal. |
| 6. Plastic trash can liners: | |
| 24x24 (6 mic): (1,000/cs) | 1 case |
| 40x48 (12 mic/clear): (250/cs) | 1 case |

Building Size

Golf Course Restrooms

(Restrooms located at Golf Proshop and Golf Course maintenance building adjacent to
Blackberry Farm Retreat Building)
22100 Stevens Creek Blvd. Cupertino, CA 95014

The following services are to be performed after dusk and before 2:00AM. Locking of doors, windows and gates to occur within one hour of dusk. Services are seven (7) days a week, Monday through Sunday.

Notice: Do not drive vehicles on footpaths in the parks.

A. Daily Cleaning

1. Empty, wipe clean, and sanitize all receptacles, bag trash and take to Service Center for disposal.
2. Replenish supplies: towels, tissue, soap, seat covers, etc.
3. Report any damaged or non-operational dispensers. Report any vandalism or graffiti.
4. Thoroughly sweep and damp mop floors with disinfectant.
5. Scrub and disinfect sinks, commodes and urinals; all surfaces to be wiped dry.
6. Clean with disinfectant all faucets and under basin piping.
7. Spot clean all walls, partitions, doorframes and light switches.
8. Damp wipe and dry all ledges.
9. Check floor drains for foul odors; pour disinfectant in drains as needed.
10. Remove cobwebs.
11. Sweep entrance to restroom area.
12. Lock all doors, windows and shut off lights.

B. SUPPLIES

1. The City provides paper towels, toilet paper and hands soaps.
2. Supplies are kept at Service Center warehouse, janitorial company will pickup supplies and replenish the park restrooms.

C. ESTIMATED MONTHLY SUPPLIES PROVIDED BY JANITORIAL CONTRACTOR

1. Disposable toilet seat covers equal to 250 count,
2. Urinal flat screens: $\frac{1}{2}$ dz
3. Plastic trash can liners: 30x37 (10 mic) (500/cs) 3 cases

Library Building

10800 Torre Ave. Cupertino, Ca. 95014

The following services are to be performed after 10:00 PM and before 6:00 AM, seven (7) days a week.

Please note the following:

- County Library will provide all of the paper and plastic products.
- Janitorial Contractor will provide all cleaning products, urinal flat screens, and cleaning equipment (vacuums, mops, etc.) in order to perform all cleaning services.

A. All Common Areas

Lobby, Reception Area, Offices, Work Stations, Stairways, Study Rooms, Book Rack Areas

DAILY

1. Vacuum and spot clean all carpet areas
2. Clean all doormats, inside and outside.
3. Dust and clean vertical surfaces including chairs.
4. Dust window sills, ledges, flat surfaces, moldings, pictures and depositors.
5. Clean spots and marks from all doors, walls and light switches.
6. Dust and clean handrails.
7. Sweep and damp mop hard surface flooring (use appropriate cleaner).
8. Mop, granite polished floor with **Clean Source Daily Cleaner/Conditioner** or approved equivalent.
9. Sweep exit stairs.
10. Empty all waste/ recycling/ compost containers and change liners.
11. Empty and clean all ashtrays/trash receptacles, directly outside building doors.
12. Clean partitions, doors and castings.
13. Clean glass tops with glass cleaner.
14. Remove fingerprints from door glass, walls and partitions.
15. Properly arrange office furniture.
16. All cardboard boxes that are folded and placed in the designated area by the customer. Place in the trash enclosure in the parking lot.
17. Dust tops of all bookracks.
18. Keep all access doors to suites locked while cleaning.
19. Lock designated doors upon completion of work.
20. Leave only designated night-lights on.
21. A lead person must be on site at all times that can read and speak English.

WEEKLY

1. Remove cobwebs.
2. Wash interior and exterior lobby doors and side panels.
3. Clean Telephones.
4. Sweep exit stairs, Tuesday nights.
5. Dust/sweep under book bins.
6. Buff polished granite floor with terry cloth bonnet.
7. Wipe clean outside stainless steel book drop surfaces.
8. Edge vacuum carpeting.

MONTHLY

1. Edge vacuum carpeting.
2. Dust all baseboards, ledges, picture frames, moldings, depositories and windows.
3. Spot clean all wall surfaces to six feet including light switches.
4. Clean and dust light fixtures on top of bookracks.

QUARTERLY

1. Vacuum upholstered furniture.
2. Machine-scrub, strip wax tile / VCT floors.
3. Do all high dusting i.e. Door frames, tops of partitions and wall corners.
4. Clean wall and ceiling vents, grills, and HVAC diffusers.
5. Dust sills, ledges, flat surfaces, moldings and pictures.
6. Clean all baseboards.
7. Polish furniture.
8. Wash all internal glass windows and partitions.
9. Extract all carpets.

B. AQUARIUM

DAILY

1. Clean fingerprints and smudges on front Plexiglas of aquarium. (Note: use only Plexiglas cleaner and cloths provided by the City)

C. ELEVATORS

DAILY

1. Clean and vacuum floors and walls.
2. Vacuum door tracks.
3. Clean elevator doors on all floors.
4. Wipe and polish switch plastics.
5. Wipe all stainless with polish.
6. Keep elevator thresholds clean.
7. Spot clean carpeted floors and walls.

QUARTERLY

1. Dust interior of light plastics.

D. RESTROOMS

DAILY

1. Empty, wipe clean and sanitize all receptacles and dispose of trash.
2. Replenish supplies: towels, tissue, soap, seat covers, etc. Report any damaged dispensers to the Facility Maintenance Supervisor.
3. Thoroughly sweep and damp mop floors with disinfectant.
4. Clean, disinfect and sanitize seats, bowls and urinals; all surfaces to be wiped dry. Replace urinal flat screens and urinal as needed.
5. Clean and sanitize basins and wipe dry.
6. Spot-wash doors, partitions, stalls and walls. Remove graffiti.
7. Clean and polish mirrors, shelves and bright work.
8. Damp wipe and dry all ledges.
9. Check floor drains for foul odors. Pour water down drains daily.
10. Clean and sanitize faucets and other surfaces with disinfectant.
11. County Library will fill and maintain all feminine products machines.

WEEKLY

1. Machine Scrub floors with germicide cleaner.
2. Clean and sanitize tile walls.

MONTHLY

1. Dust light fixtures above wash basins.
2. Wash pipes under basins and other fixtures.

QUARTERLY

1. Perform high dusting and vacuum vents.

E. EMPLOYEES LUNCH ROOM

DAILY

1. Clean and refill all hand towels dispensers.
2. Clean interior and exterior of microwave ovens.
3. Sweep and damp mop floors.
4. Wipe tables and chairs.
5. Clean countertops and cabinets doors.
6. Clean and polish sinks.

7. Clean outside of vending machines and refrigerator.
8. Arrange tables and chairs.
9. Turn off coffeepot burners at end of service day.

WEEKLY

1. Wash and disinfect trashcans.

MONTHLY

1. Strip and wax VCT floors.

F. CENTER COURTYARD

DAILY

1. Pick up all litter and debris.
2. Empty trash containers.
3. Clean tabletops, chairs and benches.

G. FLOOR MAINTENANCE

1. All VCT floors will be spray-buffed as needed.
2. Bathroom tile floors will be machine-scrubbed weekly.
3. All VCT floors will be stripped and waxed monthly.
4. All non-wax floors will be damp-mopped as needed.
5. Machine scrub all stone and tile floors ever quarter.

H. Trash

1. All articles marked, as trash will be removed.
2. Clear plastic liners will be used for security.
3. All cardboard boxes are to be folded and placed in trash enclosure located in parking lot.
4. Recyclable items will be kept separate and disposed in trash enclosure located in parking lot.
5. Trash that is collected will be placed in dumpster in trash enclosure located in parking lot.
6. Contractor will provide means to transport trash to bins located outside of the building.

I. Security

1. Follow appropriate procedures for checking in and out of buildings.
2. Report any security problems immediately to the Facility Maintenance Supervisor.
3. Use clear plastic liners, which can be checked.
4. Clean secured areas upon special arrangements.
5. All interior doors shall be closed and locked as required. Lock all exit doors and windows, shut off lights and set alarms as instructed.

J. Carpet Cleaning

1. All carpeted areas will be extracted 3 times a year (Dates to be determined by the City).

K. Windows

1. Exterior windows (inside, outside and internal glass) will be washed 3 times per year. Date to be determined by the City.
2. The lobby windows will be cleaned monthly at no additional charge.
3. Wash glass doors daily.
4. Wash all internal glass once per week.
5. Remove hard water stains upon request at an additional charge.

L. Special Services

1. A supervisor/working foreman is required on site during the working hours with the rest of the janitorial staff and must read and speak English.

M. Recycling

Daily

1. Recycle all paper, boxes, cans and bottles and place in recycling container located in trash enclosure in parking lot.

N. Janitors Closet

Daily

1. Maintain janitor closet in a clean and orderly manner.
2. Empty all buckets, leaving no standing water.
3. Rinse and hang all mops on hooks.
4. Remove all debris from closet.

O. Areas Not Serviced.

1. Electrical Room.
2. Telephone Room.
3. Aquarium equipment Room.

P. Supplies provided by County Library

1. All paper, plastic products and hand soaps.

Q. Estimated monthly supplies provided by contractor

- | | |
|---|-------------------|
| 1. Stainless steel cleaner and polish. | 1 case |
| 2. Stone and tile PH neutral cleaner. | 2 gal |
| 3. Flat urinal screens: | 1 dz. (quarterly) |
| 4. Clean Source Daily Granite Cleaner/Conditioner | 2 gal |

R. Building Square Footage

- | | |
|------------------|-----------------------|
| 1. First Floor: | 31,400 sq. ft. |
| 2. Second floor: | <u>22,000 sq. ft.</u> |
| | 53,400 sq. ft. |

McClellan Ranch Building & Museum

22221 McClellan Rd. Cupertino, Ca. 95014

The following services will be performed after 11:00 PM or when vacated (which ever is first) before 6:00 AM, three (3) days a week, Monday, Wednesday and Friday.

Daily Services

14. Vacuum and spot clean carpets.
15. Dust mop and wet mop all tile floors.
16. Empty and clean all waste/ recycling / compost receptacles.
17. Waste/ recyclables/ compost are to be kept separate and placed in the proper location for disposal.
18. Dust all furniture including counter tops, windowsills, wooden benches and baseboards.
19. Scrub and disinfect all sinks, commodes and urinals.
20. Mop floors using disinfectant solution.
21. Clean and polish fixtures, dispensers and wipe mirrors.
22. Replace urinal flat screens, when needed. Replenish soap, toilet paper, toilet seat covers and paper towels in dispensers.
23. Scrub kitchen sink, clean counter, outside of refrigerator and stovetop.
24. Additional supply of soap, toilet tissue, toilet seat covers and paper products will be stored at this location.
25. Secure all exit doors and set alarm when leaving building.
26. Site Janitorial Supervisor/Working Foreman must speak and read English. Must be available during working hours.

Weekly Services

3. Wet mop and buff all tile floors on both levels.
4. Spot clean all walls, doors and doorframes for fingerprints and smudges.

Monthly Services

3. Spot clean all walls, doors and doorframes for fingerprints and smudges.
4. Strip and wax all tile floors.

Semi-Annual

(Dates to be approved by the City)

2. Wash all windows inside and cut.

Annual Services

(Dates to be approved by the City)

4. In December, remove all plastic light covers and clean thoroughly of any debris.
5. Wash thoroughly and disinfect all tabletops, table legs and chairs.
6. Extract clean all carpets (date to be scheduled by City)

Estimated Supplies provided by Janitorial Contractor

1.
 1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
 2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
4. Kitchen paper towels, equal to Optima 725 (30 rl/cs): 1 case
5. Hand soap: 1 gal.

- | | |
|--------------------------------|--------|
| 7. Plastic trash can liners: | |
| 24x24 (6 mic): (1000/cs) | 1 case |
| 40x48 (12 mic/clear): (250/cs) | 1 case |

Building Size

- | | |
|-------------------|---------------|
| 1. Main Building: | 1,405 sq. ft. |
| 2. Museum | 836 sq. ft. |

Monta Vista Recreation & Preschool Buildings

22601 Voss Ave. Cupertino, Ca. 95014

The following services are to be performed after 11:00 PM or when vacated (which ever is later) and before 6:00 AM, seven (7) days a week, Monday through Sunday.

Daily Services

1. Vacuum and spot clean carpets.
2. Clean all doormats, both inside and outside.
3. Dust mop all tile floors.
4. Empty and clean all waste/ recyclable/ compost receptacles.
5. Waste/ recyclables and compost are to be kept separate and placed in the proper location for disposal.
6. Dust all furniture including counter tops, windowsills, wooden benches and baseboards.
7. Scrub kitchen sink, clean outside of refrigerator, microwave, counter tops and stovetop.
8. Scrub and disinfect all sinks, commodes and urinals. Mop floors using disinfectant solution. Clean and polish fixtures, dispensers and wipe mirrors and mirrored wall. Replace urinals flat screens. Replenish soap toilet paper, toilet seat covers and paper towels in dispensers.
9. Check floor drains for foul odors; pour disinfectant in drains as needed.
10. Additional supplies of soap, paper towels, toilet seat covers and toilet tissue will be stored in this location.
11. Secure all exit doors when leaving building.
12. A lead person must be on site at all times that can read and speak English.
13. Site Janitorial Supervisor/Working Foreman must speak and read English. Must be available during working hours.
14. All interior doors shall be closed and locked as required and lights turned off. Lock all exit doors and windows, shut off lights and set alarms as instructed.

Weekly Services

1. Mop and buff all tile floors.
2. Dust windowsills and counters.

Monthly Services

1. Spot clean all walls for fingerprints and smudges.
2. Strip and wax all tile floors.

Semi Annual Services

(Dates to be approved by City)

1. Wash all windows inside and out.
2. Wash thoroughly and disinfect all tabletops, table legs, and chairs.
3. Shampoo area rugs in pre-school, using extraction method only.

Annual Services

(Dates to be approved by City)

1. In December, remove all plastic light covers and clean thoroughly of any debris.
2. Shampoo all carpets using extraction method only (Dates to be determined by City).

Special Provision

1. This building is rented out for Special Events such as weddings, parties and meetings for private groups and organizations. These events will be considered normal use for this building.

Estimated Supplies provided by Janitorial Contractor

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
4. Hand soap: 2 gals.
5. Sanitary bags (wax): 1 cc
6. Urinal flat screens: 1 doz.
7. Plastic trash can liners:
24x24 (6 mic): (1000/cs) 1 case
40x48 (12 mic/clear): (250/cs) 1 case

Building Size

Pre-School Building Square Footage	1,308 sq. ft
Main Building Square Footage	10,345 sq. ft.

Park Restrooms

Various Locations

The following services are to be performed after dusk and before 2:00AM. Locking of doors, windows and gates to occur within one hour of dusk. Services are seven (7) days a week, Monday through Sunday.

Notice: Do not drive vehicles on footpaths in the parks.

A. Daily Cleaning

1. Empty, wipe clean, and sanitize all receptacles, bag trash and take to Service Center for disposal.
2. Replenish supplies: towels, tissue, soap, seat covers, etc.
3. Report any damaged or non-operational dispensers. Report any vandalism or graffiti.
4. Thoroughly sweep and damp mop floors with disinfectant.
5. Scrub and disinfect sinks, commodes and urinals; all surfaces to be wiped dry.
6. Clean with disinfectant all faucets and under basin piping.
7. Spot clean all walls, partitions, doorframes and light switches.
8. Damp wipe and dry all ledges.
9. Check floor drains for foul odors; pour disinfectant in drains as needed.
10. Remove cobwebs.
11. Sweep entrance to restroom area.
12. Lock all doors, windows and shut off lights. (At Linda Vista Park, close and lock entrance gate.)

B. SUPPLIES

3. Supplies are kept at Service Center warehouse, janitorial company will pickup supplies and replenish the park restrooms.

C. ESTIMATED MONTHLY SUPPLIES PROVIDED BY JANITORIAL CONTRACTOR

- | | |
|--|---------|
| 1. Disposable toilet seat covers equal to 250 count, | |
| 2. Urinal flat screens: | ½ dz |
| 3. Plastic trash can liners: | |
| 4. 30x37 (10 mic) (500/cs) | 3 cases |

D. RESTROOM SITES

- | | |
|---|---------------------------|
| 1. Creekside Park – | 10455 Miller Ave. |
| 2. Jollyman Park - | Dumas Dr. @ Jollyman Rd. |
| 3. Linda Vista Park - | Linda Vista Dr. |
| 4. McClellan Ranch Park - | 22221 McClellan Rd. |
| 5. Memorial Park -
(2-Restroom Facilities) | 21121 Stevens Creek Blvd. |
| 6. Monta Vista Rec. Center -
(Outside Restrooms) | 22601 Voss Ave. |
| 7. Portal Park -
(Outside Restrooms) | 19810 Portal Ave. |
| 8. Wilson Park -
(2-Restroom Facilities) | 19784 Wintergreen Dr. |

Portal Park Building

19810 Portal Rd. Cupertino, Ca. 95014

The following services are to be performed after 11:00PM and before 6:00AM, five (5) days a week, on Sunday through Thursday. Portal Park building is closed Saturday and Sunday.

A. Daily Services

1. Vacuum entrance mats
2. Dust mop and wet mop all tile floors.
3. Empty and clean all waste/ recycling / compost receptacles.
4. Waste and recyclables are to be kept separate and placed in the proper location for disposal.
5. Dust all furniture including counter tops, windowsills, wooden benches and baseboards.
6. Scrub sink, clean outside of refrigerator, counter tops and stovetop.
7. Secure all exit doors when leaving building.
8. A lead person must be on site at all times that can read and speak English.

B. Weekly Services

1. Spot clean all walls, doors and doorframes.
2. Buff tile floors.

C. Monthly Services

1. Strip and wax all tile floors.

D. Semi-Annual

(Dates to be approved by the City)

1. Wash all windows inside and out.

E. Annual Services

(Dates to be approved by the City)

1. In December, remove all plastic light covers and clean thoroughly of any debris.
2. Wash thoroughly and disinfect all tabletops, table legs and chairs.

F. Estimated supplies provided by Janitorial Contractor

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
4. Hand soap: 1 gal
5. Plastic trash can liners:
24x24 (6mic): (1000/cs) 1 case
40x48 (12 mic/clear) (250/cs) 1 case

G. BUILDING SQUARE FOOTAGE

1. Portal Park Building:

1,308

**Quinlan Community Center
Including History Museum**
10185 N. Stelling Rd. Cupertino, Ca. 95014

The following services shall be performed after 11:00PM and before 7:00AM, or when building is vacated (which ever is later), seven (7) days a week, Monday through Sunday.

A. Daily Services

1. Clean brass, windows and doorknobs on all entrance doors.
2. Spot clean all walls, doors, doorframes, and light switches.
3. Dust mop and then damp mop all tile floors.
4. Dust mop all hardwood floors throughout.
5. Dust all furniture including cabinets, counter tops and windowsills, etc.
6. Empty and clean all ashtrays directly outside building doors.
7. Empty and clean waste/ recycling/ compost receptacles, put trash in appropriate bin in trash enclosure located near kitchen.
8. Empty recyclable containers and put them in the appropriate bins located at trash enclosure, near kitchen.
9. Maintain trash enclosure in a clean orderly manner; pick up loose paper and debris.
10. Clean and sanitize outside of refrigerators, freezers, stovetops, dishwasher, ice machine, microwave and all counters.
11. Vacuum and spot clean all carpeted areas.
12. Clean all doormats, both inside and outside.
13. Scrub and disinfect sinks, commodes and urinals. Mop floors using disinfectant solution. Clean and polish fixtures dispensers and clean mirrors. Replenish soap, toilet paper, toilet seat covers and paper towels in dispensers. Polish all chrome dispensers.
14. Check all floor drains for foul odors; pour disinfectant in drains as needed.
15. Additional supplies of soaps, paper towels, toilet seat covers and toilet tissue shall be stored at this location.
16. Clean and sanitize all tables, counter tops and chairs (chairs that are in use, not stacked).
17. Clean all white boards and chalk boards.
18. Maintain all janitors' closets in a clean and orderly manner.
19. A lead person must be on site at all times that can read and speaks English.
20. Lock doors, windows and shut off lights and set alarms as instructed.

B. Weekly Services

1. Dust wall fixtures, tops of door and window frames, corners and baseboards.
2. Clean and polish office furniture.
3. Clean and sanitize telephones.
4. Vacuum fabric furniture & spot clean.
5. Clean and disinfect partitions in Restrooms.
6. Vacuum edges and corners.
7. Damp mop and clean all hardwood floors, with Surtec Heavy Duty Cleaner.
8. Scrub and buff craft room floor.

C. Monthly Services

1. Damp wipe plastic and leather furniture.
2. Dust blinds.
3. Vacuum drapes.
4. Dust light fixtures.
5. Vacuum all air vents.
6. Clean all wood floors with Surtec Heavy Duty Cleaner and finish with Surtec Hi Solids Floor Finish.
7. Extract Social Room carpet.

- 8. Strip and wax all vinyl floors in Day Care, Craft Rooms, Cupertino Room and Hallways.
- 9. Machine scrub with germicide cleaner all bathroom floors.

D. THREE TIMES A YEAR SERVICES

(Dates to be approved by City)

- 1. Wash all windows inside and out.
- 2. Extract carpets in Social Room.

E. QUARTERLY SERVICES

(Dates to be approved by the City)

- 1. Wet mop, strip and reseal all tile floors (**CAREFREE MATTEE Floor Finish**).
- 2. Extract area rugs in Pre School.
- 3. Strip and reseal all hardwood floors with Surtec Ultra Strip Super Concentrate and Surtec Hi Solids Floor Finish.

F. SEMI ANNUAL SERVICES

(Dates to be approved by the City)

- 1. Wash/scrub thoroughly, and disinfect all tables, plastic chairs.
- 2. Clean all hanging light fixtures.
- 3. Remove all light covers throughout building and clean.
- 4. Shampoo/extract all carpets. (Dates to be determined by City.)

G. SPECIAL PROVISION

- 1. This building is rented out for special events such as weddings, parties and meetings or private groups and organizations. These events will be considered normal use for this building.

H. ESTIMATED MONTHLY SUPPLIES - PROVIDED BY JANITORIAL CONTACTOR

- 1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
- 2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
- 3. Disposable toilet seat covers equal to 250 count,
- 4. Urinal flat screen: 1 dz.
- 5. Liquid soap, mild abrasive: 6 gals.
- 6. Plastic trash bag liners:
 - 24x24 (6 mic): (1000/cs) 1 case
 - 40x48 (12 mil/clear): (250/cs) 4 cases
- 7. **Surtec** FP 575 Hi solids floor finish: 2 gals.
- 8. **Surtec** ST 237 Ultra strip super conc.: 1 gal.
- 9. **Surtec** HC 150 Heavy Duty Cleaner: 2 gals.
- 10. Diversey CAREFREE MATTEE Floor Finish (5104757) 5 gals.
(for vinyl floor)

I. Building Size

- 1. **Quinlan Community Center.** 27,135 Sq. Ft.

Senior Center

21251 Stevens Creek Blvd. Cupertino, Ca. 95014

The following services shall be performed after 11:00PM and before 6:00 AM, or when building is vacated (which ever is later), seven (7) days a week, on Monday through Sunday.

A. Daily Services

1. Clean brass, windows and doorknobs on all entrance doors.
2. Spot clean all walls, doors, doorframes, and light switches.
3. Dust mop and then damp mop all tile floors.
4. Dust mop all hardwood floors throughout.
5. Dust all furniture including cabinets, counter tops and windowsills, etc.
6. Empty and clean all ashtrays directly outside building doors.
7. Empty and clean waste\ recycling\ compost receptacles.
8. Empty recyclable containers and put in them in the appropriate bins, in the trash enclosure in parking lot.
9. Clean and sanitize outside of refrigerators, freezers, stovetops, dishwasher, ice machine, microwave and all counters.
10. Vacuum and spot clean all carpeted areas.
11. Scrub and disinfect sinks, commodes and urinals. Mop floors using disinfectant solution. Clean and polish fixtures dispensers and clean mirrors. Replenish soap, toilet paper toilet seat covers and paper towels in dispensers. Polish all chrome dispensers.
12. Check all floor drains for foul odors; pour disinfectant in drains as needed.
13. Clean and sanitize telephones.
14. Additional supplies of soaps, paper towels, toilet seat covers and toilet tissue shall be stored at this location, (Large janitorial Closet).
15. Clean and sanitize all tables, counter tops and chairs (chairs that are in use, not stacked).
16. Dust computer monitors in computer lab.
17. Clean all white boards
18. Maintain janitors closets in a clean orderly manner
19. A lead person must be on site at all times that can read and speaks English.
20. Lock doors, windows and shut off lights and set alarms as instructed.
21. Dust computer monitors in computer lab.

B. Weekly Services

1. Dust wall fixtures, tops of door and window frames, corners and baseboards.
2. Clean and polish office furniture.
3. Vacuum fabric furniture & spot clean.
4. Clean and disinfect partitions in Restrooms.
5. Vacuum edges and corners.
6. Damp mop and clean all hardwood floors with Surtec Heavy Duty Cleaner.

C. Monthly Services

1. Damp wipe plastic and leather furniture.
2. Dust blinds.
3. Vacuum drapes.
4. Dust light fixtures.
5. Vacuum all air vents.
6. Clean all wood floors with Surtec Heavy Duty Cleaner and finish with Surtec Hi Solids Floor Finish.
7. Machine scrub restroom floors with germicide cleaner.
8. Machine scrub Kitchen floor.

D. **Three times a year Services**

(Dates to be approved by City)

1. Wash all windows and screens inside and outside.

E. **Quarterly Services**

(Dates to be approved by City)

1. Strip and reseal all VCT, Tile and Vinyl floors.
2. Strip and reseal all hardwood floors with Surtec Ultra Strip Super Concentrate and Surtec Hi Solids Floor Finish.
3. Shampoo all carpets using extraction method only. (Date to be determined by the City)

F. **Semi Annual Services**

(Dates to be approved by the City)

1. Wash thoroughly, and disinfect all tables, plastic chairs.
2. Clean all hanging light fixtures.
3. Remove all light covers throughout building and clean.

G. **Annual Services**

(Dates to be approved by the City)

1. In August, there will be a detailed clean up of building. Strip and wax all floors, shampoo/extract all carpets. Complete cleaning of all windows, screens, inside and out. Wipe down of all woodwork.

H. **Special Provisions**

This building is rented out for special events such as weddings, parties and meetings for private groups and organizations. These events will be considered normal use for this building.

I. **Estimated monthly supplies provided by Contractor**

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
4. Liquid soap, mild abrasive: 3 gal
5. Urinal flat screens: 1 dz
6. Sanitary bags, wax: 1 case
7. Plastic trash liners:
 - 24x24 (6 mic): (1000/cs) 1 case
 - 30x37 (10 mic/clear): (500/cs) 1 case
 - 40x48 (12 mic/clear); (250/cs) 3 cases
8. **Surtec** FP 575 Hi Solids floor finish: 1 gal
9. **Surtec** ST 237 Ultra strip super conc.: ½ gal
10. **Surtec** HC 150 Heavy Duty Cleaner: 1 gal

I. **Building Size**

1. Senior Center

15,500 Sq. Ft.

Service Center

10555 Mary Ave. Cupertino, Ca. 95014

The following services will be performed after 11:00 PM and before 6:00 AM, five (6) days a week, Sunday through Friday.

A. Daily Services

1. Clean sliding glass windows in lobby office area and front and rear entrance doors.
2. Clean and buff to a high shine ceramic tile in entryway.
3. Spot clean all walls, doors, doorframes, and light switches.
4. Dust mop and then damp mop all tile floors.
5. Dust all furniture including cabinets, counter tops and windowsills, etc.
6. Empty and clean all ashtrays directly outside building doors.
7. Empty and clean waste/ recycling/ compost receptacles.
8. Empty recyclable containers and put in them in the appropriate bins.
9. Scrub and clean kitchen sink, outside of refrigerator, counters, microwave, stovetop and tables.
10. Vacuum and spot clean all carpeted areas.
11. Scrub and disinfect sinks, commodes and urinals. Mop floors and clean showers using disinfectant solution. Clean and polish fixtures dispensers and clean mirrors. Replace urinal deodorant screens, when needed. Replenish soap, toilet paper, toilet seat covers and paper towels in dispensers. Polish all chrome dispensers.
12. Check all floor drains for foul odors; pour disinfectant in drains as needed.
13. Additional supplies of soaps, paper towels, toilet seat covers and toilet tissue shall be stored at this location.
14. Clean and sanitize all tables and chairs (chairs that are in use, not stacked).
15. A lead person must be on site at all times that can read and speaks English.
16. Lock doors and windows shut off lights and set alarms as instructed.
17. Clean and disinfect partitions in restrooms.

B. Weekly Services

1. Dust wall fixtures, tops of door and window frames, corners and baseboards.
2. Buff all tile floors, move furniture while buffing to clean under furniture.
3. Clean and polish office furniture.
4. Clean and sanitize telephones.
5. Vacuum fabric furniture & spot clean.
6. Scrub shower ceramic tile in bathrooms.

C. Monthly Services

1. Damp wipe plastic furniture.
2. Dust blinds.
3. Dust light fixtures.
4. Vacuum and wipe all air vents.
5. Clean door kick and hand plates with brass cleaner.
6. Machine scrub and seal all VCT floors.

D. Quarterly Services

(Dates to be determined by the City)

1. Wet mop, strip and reseal all tile floors.
2. Extract all carpet areas.

E. Semi Annual Services

(Dates to be determined by the City)

1. Wash thoroughly, and disinfect all tables, plastic chairs.
2. Wash all windows and screens.
3. Clean all hanging light fixtures.
4. Remove all light covers throughout building and clean.

F. Estimated monthly supplies provided by Contractor

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
4. Flat urinal screen: 1 dz
5. Hand soap: 3 gal
6. Head and body shampoo: 1 gal
7. Plastic trash can liners:
24x24 (6 mil): (1000/cs) 1 case
40x48 (12 mil/clear): (250/cs) 2 cases
8. Kitchen paper towels equal to Optima 725 2 ply roll: 3 cases

G. Building Size

1. **Service Center** 7,500 Sq. Ft.

Sports Center

21111 Stevens Creek Blvd. Cupertino, Ca. 95014

The following services are to be performed after 11:00PM and before 6:00AM, or when building is vacated (which ever is later), seven (7) days a week, on Monday through Sunday.

A. Daily Services

1. Clean brass, windows and doorknobs on all entrance doors.
2. Spot clean all walls, doors, doorframes, and light switches.
3. Wipe down outside of refrigerator.
4. Dust mop and then damp mop all tile floors.
5. Dust mop all hardwood floors throughout.
6. Damp mop rubber exercise flooring.
7. Dust all furniture including cabinets, counter tops and windowsills, etc.
8. Damp wipe exercise equipment and mats using antiseptic cleaning liquids.
9. Clean all mirrors in Aerobics/Yoga room and exercise area.
10. Empty and clean waste\ recycling\ compost receptacles. Change liners.
11. Empty recyclable containers and put in them in the appropriate bins, located in parking lot.
12. Vacuum and spot clean all carpeted areas.
13. Scrub and disinfect sinks, commodes, urinals and shower stalls. Mop floors using disinfectant solution.
14. Clean and polish fixtures dispensers and clean mirrors. Replace urinal flat screens, as needed. Replenish soap, toilet paper, toilet seat covers and paper towels in dispensers. Polish all chrome dispensers.
15. Check all floor drains for foul odors; pour disinfectant in drains as
16. Clean, polish and disinfect drinking fountains.
17. Dust and clean all handrails.
18. Sweep all stairways and maintain clear of obstacles.
19. Additional supplies of soaps, paper towels, toilet seat covers and toilet tissue shall be stored at this location.
20. Clean and sanitize all tables, counter tops and chairs (chairs that are in use, not stacked).
21. A lead person must be on site at all times that can read and speaks English.
22. Lock doors and windows, close outside gates, shut off lights and set alarms as instructed.

B. Three times per week Services (Monday, Wednesday and Friday)

1. Empty trash containers in patios and in-between tennis courts. (approx. 20 containers)
2. Take out wheeled recycle bins to trash enclosure. Replace empty bins.

C. Weekly Services

1. Dust wall fixtures, tops of door and window frames, corners and baseboards.
2. Clean and polish office furniture.
3. Clean and sanitize telephones.
4. Vacuum fabric furniture & spot clean.
5. Clean and disinfect partitions in Restrooms.
6. Vacuum edges and corners.
7. Damp mop and clean all hardwood floors with Surtec Heavy Duty Cleaner.
8. Machine scrub, clean and disinfect all tile in bathrooms and locker rooms.
9. Check air freshener in bathrooms and change as needed.
10. Clean rubber flooring in exercise area with Tuflex TC-1 Cleaner as per manufacture recommendation.

D. Monthly Services

1. Damp wipe plastic and leather furniture.
2. Dust blinds.
3. Vacuum drapes.
4. Dust light fixtures.
5. Vacuum all air vents.
6. Clean tops of lockers.
7. Clean all hardwood floors with Surtec Heavy Duty Cleaner and finish with Surtec Hi Solids Floor Finish.

E. Three Times Per Year
(Dates to be approved by the City)

Strip and wax Red Floor.

F. Three Times Per Year Service
(Dates to be approved by the City)

1. Wash all windows inside and outside.

G. Quarterly Services
(Dates to be determined by City)

1. Wet mop, strip and reseal all tile floors.
2. All common areas carpets (hallways, lobby and conference rooms) will be shampooed/ extracted.
3. Strip and reseal all hardwood floors with Surtec Ultra Strip Super Concentrate and Surtec Hi Solids Floor Finish.

G. Semi Annual Services
(Dates to be determined by the City)

1. Wash thoroughly, and disinfect all tables, plastic chairs.
2. Remove all light covers throughout building and clean.

H. Estimated Monthly Average use of supplies

- | | |
|---|---------|
| 1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs) | |
| 2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs) | |
| 3. Disposable toilet seat covers equal to 250 count, | |
| 4. Liquid soap, mild abrasive: | 3 gal |
| 5. Head/body shampoo: | 10 gal |
| 6. Flat urinal screens: | 1 dz |
| 7. Sanitary bags (wax) | 1 case |
| 8. Trash liners: | |
| 24x24 (6 mil): (1000/cs) | 1case |
| 40x48 (12 mil/clear): (250/cs) | 5 cases |
| 9. T.C. orange squeeze Air Freshen: | 2 cans |
| 10. Surtec FP 575 Hi Solids Floor Finish: | 1 gal |
| 11. Surtec ST 237 Ultra Strip Super conc.: | ½ gal |
| 12. Surtec HC 150 Heavy Duty Cleaner: | 1 gal |
| 13. Tuflex TC-1 Cleaner: | 5 gal |

I. Building Size

- | | |
|-------------------------|-----------------------|
| 1. Sports Center | 15,500 Sq. Ft. |
|-------------------------|-----------------------|

Wilson Park Building

19784 Wintergreen Dr. Cupertino, Ca. 95014

The following services will be performed after 11:00 PM and before 6:00 AM, five (5) days a week, Sunday through Thursday.

A. Daily Services

1. Vacuum entrance mats
2. Dust mop and wet mop all tile floors.
3. Empty and clean all waste/ recycling/ compost receptacles.
4. Waste and recyclables are to be kept separate and brought to Service Center for proper disposal.
5. Dust all furniture including counter tops, windowsills, wooden benches and baseboards.
6. Scrub sink, clean outside of refrigerator, counter tops and stovetop.
7. A lead person must be on site at all times that can read and speak English.
8. Lock doors, windows, shut off lights and set alarms as instructed.

B. Weekly Services

1. Spot clean all walls, doors and doorframes.
2. Buff tile floors.

C. Monthly Services

1. Strip and wax all tile floors.

D. Semi Annual Services

(Dates to be approved by the City)

1. Wash all windows inside and out.

E. Annual Services

(Dates to be approved by the City)

1. In December, remove all plastic light covers and clean thoroughly of any debris.
2. Wash thoroughly and disinfect all tabletops, table legs and chairs.

F. Estimated monthly supplies provided by Janitorial Contractor

1. Multifold Paper Hand Towels Allied West Paper 80759 Size 10.625" X 9.5" or equal (16 bundles/cs)
2. Toilet paper 2 ply TORK TM6180 Sheet Size 4.5" x 3.75" X 550 or equal (96 rolls/cs)
3. Disposable toilet seat covers equal to 250 count,
2. Hand soap: 1 gal
3. Plastic trash can liners:
24x24 (6mil): (1000/cs) 1 case
40x48 (12 mil/clear) (250/cs) 1 case

G. Building Size

1. Wilson Park Building: 1,308 sq. ft.

M-F Day Porter

The hours of service will be from 9:00 AM to 5:00 PM, five (5) days a week, on Monday through Friday.

The main responsibility of the Day Porter will be dusting at the Library Building but, when notified, would respond to any janitorial request at buildings and other locations as described in this contract.

The Day Porter will need to have his own transportation and phone to respond to requests as needed.

Sa-Su Day Porter (Alt. No. 1)

The hours of service will be from 10:00 AM to 6:00 PM, on Saturday; Noon to 6:00 PM on Sunday.

The main responsibility of the Sa-Su Day Porter will be performing janitorial services at the Library Building

The Sa-Su Day Porter will need to have his own transportation and phone to respond to requests as needed.