

**SUBJECT: APPROVE CONTRACT WITH MOJO'S CLEANING SERVICES
TO PROVIDE CUSTODIAL SERVICES TO CITY FACILITIES**

DATE: SEPTEMBER 17, 2024

**PRESENTED BY: KURT KOWAR, PUBLIC WORKS DEPARTMENT
KEVIN FREY, FACILITIES SUPERINTENDENT**

SUMMARY:

Staff is recommending approval of a 3-year contract with Mojo's Cleaning Services for citywide janitorial services. Mojo's provided the lowest cost response to a Request for Proposals process and is the City's existing janitorial services provider with great results.

The custodial service contract is vital to the appearance, cleanliness and maintainability of City facilities. Custodial Services for the City of Louisville covers 14 buildings with approximately 160,000 square feet of cleaning area, including Parks and Golf restroom facilities. Several of the buildings require coverage seven days a week and high service levels are necessary to meet customer expectations.

An RFP evaluation process was selected to assure that quality of service was not abandoned for the lowest price in the extremely competitive cleaning industry. An evaluation team of eight was involved in the selection process, including staff from each major facility. The RFP process was based on a maximum of 100 points and scored as follows:

- Pricing - 30 points, lowest lump sum price over the three-year contract receives the maximum points with prorating for contractors with higher pricing.
- References and Quality of Service - 15 points; a Survey Monkey questionnaire scoring various categories of service and overall satisfaction was sent to three references for each contractor. An average score was used to allocate total points for this category.
- In-Person interview and presentation with evaluation team – 55 points; scoring of candidate presentation over 5 different categories, including Staffing Plan (10 pts), Equipment and Supplies (5 pts), Employee Benefits and Retention (10 pts), Management and Quality Assurance (10 pts), and Overall Impression (20 pts)

The RFP was publicly advertised and a total of 6 proposals were received from pre-qualified contractors and top 4 were invited to interview and present with the evaluation team.

Below is a table showing the tabulation of finalists for the RFP process.

SUBJECT: CITY FACILITIES CUSTODIAL SERVICES AWARD**DATE: SEPTEMBER 17, 2024****PAGE 2 OF 3**

Contractor	3 Year Total Price	Price (30)	References & Quality (15)	In-Person Presentation (55)	Total points (100)
Mojos Cleaning Services	\$1,307,088 **	30	14.6	51	95.6
Velocity Services	\$1,341,628	28.6	12.1	46	86.7
KG Facility Services	\$1,538,233	24.0	9.8	48	81.8
Pike Enterprises	\$1,637,368	21.6	13.3	43	77.9

** Golf Course exterior restroom services were negotiated as an addendum after the initial RFP submittal. Total represents \$1,280,772 + (3 x \$8,772). Addendum did not impact ultimate outcome of RFP selection.

Award is based on contract pricing for a period of three years, although the contract states that the City can only commit to one year at a time based on the contractor's satisfactory performance and Council's annual budget approval.

Mojos Cleaning Services scored highest in staff's evaluation with the following being the deciding factors:

- Mojos provided the largest allocation of resources to the Recreation Center while meeting minimum staffing levels at all other buildings.
- Mojos has previously provided satisfactory custodial service to the City of Louisville and scored well on the reference feedback.
- Mojos in-person presentation was judged the most thorough and complete by staff evaluation team.

FISCAL IMPACT:

Mojos Cleaning Services total pricing for the three years is as follows:

1st year - \$435,696

2nd year - \$435,696

3rd year - \$435,696

Services are allocated across several accounts and funds based upon the facility.

RECOMMENDATION:

It is recommended that the City Council award the Custodial Service contract to Mojos Cleaning Services for three years with the condition that the annual renewal is subject to satisfactory performance and Council's budget appropriation and that the City Council authorize the Mayor and City Clerk to execute documents on behalf of the City.

CITY COUNCIL COMMUNICATION

SUBJECT: CITY FACILITIES CUSTODIAL SERVICES AWARD**DATE: SEPTEMBER 17, 2024****PAGE 3 OF 3****ATTACHMENT(S):**

1. Bid Tabulation
2. Contract

STRATEGIC PLAN IMPACT:

☒	 Financial Stewardship & Asset Management	☒	 Reliable Core Services
☐	 Vibrant Economic Climate	☐	 Quality Programs & Amenities
☐	 Engaged Community	☒	 Healthy Workforce
☐	 Supportive Technology	☐	 Collaborative Regional Partner



2024 Custodial Services - RFP
Bid Tabulation

Date: **Tuesday, July 23, 2024**

Contractor	Bid In Order	Base Lump Sum	Pre-Qualify	Alternate #1	Alternate #2	Total w/ Alternates
Velocity Services	YES	\$ 1,341,628.27	Yes			\$ 1,341,628.27
KG Facility Solutions	YES	\$ 1,538,233.11	Yes			\$ 1,538,233.11
Mojos Cleaning Services	YES	\$ 1,280,772.00	Yes			\$ 1,280,772.00
The Key People	YES	\$ 2,477,809.94	Yes			\$ 2,477,809.94
Pike Enterprises	YES	\$ 1,637,368.19	Yes			\$ 1,637,368.19
Kleen -Tech Services	YES	\$ 2,192,370.04	Yes			\$ 2,192,370.04

**CITY OF LOUISVILLE COLORADO
AGREEMENT FOR CUSTODIAL SERVICES
November 1 2024 – September 30 2025**

1.0 PARTIES

The parties to this Agreement are the City of Louisville, a Colorado municipal corporation, hereinafter referred to as the "City" and Mojos Cleaning Services, hereinafter referred to as the "Contractor".

2.0 RECITALS AND PURPOSE

2.1 The City desires to engage the Contractor for the purpose of performing custodial services.

2.2 The Contractor represents that it has the special expertise and background necessary to provide the City with these services.

3.0 SCOPE OF SERVICES

The Contractor agrees to provide the City with the specific custodial services as set forth herein and described in the Exhibit A, General Terms and Conditions; Exhibit B, Master Cleaning Specification; Exhibit C, Area Cleaning Specification, Exhibit D, Floor Cleaning Specification and Exhibit E, Custodial Services Pricing, attached hereto and incorporated herein by reference.

4.0 COMPENSATION

4.1 After satisfactory performance of the custodial services contracted herein, the City shall pay the Contractor for services under this Agreement a total not to exceed the amounts set forth in Exhibit E. Such amounts shall be inclusive of all costs of whatsoever nature associated with the Contractor's efforts, including but not limited to salaries, benefits, expenses, overhead, administration, and profits. The price of any additional custodial services which may be requested by the City and agreed to by the Contractor shall be calculated on the basis of time and material rate set forth in Exhibit E. No hourly charges shall exceed the hourly rates identified in Exhibit E. Additional Services can only be authorized by the City Contract Administrator or persons designated in writing by the Contract Administrator. The scope of services and payment therefore shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any services which exceeds the Pricing Schedule amounts payable under the Terms of this Agreement.

4.2 The Contractor shall submit a monthly invoice to the City at the end of each

service month. The City, upon its request, may have access to back-up payroll documentation identifying the individual employee, date and hours worked and the hourly rate associated with the individual employee.

5.0 PROJECT REPRESENTATION

5.1 The individuals hereinafter named are the respective representatives of the parties who may be contacted for the purposes of administering this Agreement. Either party may change its representative by notice in writing given to the other party. Any correspondence, notice or other communication when made in writing shall be delivered in person or deposited in the U.S. Mail, first class postage prepaid, and addressed hereinafter indicated.

5.2 The City designates Facilities Superintendent, Kevin Frey as the Contract Administrator, who will be responsible for providing direction to the Contractor during the conduct of the project. The Contractor shall comply with the directions given by Kevin Frey.

Kevin Frey
City of Louisville
Facilities Superintendent
739 S 104th St
Louisville, CO 80027
303.335.4766

5.3 The Contractor designates Jesus Gonzalez as Contractor's representative; the City may rely upon the guidance, opinions and recommendations provided by the Contractor and its representatives. Should any of the representatives be replaced, particularly Jesus Gonzalez, and such replacement require the City to undertake additional reevaluations, coordination, orientations, etc., the Contractor shall be fully responsible for all such additional costs and services.

Contractor's Address
1801 W 64th Ln.
Denver CO 80221

Contractor's Phone
303-353-4658

6.0 TERM

- 6.1 Unless sooner terminated pursuant to the provisions hereof, this Agreement and the Contractor's services under this Agreement shall commence on November 1, 2024, and shall continue until September 30, 2025. The contract may be extended for up to a total of three years as approved by City Council.
- 6.2 If the City makes any changes or alteration in its use of the premises where services are performed pursuant to this Agreement, or if the City substantially modifies the scope of services, then the City, upon thirty (30) days written notice to the Contractor, may increase/reduce the frequency, quantity, quality, or any portion of services required.

7.0 INSURANCE

- 7.1 The Contractor shall procure and maintain and shall cause each subcontractor of the Contractor to procure and maintain, the minimum insurance coverage listed below. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured by the Contractor to maintain such continuous coverage.
- 7.1.1 Worker's Compensation insurance as required by the Labor Code of the State of Colorado and Employer's Liability Insurance with minimum limit of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - each employee. Evidence of qualified self-insured status may be substituted for the Workmen's Compensation requirements of this paragraph.
- 7.1.2 General Liability insurance to cover all liability, claims, demands, and other obligations assumed by the Contractor herein with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall include the City of Louisville, its officers and its employees, as additional insured, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests provision.
- 7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than TWO MILLION DOLLARS (\$2,000,000) with respect to

each of Contractor's owned, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall include the City of Louisville, its officers and its employees, as additional insured, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests provision. If the Contractor has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Contractor providing services to the City of Louisville under this Agreement.

7.1.4 Excess liability, umbrella form, with an aggregate limit of \$2,000,000.

7.2 A certificate of insurance shall be completed by the Contractor's insurance agent(s) as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect and shall be subject to review and approval by the City prior to commencement of any services under this Agreement.

7.3 The parties hereto understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protection provided by the Colorado Governmental Immunity Act, 24-10-101 et seq., 10 C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8.0 INDEMNIFICATION

8.1 This Agreement shall bear all risks of loss, damage, theft or destruction of materials, equipment or supplies used in the performance of the work herein that is owned by the Contractor.

9.0 STANDARDS OF PERFORMANCE

9.1 All work shall be performed by this Agreement in a good and workmanlike manner and in accordance with all applicable specifications. The Contractor shall provide regular and systematic inspections by the Contractor's supervisory personnel of all premises on which the services are to be provided to assure high quality work by the Contractor's employees. In the event that deficiencies are noted by the City, the Contractor agrees to remedy such deficiencies at no additional cost to the City within 24 hours after verbal notification of such deficiency or at such other time as the City and the Contractor may agree. Any verbal notification of deficiency will be confirmed by a written notice of the same and mailed or emailed to the Contractor or delivered to the Site Manager.

- 9.2 If the Contractor fails to remedy any deficiency, he shall be in default of this Agreement. The City may, at its option, correct the deficiency, default or breach by any means available to it, and deduct the costs of such corrective action from the monies due the Contractor without terminating this Agreement, or terminate this Agreement as set forth in paragraph 16.
- 9.3 This Agreement provides for services on the following days of the week: Sunday through Saturday. The work herein shall be performed during the hours specified and established for the Contractor by the City.
- 9.4 Contractor shall supply all tools, equipment, cleaning materials and supplies required for the full and complete performance of all work and services.
- 9.5 Contractor shall not be responsible for failure to render service due to causes beyond its control, including, but not limited to fires, civil disobedience, riots, vandalism, acts of God and similar occurrences. Service shall be rendered as soon as possible after the cessation of such causes.
- 9.6 Contractor shall comply with all laws, ordinances, codes, and governmental requirements relating to health and safety standards.

10.0 SECURITY

- 10.1 All employees of the Contractor must be bonded before the inception of the Contract. Each bonded person shall have had the City's rules and regulations reviewed with them regarding the security of City property.
- 10.2 The Contractor shall provide in advance a personnel sheet on each employee of the Contractor who has occasion to enter any City building in the performance of the work herein.
- 10.3 During the performance of work herein, the Contractor shall take all reasonable precautions to guard the secrecy of the City's records and information, shall limit access to records and information of the City to authorized employees or agents of the Contractor only, and shall inform all such authorized employees of the confidential nature of records and information of the City and of the applicable laws regarding security of communication.

11.0 INDEPENDENT CONTRACTOR

The Contractor and any persons employed by Contractor for the performance of work hereunder shall be independent contractors and not agents of the City. Any provisions in this Agreement that may appear to give the City the right to direct Contractor, as to details of doing work or to exercise a measure of control over the work, mean that Contractor shall follow the direction of the

City as to end results of the work only. As an independent contractor, Contractor is not entitled to worker's compensation benefits except as may be provided by the independent contractor nor to unemployment insurance benefits unless unemployment compensation coverage is provided by the independent contractor or some other entity. The Contractor is obligated to pay all federal and state income tax on any monies earned or paid pursuant to this contract relationship

12.0 ASSIGNMENT

Contractor shall not assign or delegate this Agreement or any portion thereof, or any monies due to or which become due hereunder without the City's prior written consent.

13.0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such part may be declared in default.

14.0 TERMINATION

14.1 This Agreement may be terminated by either party for convenience by either party by giving the other party written notice at least thirty (30) days in advance of the termination date. In the event of such termination, the Contractor will be paid for services rendered to the date of termination and upon such payment, all obligations of the City to the Contractor under this Agreement will cease. Termination pursuant to this Subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

15.0 INSPECTION

The City and its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor that are related to this Agreement for the purpose of making audit, examination, excerpts and transcriptions.

16.0 ENFORCEMENT

In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.

17.0 COMPLIANCE WITH LAWS

Contractor shall be solely responsible for compliance with all applicable federal, state and local laws, including the ordinances, resolutions, rules and regulations of the City of Louisville; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.

18.0 EQUAL OPPORTUNITY EMPLOYER

The Contractor will not discriminate against any employee or applicant from employment because of race, color, religion, age, sex, disability or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard for their race, color, religion, age, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.

The Contractor shall be in compliance with the appropriate areas of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal regulation. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of any contract and with any contract entered into by the Owner.

19.0 INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

Custodial Services Agreement: November 1, 2024 – September 30, 2025

**OWNER: CITY OF LOUISVILLE,
COLORADO**

CONTRACTOR:

By: _____
Chris Leh, Mayor

By:  _____
Jesus Gonzalez
Mojos Cleaning CEO

(CORPORATE SEAL)

(CORPORATE SEAL)

Attest: _____
Meredyth Muth, City Clerk

Attest: _____

Address for giving notices:

749 Main Street
Louisville, Colorado 80027

Address for giving notices:

1801 W 64th Ln.

Denver, CO 80221

Attention: Facilities Superintendent

Attention: Jesus Gonzalez

CUSTODIAL SERVICES PROPOSAL

THIS PROPOSAL IS SUBMITTED TO: THE CITY OF LOUISVILLE, COLORADO

1. The undersigned PROPOSER proposes and agrees, if this Proposal is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.
2. PROPOSER accepts all the terms and conditions of the Request for Proposal and Instructions to Proposers, including without limitation those dealing with the disposition of Bid Security. This Proposal will remain subject to acceptance for sixty days after the day of Proposal deadline. Proposer will sign and submit the Agreement with the Bonds and other documents required within ten days after the date of OWNER's Notice of Award.
3. In submitting this Proposal, PROPOSER represents, as more fully set forth in the Agreement, that:
 - (a) PROPOSER has examined copies of all the Bidding Documents and of the following Addenda receipt of all which is hereby acknowledged: (List Addenda by Addendum Number and Date):

Date	Number
<u>7/22/2024</u>	<u>540360-2025</u>
<u>7/19/2024</u>	<u>Addendum No. 1</u>
 - (b) PROPOSER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
 - (c) PROPOSER has reviewed and checked all information and data shown or indicated on the Contract Documents.
 - (d) PROPOSER has correlated the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the Contract Documents.
 - (e) PROPOSER has given the OWNER written notice of all conflicts, errors, ambiguities, or discrepancies that PROPOSER has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to PROPOSER, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Proposal is submitted.
 - (f) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; PROPOSER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham proposal; PROPOSER has not solicited or induced any person, firm or corporation to refrain from proposing; and PROPOSER has not sought by collusion to obtain for himself any advantage over any other Proposer or over OWNER.
4. PROPOSER will complete the Work in accordance with Contract Documents for the following price(s):

EXHIBIT E

Custodial Services Pricing

Facility	Monthly Cost or as noted	1 st Year Total	2 nd Year Total	3 rd Year Total
Art Center*	575.00	6,900.00	"	"
Austin Niehoff	490.00	5,880.00	"	"
City Hall	2,360.00	28,320.00	"	"
City Services	1,460.00	17,520.00	"	"
Golf Clubhouse	700.00	8,400.00	"	"
Golf Maintenance	97.00	1,164.00	"	"
Library	3,800.00	45,600.00	"	"
Memory Square**	320.00	3,840.00	"	"
Museum	300.00	3,600.00	"	"
Police & Court	2,600.00	31,200.00	"	"
Recreation & Senior Center	18,150.00	217,800.00	"	"
Water North	575.00	6,900.00	"	"
Water South	310.00	3,720.00	"	"
Wastewater	575.00	6,900.00	"	"
HR Building	265.00	3,180.00	"	"
Parks Facilities	3,000.00	36,000.00	"	"
Totals – all buildings	35,577	426,924.00	426,924.00	426,924.00

* Art Center - provide pricing on a daily basis (assume 313 days per year for yearly total)

** Memory Square – provide pricing on a weekly basis (assume 13 weeks per year for yearly total)

ADDITIONAL SERVICES

CARPET CLEANING

Additional carpet cleaning over and above the amount specified in the base contract:

Rotary Extraction \$.19 per square foot

Protective Carpet Treatment \$.25 per square foot

% increase for: Year 2 3%/- Year 3 3%/-

WINDOW CLEANING

Additional window cleaning over and above the amount specified in the base contract:

Hourly rate of \$ 23.00 per hour.

% increase for: Year 2 0 Year 3 3%/-

FURNITURE CLEANING

Professional upholstery cleaning upon request.

\$ 23.00 per hour on an hourly basis

\$ 5.00 per small piece (office chair)

\$ 25.00 per medium piece (lounge chair)

\$ 35.00 per large piece (sofa)

% increase for: Year 2 0 Year 3 3%/-

ADDITIONAL CLEANING

Additional cleaning not specifically listed in the CUSTODIAL SERVICE CONTRACT will be provided upon the request of the City of Louisville.

The cost of additional services will be as follows:

1. Material = Net cost to Contractor plus 5% handling fee.
2. Labor rate (regular hours) = \$ 21.00 per hour.

% increase in labor rate for: Year 2 3%/- Year 3 3%/-

EMERGENCY CALL IN

Hourly rate for emergency call in. This provision requires a response time of less than one (1) hour and will be utilized only when there is an immediate need for custodial services. Hourly rate of \$ 23.00 and 4 number of hours as a minimum for emergency call in.

% increase in labor rate for: Year 2 0 Year 3 3%/-

The incremental cost of housekeeping, sanitation services, and on-site supervision and management should include a satisfactory number of people, agreed upon by the Owner and the Contractor, to complete the level of work established by all exhibits.

The foregoing price shall include all labor, materials, equipment rental, transportation, trash removal, overhead, profit, insurance, etc., to cover the completed work in place of the several kinds called for. A satisfactory number of persons (identified in Exhibit A, section 8.1, Minimum Staffing Requirements), shall be employed to complete the level of work established in the Exhibits and Scope of Work.

5. The following documents are attached to and made a condition of this Proposal:

- (a) A list of Subcontractors and other persons and organizations proposed to perform the Work are required to be identified on the Schedule of Subcontractors and submitted in this Proposal;
- (b) Anti-Collusion Affidavit;
- (c) Certification of EEO Compliance
- (d) Pre- Contract Certification Regarding Employing Illegal Aliens
- (e) If PROPOSER is a partnership, a list of all partners, their addresses, and their interest and role in the partnership business.

7. Communications concerning this proposal shall be addressed to:
The address of PROPOSER indicated below.

Jesus Gonzalez
jesusg@majorscleaning.com
(303) 995-0141

SUBMITTED on July 22nd, 2024.

If PROPOSER is:

An Individual

By _____
(Individual's Name)

(SEAL)

doing business as _____

Business address: _____

Phone No.: _____

A Partnership

By _____
(Firm Name)

(SEAL)

(General Partner)

Business address: _____

Phone No.: _____

A Corporation

By Mojos Cleaning Services Inc.
(Corporation Name)

Colorado
(State of incorporation)

By Jesus Gonzalez
(Name of person authorized to sign)

President
(Title)

(CORPORATE SEAL)

Attest _____
(Secretary)

Business address: _____

Phone No.: _____

Date of Qualification to do business: _____

A Joint Venture

By _____
(Name)

(Address)

By _____
(Name)

(Address)

Phone Number and Address for receipt of official communications

(Each joint venturer must sign. The manner of signing for each individual, partnership and

corporation that is a party to the joint venture should be in the manner indicated above.)

SCHEDULE OF SUBCONTRACTORS

PROJECT: 2024 Custodial Contract
OWNER'S PROJECT NUMBER: 101441-540300
OWNER: CITY OF LOUISVILLE, COLORADO

This Bid is based on subcontracting certain portions of the work to subcontractors as listed below.

Name: None of the work will be Telephone No. _____
Address: Contracted Out! _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

Name: _____ Telephone No. _____
Address: _____
City: _____ State: _____ Zip Code: _____
Services/equipment to be provided: _____

ANTI-COLLUSION AFFIDAVIT

PROJECT: 2024 Custodial Contract
OWNER'S PROJECT NUMBER: 101441-540300
OWNER: CITY OF LOUISVILLE, COLORADO

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this Bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose or with the effect of restricting competition with any other firm or person who is a BIDDER or potential prime BIDDER.
- 2A. Neither the price(s) nor the amount of this Bid have been disclosed to any other firm or person who is a BIDDER or potential prime BIDDER on this project, and will not be so disclosed prior to bid opening.
- 2B. Neither the prices nor the amount of the Bid of any other firm or person who is a BIDDER or potential prime BIDDER on this project have been disclosed to me or my firm.
- 3A. No attempt has been made to solicit, cause or induce any firm or person who is BIDDER or potential prime BIDDER to refrain from bidding on this project, or to submit a Bid higher than the Bid of this firm, or any intentionally high or noncompetitive Bid or other form of complementary Bid.
- 3B. No agreement has been promised or solicited for any other firm or person who is a BIDDER or potential prime BIDDER on this project to submit an intentionally high, noncompetitive or other form of complementary bid on this project.
4. The Bid of my firm is made in good faith and not pursuant to any consultation, communication, agreement or discussion with, or inducement or solicitation by or from any firm or person to submit any intentionally high, noncompetitive or other form of complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary bid or agreeing or promising to do so on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting any intentionally high, noncompetitive or other form of complementary bid, or agreeing or promising to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.
8. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the OWNER of the true facts relating to submission of bids for this contract.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

CONTRACTOR'S FIRM OR COMPANY NAME

SECOND CONTRACTOR'S FIRM OR
COMPANY NAME (IF JOINT VENTURE)

BY: Jesus Mojardin - Gonzalez
TITLE: President
DATE: 7-22-2024

BY: _____
TITLE: _____
DATE: _____

SWORN BEFORE ME THIS

22nd

DAY OF,

July

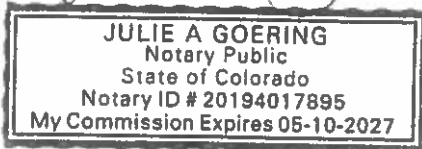
2024

NOTARY PUBLIC:

Julie Goering

MY COMMISSION EXPIRES:

5-10-2027



CERTIFICATION OF EEO COMPLIANCE

PROJECT: 2024 Custodial Contract
OWNER'S PROJECT NUMBER: 101441-540300
OWNER: CITY OF LOUISVILLE, COLORADO

Instructions: BIDDER's and Subcontractors must complete and submit this form with the Bid Form. This is required by the Equal Employment Opportunity Regulations 41 CFR 1.7 (b) (1).

1. ☒ Yes ___ No I have developed and have on file at each establishment an affirmative action program as required by 41 CFR Chapter 60, Part 60-2.
 2. ☒ Yes ___ No I have participated in a previous contract/subcontract subject to the equal opportunity clause.
 3. ☒ Yes ___ No I have filed with the Joint Reporting Committee, the Director, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements.
-

I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are true and complete to the best of my knowledge.

CONTRACTOR

☒ BIDDER ___ PROPOSED SUBCONTRACTOR

BY: Jesus Gonzalez

TITLE: President

DATE: 07/19/2024

Prohibition Against Employing Illegal Aliens

PROJECT: 2024 Custodial Contract
OWNER'S PROJECT NUMBER: 101441-540300
OWNER: CITY OF LOUISVILLE, COLORADO

Consultant shall not knowingly employ or contract with an illegal alien to perform work under this contract. Consultant shall not enter into a contract with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Contract has verified or attempted to verify through participating in the basic pilot program as defined in C.R.S. Section 8-17.5-101(1) ("Program") that Consultant does not employ any illegal aliens and, if Consultant is not accepted into the Program prior to entering into this contract, that Consultant shall apply to participate in the Program every three months until Consultant is accepted or the contract has been completed, whichever is earlier. This provision shall not be required or effective if the Program is discontinued. Consultant is prohibited from using the Program procedures to undertake pre-employment screening of job applicants while this contract is being performed.

If Consultant obtains actual knowledge that a subcontractor performing work under this contract for services knowingly employs or contracts with an illegal alien, Consultant shall:

- a. Notify the subcontractor and the City within three days that the Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the illegal alien; except that the Consultant shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Consultant shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. Section 8-17.5-102(5).

If Consultant violates a provision of this Contract required pursuant to C.R.S. Section 8-17.5-102, the City may terminate the contract for breach of contract. If the contract is so terminated, the Consultant shall be liable for actual and consequential damages to the City.

**Contractor's Pre-Contract Certification
Regarding Employing Illegal Aliens**

PROJECT: 2024 Custodial Contract
OWNER'S PROJECT NUMBER: 101441-540300
OWNER: CITY OF LOUISVILLE, COLORADO

The proposer of public services to the City of Louisville identified below (hereafter "the Proposer"), hereby certifies as follows:

That at the time of providing this certification, Proposer does not knowingly employ or contract with an illegal alien; and that Proposer has participated in or attempted to participate in the Basic Pilot Program administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

Dated this 19 day of July, 2024.

Proposer: Mojas Cleaning Services Inc.

By: Jesus Gonzalez

Title: President

MOJOS CLEANING

SERVICES

Janitorial Service Proposal

City of Louisville

Golf Course - Daytime Exterior Restrooms

CONTRACT ADDENDUM



MOJOS CLEANING SERVICES

DATE	ESTIMATE #
08-13-2024	7135

Mojos Cleaning Services Inc.

1801 W 64th Ln

Denver, CO 80221

(303) 353-4658

Name/Address
Kevin Frey Facilities Manager City of Louisville

RE: Janitorial Service

Dear Kevin:

Thank you very much for this opportunity. Mojos Cleaning Service provides professional commercial janitorial cleaning services to offices, medical facilities, recreation centers, banks, insurance companies, etc throughout the Denver and surrounding areas.

- ✓ Our goal is to provide our customers top quality services at affordable prices because we believe that our customers are our most important asset.
- ✓ We operate on providing quality services through training, quality control, supervision, and management.

What Mojos Cleaning Services can provide:

- All of your general cleaning services provided by dedicated staff and well-trained employees.
- Specialized cleaning services including carpet spotting, carpet cleaning, hard floor care, window washing, construction clean up and day porter services.
- Specific cleaning strategies based on your facility to provide the best cleaning team.
- Professional advice on all of your cleaning concerns and issues.

MOJOS CLEANING SERVICES

ADDENDUM: Janitorial Services during the day between (12pm-2pm) for Golf Course Exterior Restrooms.

SEE BREAKDOWN BELOW:

Service Location	Day Porter Service Yearly	Day Porter Service Monthly	Monthly Total
<u>GOLF</u>	\$8,772.00	\$731.00	731.00
		TOTAL	\$731.00

Note: Extra duties or projects requested by the City of Louisville will be billed separately at a rate of \$28.00 per hour.

- ✓ Mojos Cleaning Services is fully bonded and insured.
- ✓ All employees will be fully uniformed and wear visible company badges.

Truly,
 Jesus Gonzalez
 President
 Mojos cleaning services
 Office: 303.995.0141
jesusg@mojoscleaning.com
www.mojoscleaning.com

Scope of work:

FACILITY:	Golf Course Exterior Restrooms		
<i>Weekly CLEANING</i>			
Room Location & Description	Area Specification		Floor/Wall Specification
LOCATION	FREQUENCY	CLEANING NOTES	TYPE
Course Outdoor Restrooms (All year Round)	7x/Week	Pull Trash, Replace Liners, Disinfect Trash Lids, Clean Sinks, Clean Toilets, Clean Glass Surfaces, Clean Floors/Walls, Disinfect Doorknobs, Disinfect Light Switches, Dust Ceiling Areas & Vents, stock supplies	Concrete

City of Louisville – Custodial Services

Exhibit A – General Terms and Conditions

1.0 GENERAL

1.1 Facility Summary

Facility	Address	Cleanable sq. ft.
Arts Center	801 Grant Ave	1,915
Austin Niehoff	717 Main St	1,116
City Hall	749 Main St	14,689
City Services	739 S 104 th St	8,281
Golf Course Clubhouse	585 W Dillon Rd	3,436
Golf Course Maintenance	742 W Dillon Rd	495
Library	951 Spruce St	28,597
Memory Square Pool	801 Grant Ave	1,925
Museum	1001 Main St	1,585
Police & Court	992 Via Appia	18,861
Recreation & Senior Center	990 Via Appia	68,400
Water Treatment North	1955 Washington Ave	1,936
Water Treatment South	7000 Marshall Rd	2,083
Wastewater Treatment	1955 Empire Rd	2,255
HR Building	1805 Hwy 42 Ste 100	3,325

- 1.2 Daily cleaning intervals apply to every scheduled visit of a facility. The frequency column (FREQ) of the master cleaning specification will indicate the schedule frequency for daily cleaning. For example, areas with 7X in the frequency column are cleaned seven day per week including week ends and holidays not specifically excluded in section 1.1. Areas identified as 1X in the frequency column will be cleaned only one time per week or month as indicated. The standard schedule for cleaning is Monday through Friday. If a different schedule is required by the Owner, this will be noted in the remarks session. City Facilities will not require cleaning services if they are listed as closed on the Observed Holiday Schedule. The Recreation Center is also closed for one week in August for maintenance projects, at which time the Contractor will be expected to provide limited daily cleaning and at the end of the week perform deep cleaning of the entire facility.

City of Louisville – Observed Holiday Schedule

Holiday	Recreation/Senior	Golf Course	All other City buildings
New Years	Open	Closed	Closed
Martin Luther King	Open	Open	Closed
Easter	Closed	Open	Closed
Memorial	Open	Open	Closed
Juneteenth	Open	Open	Closed
Independence	Closed	Open	Closed
Labor	Closed	Open	Closed
Veteran's	Open	Open	Closed
Thanksgiving	Closed	Closed	Closed
Thanksgiving Friday	Open	Open	Closed
Christmas Eve	Open	Open	Closed
Christmas	Closed	Closed	Closed

- 1.3 If for any reason, beyond the control of the Contractor; i.e., foul weather operations etc., certain areas cannot be serviced, the Contractor must afford manpower to thoroughly clean these areas to standard level cleanliness within a 24 hour period. This recovery effort will be within the contract price.
- 1.4 Minor emergency service required, while the cleaning staff is on the premises, due to mishaps, repairs, foul weather operations, accidents, etc., shall be rendered without additional compensation.
- 1.5 All revenue from coin operated restroom dispensers will be turned in to the Owner's designated representative.
- 1.6 If the Contractor fails to perform cleaning as per the schedule, the Owner may deduct from the monthly invoice the estimated amount for the missed service. The Owner will inform the Contractor in writing of their intention to deduct for failure to provide services as scheduled.

2.0 SECURITY

- 2.1 Contractor's personnel working during hours of operation are to wear a uniform distinct and acceptable to the Owner. The uniform will have the Contractor's name and will be worn at all times by employees onsite. The uniforms shall be clean and presentable at the beginning of shift.
- 2.3 The Owner will provide the Contractor with written procedures for security provisions to be observed within and outside of each building complex, working within customer contact areas and all other situations felt to be pertinent. Contractor's employees will receive specific training by the Contractor on these procedures.
- 2.4 Employees of Contractor are not allowed to open any internal or outside doors or gates at any time to allow a person to enter a building or area or to bring guests (including family) onto the property, without Owner Management permission.
- 2.5 Contractor will provide the owner an up to date schedule of all employees working at each location monthly. The schedule shall include employee name, work title, facilities and shift start and stop time. Each time there is a personnel change, the Owner's designated representative will be provided an updated schedule.
- 2.6 Contractor will receive building keys in a quantity sufficient to perform the cleaning specified. All rooms opened for cleaning will be opened only while a cleaning person is present and locked upon completion. Contractor will be assessed a \$85 replacement charge plus associated charges necessary to restore the integrity of Owner's lock and key system, for each lost key. Contractor may not duplicate keys.
- 2.7 All custodial staff for the Police and Court facility must be fingerprinted and pass a background check (CJIS) before being allowed to work in the facility.

3.0 SAFETY

- 3.1 Contractor's employees will use appropriate barriers and notification devices as necessary to maintain a safe work environment.
- 3.2 Contractor will comply with all State and Federal regulations related to reporting accidents and injuries. All unsafe conditions will be immediately reported to Owner's designated representative.

- 3.3 Electrical & mechanical equipment used by Contractor and Contractor's employees will meet all applicable safety requirements. Batteries for Cordless equipment, will not be permitted to be charged on site.
- 3.4 All containers used by Contractor's employees will be properly labeled with respect to contents and danger warnings

4.0 SUPPLIES AND EQUIPMENT

- 4.1 The Owner will provide all hand towels, toilet tissue, hand and body soaps, toilet seat covers, feminine products, trash liners, air fresheners and facial tissues required. The contractor will be responsible for submitting material orders to the Facilities department monthly and will at all times ensure that adequate inventory is on hand at each facility. Contractor will be responsible for maintaining all supplies, both those furnished by the Contractor and those purchased by the City. Onsite supply deliveries may not be practical for all facilities, especially those that may be occupied part time. As part of this Agreement Contractor will transport supplies from the delivery and/or storage locations as necessary.
- 4.2 Contractor will provide all cleaning materials not specifically described in section 4.1 and equipment necessary to accomplish all cleaning required as per this specification. All contractor supplied cleaning chemicals will be Green Seal Certified.
- 4.3 Contractor's equipment and cleaning materials are subject to the approval of the Owner. Contractor will use the best available method(s) for cleaning. All cleaning chemicals must be approved by the Owner before using onsite. To receive approval the Contractor will provide product information sheets and MSDS to the Owner's designated representative. Contractor will discontinue use of equipment and materials upon written request of the Owner.
- 4.4 Contractor will keep and provide up to date product and Material Safety Data Sheets (MSDS) for its employees and the Owner. MSDS will be available in english plus any other language spoken by the contractor's employees.
- 4.5 All cleaning chemicals will be labeled and secured at all times. No cleaning products will be allowed onsite that are flammable, contain ammonia or chlorine or pose an unacceptable environmental or safety risk.
- 4.6 All equipment shall have adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings and building surfaces.
- 4.7 All equipment and tools must be kept clean and in good operating condition. When not in use, all equipment and supplies will be stored in an approved designated location.
- 4.8 Supplies will be replenished only by filling the appropriate dispensers. No "extra" supplies will be left in restrooms, on counters, etc.
- 4.9 Dry erase boards will be cleaned with a product specifically designed for dry erase boards and approved by Owner's designated representative.

5.0 CLEANING SPECIFICATIONS

- 5.1 "Description of work" and "Frequencies" are to be considered as a guide to minimum known service requirements. The intent of this agreement is to require the Contractor to keep all defined areas in a clean and sanitary condition to the satisfaction of the Owner. Janitorial services shall be equal to or exceed the best trade practices. The intent of the frequency "as needed" is to maintain a clean and sanitary condition at all times, when the required frequency is not a constant.

- 5.2 Contractor shall coordinate all cleaning schedules with Owner, and except for porter responsibilities and special requests, work will be scheduled on the afternoon and midnight shifts. At no time is cleaning to interfere with the Owner's operations.
- 5.3 Contractor's day porters shall be able to verbally communicate adequately (to be determined by the Owner) with the Owner's employees. Porters will handle cleaning emergencies and police areas as indicated from the Area Specification and the POLICE column of the Master Cleaning Specification
- 5.4 Scheduled inspections of cleaning areas will be made by the Contractor's manager and the Owner's designated representative on a monthly basis. Additional inspections may be scheduled if deemed necessary by the Owner.
- 5.5 Discrepancies noted during the inspections or through complaints, registered with the Contractor will be corrected within twenty four (24) hours after the Contractor receives the complaint(s). Contractor will track all "service calls" placed with the following information: date, reported by, area, time called, time service request dispatched, call back time to initial caller and nature of call. This information shall be provided to the Owner on a monthly basis to gauge performance and minimize any consistent concerns.
- 5.6 Annually, the Contractor will provide the Owner with a complete work schedule for all routine and project work. Schedule will explain how and when all specified cleaning is to be accomplished on a yearly basis. At the end of each month contractor will provide the owner a report of all work completed during the past month and planned for the upcoming month.
- 5.7 Contractor's employees will turn off lights when not in use. They will turn in all lost and found articles immediately to the Owner's designated office. They are to immediately report any hazardous and/or unsafe conditions and items in need of repair, including dead lights, leaky faucets, toilet stoppages, roof leaks, etc.
- 5.8 Contractor's employees are to use extreme caution around all computers, mechanical and electrical equipment. All keyboards, knobs, switches, levers, etc. are to be left alone and in their static positions.
- 5.9 All described window/glass cleaning includes both sides of the glazing, unless otherwise specified
- 5.10 Contractor and Contractor's employees will transfer recyclable materials (single stream and compostable) from collection containers inside the facilities to recycling containers outside the facility at no extra expense to the Owner. Employees will be responsible for taking desk side recyclables to central containers. Inside containers which receive food products (beverages included) will be emptied at the same frequency as other waste. Containers that receive only paper products will be emptied when the container is over half full. Inside recycling containers that involve food products will be kept at all times in a clean, odor and pest free condition.
- 5.11 Contractor and Contractor's employees are to keep janitorial work and break areas neat and clean at all times. Janitor closets and storage rooms are to be kept closed and locked when not in use.
- 5.12 Hard floor surfaces will be maintained according to manufacturer and/or industry standards. After the finish has dried, the reflection shall be uniform with no streaks. No stripping solution or finish shall remain on baseboards, doors or other surfaces.
- 5.13 Contractor will follow industry standard cleaning procedures and chemicals for all upholstered furniture and carpets. Contractor will prepare a comprehensive cleaning program for approval by the Owner at the beginning of this contract or when any change is proposed. Methods used will not harm or deteriorate appearance of furniture or carpeting.

6.0 CONTRACTOR EMPLOYEES

- 6.1 Contractor shall, upon request, provide work history and time records of all employees working on any phase of this contract.
- 6.2 Contractor shall provide a detailed schedule of all staff and work crews within the first month of this Contract which clearly demonstrates that the minimum staffing levels are being met for each facility. Contractor will also prepare a master cleaning schedule and checklist for each building that will show routine and non-routine work tasks. The checklist will show daily, weekly, monthly and annual cleaning tasks for each facility and will be posted in the custodial room for reference.
- 6.3 Contractor shall provide English speaking workers or supervisors of work for each crew providing custodial services on this contract.
- 6.4 Contractor shall be able to provide proof of US citizenship or Employment Eligibility Documents (Form I-9), social security number, and background checks on all employees working on the contract.
- 6.5 Contractor will provide a Contract Manager, who will be the primary contact for day to day operations and will communicate and coordinate on a day to day basis with the Owner's designated representative. The Contract Manager will provide the Owner a 24-hour, seven day a week contact number.
- 6.6 Employees are to receive the following training at Contractor's expense:
- Owners procedures and security provisions
 - OSHA required employee right to know training
 - Adequate training to perform the work competently as defined in the specification
 - Safety training to include PPE, BBP and bodily fluids, safe operation of tools and equipment.
- 6.7 Contractor shall require employees to maintain a high level of conduct when on Owner's premises. The Owner reserves the right to deny certain employees assignment to their facilities.
- 6.8 The Contractor and the Contractor's employees shall not bring firearms onto the Owner's property, consume or be under the influence of drugs and /or alcohol while at work.
- 6.9 Contractor's employees will follow the Owner's smoking policy, which prohibits any smoking in a public place. When Contractor's employees smoke outside a public place but on the Owner's property, they must remain away from entrance areas and dispose of extinguished materials in a safe manner. Littering the ground with extinguished cigarettes is not acceptable.
- 6.10 Contractor's employees are not to disturb papers and personal items on desks, use telephones for personal calls or consume food and drink except in designated areas.

7.0 BILLING AND INVOICING

- 7.1 Any work requested by the Owner that is by its nature outside the intent and specification herein contained will be billed to the Owner under separate invoice, which identifies the work accomplished at the rate specified in the price sheet, and must be authorized by the appropriate City of Louisville Management. The janitorial personnel requested for such extra work will be above and outside of the budgeted daily scheduled personnel.
- 7.2 Invoicing will include a breakdown of all costs for each facility covered by this Agreement. Along with the monthly invoice contractor will provide an employee staffing report with hours worked as per Section 2.5 and 8.1 and a monthly project report as per Section 5.6 and 9.2. Contractor will use City provided or approved report forms.

7.3 Owner will subtract from the invoice amount all work which was scheduled but not received as per section 1.7 or staffing below the monthly minimum on a prorated basis.

8.0 CONTRACTOR MINIMUM STAFFING REQUIREMENTS

8.1 Contractor shall maintain minimum staffing levels as shown in the Minimum Staffing Table and will provide relief personnel for absent or vacationing employees at no extra cost. Minimum scheduled hours include project and floor care work. Day to day schedules may be changed to provide better service with Owners's prior approval. Minimum staffing levels does not include non-cleaning supervision. Contractor will provide the number of scheduled work hours worked at each facility along with each monthly invoice.

Minimum Staffing Table

Facility	Cleanable Sq. Ft.	Minimum monthly hours
Arts Center	1,915	26
Austin Niehoff	1,116	22
City Hall	14,689	108
City Services	8,281	65
Golf Course Clubhouse	3,436	30
Golf Course Maintenance	495	4
Library	28,597	182
Memory Square Pool	1,925	43 (open May – August)
Museum	1,585	13
Police & Court	18,861	121
Recreation & Senior Center	68,400	910
Water Treatment North	1,936	26
Water Treatment South	2,083	13
Wastewater Treatment	2,255	26
HR Building	3,325	10

8.2 Cleaning Schedules will be created in collaboration between the Contractor and the City of Louisville for each facility. These cleaning schedules will be used as the guide for monitoring the hours of the cleaning staff.

9.0 CONTRACTOR PERFORMANCE INSPECTION REQUIREMENTS AND PERFORMANCE BASE GUIDELINE

9.1 Contractor shall provide "Service Performance Inspection" forms specifically tailored to each location. A quarterly performance evaluation will be conducted by the Owner through customer surveys. These surveys will be used to track performance and customer satisfaction. The quarterly performance survey will use the scores of outstanding (4), exceeds expectations (3), meets expectations (2) and does not meet expectations (1) to review the contractor's performance in a number of categories. If the average customer score is below 2.8 for a facility, a 5% deduction will be applied to the monthly fee until the survey service score is 2.8 or better.

9.2 Contractor shall develop and utilize a Computerized Maintenance Management System to schedule and track all project work. Monthly reports will be presented to the owner summarizing all work accomplished versus plan and manhours expended.

10.0 POWERS RESERVED TO CITY OF LOUISVILLE

- 10.1 City of Louisville management reserves the right to modify at any time the nature, method, scope, frequency or timing of the Contractor's obligations under this Agreement in whatever manner it determines to be reasonably necessary for the proper operation of City of Louisville. The Contractor shall fully comply with all such Agreement adjustments and shall use its best efforts to do so as promptly and as efficiently as possible.
- 10.2 City of Louisville Management may issue reasonable rules and regulations for the management of janitorial services, which may be amended from time to time.
- 10.3 The Contractor and employees shall be prohibited from distributing literature of any kind within City of Louisville or its grounds unless authorized to do so by City of Louisville.
- 10.4 City of Louisville retains the right to demand performance that is consistently satisfactory, and City of Louisville shall retain the exclusive right to determine whether performance is or is not satisfactory. In the event the Contractor's performance hereunder is deemed unsatisfactory, City of Louisville shall have the right to terminate this Agreement and all rights and obligations hereunder.

Art Center (AC)

Master Cleaning Specification

City of Louisville

Room location & description				Floor Specification		Area Specification								
Bldg	Room #	Room Desc.	SqFt	TILE	WOOD	MULTI	ENT	GEN	LNCH	OUT	RR/L	FX	FREQ	REMARKS
AC	100	Vestibule	100	100			100	100					VARIABLE	As per issued schedule
AC	101	Lobby/hall	267		267			267					2 VARIABLE	As per issued schedule
AC	102	E RR	42	42				42			42		2 VARIABLE	As per issued schedule
AC	103	W RR	44	44				44			42		2 VARIABLE	As per issued schedule
AC	104	Kitchen	140		140			140	140				1 VARIABLE	As per issued schedule
AC	105	Galllery	1250		1250	1250		1250					VARIABLE	As per issued schedule
AC	1EE	East Ext Ent	24					24		24			VARIABLE	As per issued schedule
AC	1EE	West Ext Ent	48					48		48			VARIABLE	As per issued schedule
													VARIABLE	As per issued schedule
			1915	186	1657	1250	100	1915	140	72	84	7		

Daily Schedule: The Contractor will be provided a monthly schedule of events at the Arts Center. Contractor will clean after each day the facility is scheduled for use.

Cleaning Schedule: A minimum cleaning of once per week will occur even if the Arts Center is not scheduled for daily use. Other cleaning will be performed as required.

Austin Niehoff (AN)

Master Cleaning Specification

City of Louisville

Room location & description				Floor Specification												
Bldg	Room #	Room Desc.	SqFt	CPT2	CPT3	TILE	ENT	GEN	LNCH	OFF	OUT	RR/L	WORK	FX	FREQ	REMARKS
PA	100	Lobby/Recept	255	240		15		255					255		5X	
PA	101	Office 1	166	166				166		166					3X	Mon, Wed, Fri
PA	102	Office 2	142		142			142		136					3X	Mon, Wed, Fri
PA	103	Lunch/Conf	173	173				173	173					1	5X	
PA	104	Office 3	104		104			104		104					3X	Mon, Wed, Fri
PA	105	Corridor	77	77				77							5X	
PA	106	Office 4	86		86			86		86					3X	Mon, Wed, Fri
PA	107	Restroom 1	40			40		40				40		2	5X	
PA	108	Restroom 2	25			25		25				25		2	5X	
PA	1EE	Entrance/Deck	48				48				96				5X	
			1116	656	332	80	48	1068	173	492	96	65	255	5		

City Hall (CH)

Master Cleaning Specification

City of Louisville

City Hall																			
749 Main St.																			
Room location & description				Floor Specification					Area Specification										
Bldg	Room #	Room Desc.	SqFt	CPT1	CPT2	CPT3	TILE	VCT1	ENT	GEN	LNCH	OFF	OUT	MULTI	RR/L	WORK	FX	FREQ	REMARKS
CH	101	E Vestibule	114				114		114	114								5X	
CH	102	Main lobby/corridor	540	540					540	540								5X	
CH	103	Info Desk																	
CH	104	Ramp	540	540					540	540								5X	
CH	105	N Vestibule	105		105					105						105		5X	
CH	106/8	N Lobby/corridor	60	60						60								5X	
CH	107/204	Central Stairs	35				35		35	35								5X	
CH	111	Women's RR	377	377						377								5X	
CH	112	Men's RR	104		104					104								5X	
CH	113	City Clerk copy	103				103			103					103		4	5X	
CH	114	Corridor finance	106				106			106					106		4	5X	
CH	115/205	Elevator	120		120					120						120		5X	
CH	117/203	East Stairs	105		105					105								5X	
CH	118	Finance	48		48				48	48								5X	
CH	119	Finance	298		298					298								5X	
CH	120	Finance	126			126				126		126						3X	Mon, Wed, Fri
CH	121	Finance Dir	138			138				138		138						3X	Mon, Wed, Fri
CH	122	Finance	105			105				105		105						3X	Mon, Wed, Fri
CH	124	Sales Tax	296			296				296		296						3X	Mon, Wed, Fri
CH	125	Dep City Clerk	120			120				120		120						3X	Mon, Wed, Fri
CH	126	City Clerk waiting	315			315				315		315						5X	
CH	127	City Clerk	102			102				102		102						3X	Mon, Wed, Fri
CH	130	IT	109		109					109								5X	
CH	131	Kitchen/corridor	172			172				172		172						5X	
CH	136	S Vestibule	668			668				668						668		3X	Mon, Wed, Fri
CH	137	Corridor	159					159		159	159						1	5X	
CH	140	Unisex Shower	28	28					28	28								5X	
CH	142	RR/N	163					163		163								5X	
CH	143	Office	89				89			89					89		1	5X	
CH	144	Planning Director Off	30				30			30					30		2	5X	
CH	145	Building Saftey Off	160			160				160		160						3X	Mon, Wed, Fri
CH	146	Building Saftey	140			140				140		140						5X	Mon, Wed, Fri
CH	147	Scan/Plot	133			133				133		133						5X	Mon, Wed, Fri
CH	148	BS/Planning admin	536			536				536		536						5X	
CH	150	Planning	130			130				130						130		5X	
CH	151	CASE Office	260			260				260				260				5X	
CH	153	AP/AR Dept	617			617				617						617		5X	
CH	155	Spruce Conf	159			159				159								3X	Mon, Wed, Fri
CH	201	Lobby	222		222	155				222				222				5X	
CH	205	Corridor	486		486					486				486				5X	
CH	206	Corridor	542		542					542								5X	
CH	207	Women's RR	240		240					240								5X	

City Hall (CH)

Master Cleaning Specification

City of Louisville

City Hall																		
749 Main St.																		
CH 208	Men's RR	69			69			69								2	5X	
CH 210	Council Chambers	155			155			155					155			4	5X	
CH 212	Council storage	109			109			109					109			4	5X	
CH 215	Kitchen	1462		1462				1462					1462				5X	
CH 216	Risk Mrg office	116			116			116									5X	
CH 217	HR waiting/hall	99				99		99	99							1	5X	
CH 218	City Engineer Office	125			125			125		125							3X	Mon, Wed, Fri
CH 219	Deputy Dir Utilities office	147		147				147									5X	
CH 220	Dir of PW office	174			174			174		174							3X	Mon, Wed, Fri
CH 221	Engineer office	206			206			206					206				5X	
CH 222	Utilitites Admin	188			188			188		188							3X	Mon, Wed, Fri
CH 223	Communications Office	145			145			145						145			3X	Mon, Wed, Fri
CH 224	PW office	128			128			128		128							3X	Mon, Wed, Fri
CH 225	PW Admin	104		104				104							104		5X	
CH 226	PW work area	166			166			166		166							3X	Mon, Wed, Fri
CH 227	PW office	153			153			153		153							3X	Mon, Wed, Fri
CH 228	PW office	434			434			434		434							3X	Mon, Wed, Fri
CH 229	PW office	149			149			149		149							3X	Mon, Wed, Fri
CH 230	PW office	113			113			113		113							3X	Mon, Wed, Fri
CH 231/2	PW files	118			118			118		118							3X	Mon, Wed, Fri
CH 234	Communications Mgr of	140			140			140		140							3X	Mon, Wed, Fri
CH 235	City Mgr Admin	142			142			142		142							3X	Mon, Wed, Fri
CH 233	Asst City Engineer	80			80			80		80							3X	Mon, Wed, Fri
CH 236	PR	207		207				207		207							5X	
CH 237	City Mgr	246			246			246		246							3X	Mon, Wed, Fri
CH 238	Deputy City Mgr	176			176			176		176							3X	Mon, Wed, Fri
CH 239	Balcony Exterior	379		379				379		379							5X	
CH 1EE	East Exterior Ent	221			221			221		221							3X	Mon, Wed, Fri
CH 1EE	North Exterior Ent	282								282							3X	
CH 1EE	South Exterior Ent	48								48							5X	
		24															5X	
		24															5X	

City Services Shops
739 S 104th St.

Room location & description				Floor Specification				Area 3					
Bldg	Room #	Room Desc.	SqFt	CPT2	CPT3	CON1	TILE	MULTI	ENT	GEN	LNCH	OFF	OUT
CS	1EE	East Entry	100			100			100				100
CS	100	Vestibule	35			35			35	35			
CS	101	Admin	148			148				148		148	
CS	102	Conference	625	625				625		625			
CS	105	Documents	528			528				528			
CS	106	Office	120		120					120		120	
CS	107	Office	120		120					120		120	
CS	108	Office	120		120					120		120	
CS	117	Office	120		120					120		120	
CS	118	Office	120		120					120		120	
CS	119	Office	120		120					120		120	
CS	120	Office	120		120					120		120	
CS	121	Corridor	334			334				334			
CS	123	Break/training	1392			1392				1392	1392		
CS	124	laundry	48			48				48			
CS	125	janitor	42			42				42			
CS	126	Corridor	205			205				205			
CS	127	Wmn's locker	360			360				360			
CS	128	Wmn's shower	50				57			50			
CS	129	Men's RR	436			436				436			
CS	130	Men's locker	450			450				450			
CS	131	Men's shower	50				53			50			
CS	153	Open office	2310			2310				2310			
CS	1EE	West Patio	100			100							100
CS	140	Fleet office	228			228				228			

**Golf Clubhouse and Maint Building
585 W Dillon Rd**

Room location & descripton				Floor Specification											
Bldg	Room #	Room Desc.	SqFt	CPT2	CPT3	TILE	ENT	GEN	LNCH	OFF	OUT	RR/L	WORK	FREQ	REMARKS
Clubhouse		F&B office	136		136			136		136				7x	
Clubhouse		Dining/entry	1182	1182				1182	1182					7x	
Clubhouse		Men's RR	164			164		164					164	7x	
Clubhouse		Women's RR	135			135		135					135	7x	
Clubhouse		Pro shop	650	650				650			650			7x	
Clubhouse		Pro office	194		194			194		194				7x	
Clubhouse		W ext entr.	535									535		7x	
Clubhouse		S ext entr/deck	100									100		7x	
Clubhouse		E ext entr/deck	100									100		7x	
Clubhouse		N ext entr.	100									100		7x	
Tee 15 RR		Men's RR	50										50	7x	
Tee 15 RR		Women's RR	50										50	7x	
Tee 15		Tee 15 entry	40				40					40		7x	
		TOTALS	3436	1832	330	299	0	2461	1182	330		835	299	7x	

742 W Dillon Rd														1x	
Maintenance		Hallway	110				110	110						1x	
Maintenance		office	117					117		117				1x	
Maintenance		restroom	54					54					54	1x	
Maintenance		breakroom	214					214	214					1x	
		TOTALS	495	0	0	0	110	495	214	117		0	54		

Library Services (LI)

Master Cleaning Specification

City of Louisville

Public Library
951 Spruce St.

Room location & description				Floor Specification								Area Specification									
Bldg	Room #	Room Desc.	SqFt	CPT1	CPT2	CPT3	CON1	CON2	RES	TILE	ENT	GEN	LNCH	OFF	MULTI	OUT	RR/L	WORK	FX	FREQ	REMARKS
LI	100	Vestibule	178	178							178	178								7X	
LI	101	Lobby	1690	705	985							1690						1690		7X	
LI	102	Circ desk	334	334								334						334		7X	
LI	103A	Book drop	16			16						16						16		3X	Mon, Wed, Fri
LI	103B	Book drop	208			208						208								5X	
LI	104	Div head	154			154						154		154						3X	Mon, Wed, Fri
LI	105	Div head	138			138						138		138						3X	Mon, Wed, Fri
LI	106	Workarea	240		240							240						240		5X	
LI	107	Ordering Aquis	564		564							564						564		5X	
LI	108	Book drop	65			65						65								5X	
LI	109	Tech svc storage	196			196						196								5X	
LI	110	Coats closet	24			24						24								1X	
LI	111	Sorting	310		310							310						310		5X	
LI	112	Courier staging	152		152							152						152		5X	
LI	114	Receiving	523						523			523								5X	
LI	115	Used Books	327						327			327								1X	
LI	119A	Corridor	165						165			165								3X	Mon, Wed, Fri
LI	119B	Corridor	180						180			180								3X	Mon, Wed, Fri
LI	120	Men's RR	242							242		242					242		6	7X	
LI	121	Women's RR	245							245		245					245		6	7X	
LI	122A	IT admin	66					66				66								1X	
LI	124	Janitor closet	36									36								7X	
LI	126	N Stair	144				144					144								1X	
LI	127	Meeting	987	987								987			987					7X	
LI	128	Gallery	1070	1070								1070								7X	
LI	129	Storage	107			107						107						107		1X	
LI	130	Youth Svcs staff	350			350						350						350	1	5X	
LI	131	Div head	98			98						98						98		3X	Mon, Wed, Fri
LI	132	Dept storage	91			91						91						91		1X	
LI	133	RR	68							68		68					68		2	7X	
LI	134	Kitchen	110						110			110	110						1	7X	
LI	135	Youth Svcs	4905		4905							4905			4905					7X	
LI	136	Story time	441	441								441			441					7X	
LI	137	Youth svcs desk	98		98							98								7X	
LI	1XX	Central Elevator	32	32								32								7X	
LI	1XX	Parking Elevator	32									32								7X	
LI	1EE	N Parking Stairs	192					192				192								1X	sweep, remove gum
LI	1EE	S Parking Stairs	144					144												1X	sweep, remove gum
LI	1EE	Main Entrance	100													100				7X	
LI	1EE	North Entrance	48													48				7X	
LI	200	Young adults	1078		1078							1078			1078					7X	
LI	201	Homework Ctr	404		404							404			404					7X	
LI	202	Assistant	212			212						212		212						3X	Mon, Wed, Fri
LI	203	Accts Payable	355			355						355		355						3X	Mon, Wed, Fri

Library Services (LI)

Master Cleaning Specification

City of Louisville

Public Library
951 Spruce St.

LI	204	Director	276			276						276		276					3X	Mon, Wed, Fri
LI	205	Corridor	176			176						176		176					5X	
LI	206	Lunch	391					391				391	391						1 7X	
LI	207	Corridor	227			227						227							5X	
LI	208	Copy/mail	220			220						220							5X	
LI	209	Janitor closet	48									48							7X	
LI	210	RR	45						45			45				45			7X	
LI	211	RR	56						56			56				56			7X	
LI	212	Board Conf	440									440							7X	
LI	213	Corridor	293		293							293							5X	
LI	214	Main Stair	315						315			315							7X	
LI	215	Telecom	52			52						52							1X	
LI	216	Storage	96			96						96							1X	
LI	217	Staff work area	342		342							342							5X	
LI	218	Div head	99			99						99							3X	Mon, Wed, Fri
LI	219	Systems Coord	94			94						94							3X	Mon, Wed, Fri
LI	220	N Stair	216				216					216							1X	
LI	221	Stud:y	122			122						122			122				7X	
LI	222	Quiet Reading	458			458						458			458				7X	
LI	223	Stud:y	140			140						140			140				7X	
LI	224	Open	6511		6511							6511			6511				7X	
LI	225	Stud:y	190			190						190			190				7X	
LI	226	Reference desk	189		189							189					189		7X	
LI	227	Listening	132			132						132			132				7X	
LI	228	Project Room	350					350				350			350				7X	
		TOTALS	28597	3747	16071	4296	360	434	2046	971	178	28305	501	1311	15718	148	656	4141	17	

Book racks: On a quarterly basis damp wipe shelving and dust the tops of books

Memory Square (MS)

Master Cleaning Specification

City of Louisville

Memory Square Pool
801 Grant St

Room location & description				Floor Specification	Area Specification						
Bldg	Room #	Room Desc.	SqFt	CON1	ENT	GEN	RR/L	WORK	FX	FREQ	REMARKS
MSP		Men's Locker	502	502		502	502		13	7X	
MSP		Women's Locker	502	502		502	502		13	7X	
MSP		Life Guard	144	144		144		144	1	7X	
MSP		Family Change	98	98		98	98		3	7X	
MSP		Staff Storage/Jan.	129	129		129				7X	
MSP		Lounge	450	450		450			2	7X	
MSP		Entrance	100	100	100					7X	
MSP			1925	1423	100	1323	600	144	19		

Pool Schedule: Open mid-May through the end of August. Special events may affect cleaning schedule.

Yearly deep cleaning (included in contract) - before opening in the spring, thoroughly clean the entire facility.

Museum Complex (MU)

Master Cleaning Specification

City of Louisville

Historical Museum
1001 Main St

Room location & description				Floor Specification									
Bldg	Room #	Room Desc.	SqFt	TILE	WOOD	ENT	GEN	OFF	OUT	RR/L	FX	FREQ	REMARKS
MU-JACOE		Front room	488		488	24	488		24			2x/wk	Tues & Sat
		Back room	240		240	24	240	64	24		1	2x/wk	Tues & Sat
		Restroom	20	20			20			20	2	2x/wk	Tues & Sat
		Storage	24		24		24					2x/wk	Tues & Sat
MU-TOMEIO		Kitchen	208		208		208		24			2x/wk	Tues & Sat
		Dining	202		202		202					2x/wk	Tues & Sat
		Bedroom	147		147		147					2x/wk	Tues & Sat
MU-JORDINELLI		Exhibit room	256		256		256		24			2x/wk	Tues & Sat
			1097	20	1077	24	1097	64	72	20	3		

Yearly deep clean (included in contract) - Lift and dust under and around all display items not in a display case.

Police/Municipal
992 Via Appia Way

Room location & description												Area Specification											
Bldg	Room #	Room Desc.	SqFt	CPT2	CPT3	CON1	CON2	CON3	TILE	VCT1	VCT2	MULTI	ENT	GEN	LNCH	OFF	OUT	RR/L	WORK	FX	FREQ	REMARKS	
PC	101	Vestibule East	156						156				156	156							5X		
PC	102	E Lobby	704						704					704							5X		
PC	103	Conf	148		148							148		148							5X		
PC	104	Hall	651	104										651							6X		
PC	105	Coffee	107						107					107	107						6X		
PC	106	RR	50						50					50				50		2	6X		
PC	108	RR	61						61					61				61		2	6X		
PC	110	Chief	216		216									216		216					5X		
PC	111	Admin Cmdr	198		198									198		198					5X		
PC	112	Ops Cmdr	198		198									198		198					5X		
PC	113	CEO	212		212									212		212					5X		
PC	114	Briefing	358	358								358		358							6X		
PC	115	Lobby	384						384					384							6X		
PC	116	Vestibule West	134										134	134							6X		
PC	117	Booking	387								387			387							5X		
PC	117A	Booking Corr	64								64			64					64		5X		
PC	118	RR	43			43								43					43	2	5X		
PC	119	Intox	54			54								54							5X		
PC	120	Adult	73			73								73							5X		
PC	121	Adult	73			73								73							5X		
PC	122	Juv	73			73								73							5X		
PC	128	Evidence Prep	211							211				211					211		5X		
PC	129	Lab	125							125				125					125		5X		
PC	130	Evid Tech	143							143				143					143		3X		
PC	131	Patrol	454	394					60					454					454		6X		
PC	133	Status Offender	104							104				104					104		5X		
PC	134	Conf	104		104							104		104							5X		
PC	135	Hall	275	275										275							6X		
PC	136	Storage	207		104																		
PC	137	Janitor	12											12							5X		
PC	139	Men's RR	192						192					192					192	7	6X		
PC	140	Men's Locker	391	391										391					391		6X		
PC	141	Women's RR	204						204					204					204	7	6X		
PC	142	Women's RR	365	365										365					365		6X		
PC	143	Jan Storage	24											24							5X		
PC	146	Stairs	122				122							122							1X		
PC	147	Break	294							294				294	294						6X		
PC	148	SRO	330		330									330		330					5X		
PC	149	Serg Swing	153		153									153		153					5X		
PC	150	Serg Day	126		126									126		126					5X		
PC	151	Serg Night	135		135									135		135					5X		
PC	152	Investigations	518		518									518		518					5X		
PC	154	Conf	104		104							104		104							5X		
PC	155	Work	261	261										261					155		5X		
PC	156	Records	694	694										694					694		5X		
PC	157	Finger print	85		85									85					85		5X		
PC	161	Hall	260	260										260							5X		
PC	162	Clerk	183		183									183		183					5X		
PC	163	Docket	177		177									177		177					5X		

Police/Court (PC)

Master Cleaning Specification

City of Louisville

Police/Municipal
992 Via Appia Way

PC	164	RR	69					69					69		69			5X		
PC	165	Prosec Conf	158		158								158		158			1X/mo	see note below	
PC	166	Judge	131		131								131		131			1X/mo	see note below	
PC	170	Court Vestibule	95		95								95					1X/mo	see note below	
PC	171	Court	1287		1287					1287			1287					1X/mo	see note below	
PC	172	Court Storage	32		32								32					1X/mo	see note below	
PC	173	Court Conf	133		133					133			133					1X/mo	see note below	
PC	174	E Stairway	156				156						156					3X	Mon, Wed, Fri	
PC	175	Hall	64					64					64					5X		
PC	176	Women's RR	228					228					228			228		5 5X		
PC	177	Jan Storage	19										19					5X		
PC	178	Men's RR	152					152					152			152		5 5X		
PC	1XX	Elevator	24					24					24					5X		
PC	B02	Training	978		978					978			978					3X		
PC	B02A	Training hall	156				156						156					3X		
PC	1EE	East Entrance	48												80			5X		
PC	1EE	West Entrance	48												80			5x		
PC	127	Basement Multipurpose	300	300														2x		
PC	119	Basement Mens Locker	168					168										3x		
PC	116	Basement Womens Locker	66					66										3x		
PC	117	Basement Womens RR	104					104										3x		
PC	118	Basement Mens RR	90					90										3x		
PC	101	Basement Hallway	840				840											2x	Includes Training Mats	
PC																				
PC																				
			15943	3402	5805	316	1274	0	2883	877	451	3112	290	14072	401	2735	229	491	3230	30

Court Rooms 165-173 will be cleaned after each day the court is in session, which is normally 2nd Tuesday of each month . Monthly schedule available from the Court Clerk.

Recreation Center (RSC)

Master Cleaning Specification

City of Louisville

Recreation Center
900 Via Apple Way

Room location & description			Floor Specification													Area Specification													REMARKS		
Bldg	Room #	Room Desc.	SqFt	CPT1	CPT2	CPT3	WOOD	CON1	CON2	RES	SF1	TRK	TURF	WM	TILE	MULTI	ENT	EXER	GEN	LNCH	LCKR	OFF	OUT	RR/L	STEAM	WORK	FX	FREQ		POLICE	
RSC	100	Vestibule	338												338			338		338				100				7X	X		
RSC	101	Reception Lobby	1652	120											1532				1652							288	7X	X			
RSC	102	Senior Lounge	401	401												401			401									7X	X		
RSC	103	Youth Lounge	2303												2303	2303			2303									7X	X		
RSC	104	Men's RR	151												151				151					151			6	7X	X		
RSC	105	Women's RR	166												166				166					166			6	7X	X		
RSC	106	Kitchen	420												420				420		420							7X			
RSC	107	Senior Entry	534	534												534			534									7X	X		
RSC	108	Senior Lounge	392	392												392			392									7X	X		
RSC	110	Brooks Multipurpose	1480							1480						1480			1480									1	7X		
RSC	111	Crown Multipurpose	1496							1496						1496			1496									1	7X		
RSC	112	Storage Brooks/Crown	183						183										183										7X		
RSC	113	Corridor	102	102															102								2	7X			
RSC	114	Corridor	175	175															175										7X		
RSC	115	Games	778			778										778			778										7X		
RSC	116	Games storage	17			17													17										7X		
RSC	117	Assessment N	168			168													168							168		7X			
RSC	118	Assessment S	181			181													181						181			7X			
RSC	121	Imperial Multipurpose	517							517						517			517										7X		
RSC	122	Garibaldi Multipurpose	558			558										558			558										7X		
RSC	123	Senior Workroom	281			281													281							281		7X			
RSC	123A	Office	118			118													118			118							5X		
RSC	123B	Office	118			118													118			118							5X		
RSC	123C	Office	118			118													118			118							5X		
RSC	123D	Office	109			109													109			109							5X		
RSC	126	Loan	119			119													119			119							5X		
RSC	127	Lounge near stairs	811	811												811			811										7X		
RSC	128	Circulation E of Reception	595							595						595			595										7X		
RSC	129	Circulation E of Reception	1400							1400						1400			1400										7X		
RSC	130	Admin Office common	875	875															875							875		7X			
RSC	130A	Office	155			155													155			155							5X		
RSC	130B	Office	152			152													152			152							5X		
RSC	130C	Office	143			143													143			143							5X		
RSC	130D	Office	143			143													143			143							5X		
RSC	130F	Office	143			143													143			143							5X		
RSC	130G	Office	148			148													148			148							5X		
RSC	130H	Office	129			129													129			129							5X		
RSC	131	Conference	282			282										282			282										5X	X	
RSC	132	Break	266							266									266		282							1	7X	X	
RSC	133	Gym	9290							9290									9290										2	7X	
RSC	138	Racquetball N	817							817									817										7X		
RSC	139	Racquetball S	820							820									820										7X		
RSC	140	Women's Locker	1012												1012				1012										7X	X	
RSC	141	Men's Locker	959												959				959										7X	X	
RSC	145	Sauna	79												79				79						79				7X		
RSC	146	Steam	81												81				81						81				7X		
RSC	147	Women's RR	154						154										154									5	7X	X	
RSC	148	Men's RR	124						124										124									5	7X		
RSC	150	Indoor Playground	523	523														523	523										7X		
RSC	151	Child Watch	665	665												665			665										7X		
RSC	153	Youth Check In	165	165														165	165										7X		
RSC	155	RR	44												44				44					44				2	7X	X	
RSC	157	Lactation	60							60									60					60					1	7X	X
RSC	159	Youth 2	739							739						739			739										2	7X	
RSC	161	Vestibule	71												71				71										7X		
RSC	162	Women's RR	38												38				38					38					2	7X	X
RSC	163	Men's RR	38												38				38					38					2	7X	X
RSC	164	Youth 1	735							735						735			735										2	7X	
RSC	166	Youth office	166			166													166			166							5X		
RSC	170	Exit Corridor	298							298									298										7X		
RSC	172	Family Change	660												660				660					660			21	7X	X		
RSC	173	Guard Office	96							96									96			96							7X		
RSC	174	Lifeguard Locker	251							251									251					251					1	7X	
RSC	175	Pool Party	382							382						382			382										1	7X	

[illegible]

Storage Rooms: All storage rooms will be cleaned upon written request

Water Treatment North (WTN)

Master Cleaning Specification

City of Louisville

North Water Treatment Plant
1955 N Washington Ave

Room location & description				Floor Specification											
Bldg	Room #	Room Desc.	SqFt	CPT2	VCT1	ENT	GEN	LNCH	OFF	OUT	RR/L	WORK	FX	FREQ	REMARKS
WTN		Office	245	245		24	245		245	24				3X	Tu, Th, Sa
WTN		Restroom	33		33		33				33		2	6X	Su,M,Tu,W,Th,Sa
WTN		Breakroom	273		273		273	273					1	6X	Su,M,Tu,W,Th,Sa
WTN		Reception	433	343	90		433					433		6X	Su,M,Tu,W,Th,Sa
WTN		Entry Corridor	79		83		79							6X	Su,M,Tu,W,Th,Sa
WTN		Lab	538		538									6X	Su,M,Tu,W,Th,Sa
WTN		RR	27		27		27		27				2	1x/wk	Saturday
WTN		Entry	152		152	24	152			24				1x/wk	Saturday
WTN		Meeting	156		156		156							1x/wk	Saturday
		Totals	1936	588	1352	48	1398	273	272	48	33	433	5		
WTN		Pretreatment Office	180		180									3X	Tu,Th,Sa
WTN		Pretreatment RR	24		24									3X	Tu,Th,Sa

Water Treatment South (WTS)

Master Cleaning Specification

City of Louisville

South Water Treatment Plant
7000 Marshall Rd

Room location & description				Floor Specification											
Bldg	Room #	Room Desc.	SqFt	TILE	VCT2	ENT	GEN	LNCH	OFF	OUT	RR/L	WORK	FX	FREQ	REMARKS
WTS	1xx	Women's RR	84	84			84				84		3	1x/wk	Saturday
WTS		Men's RR	84	84			84				84		3	1x/wk	Saturday
WTS		Corridor	172		172	24	172							1x/wk	Saturday
WTS		Personnel	202		202		202	202		24			1	1x/wk	Saturday
WTS		Storage	180		180		180							1x/wk	Saturday
WTS		Lab	524		524		524							1x/wk	Saturday
WTS		Corridor	261		261		261							1x/wk	Saturday
WTS		Control	576		576		576					576		1x/wk	Saturday
			2083	168	1915	24	2083	202	0	24	168	576	7		

Waste Water

Master Cleaning Specification

City of Louisville

Waste Water Plant
1555 Empire Rd

Room location & description																		
Site	Bldg	Room #	Room Desc.	SqFt	CPT2	TILE	RES	VCT2	ENT	GEN	LNCH	OFF	OUT	RR/L	WORK	FX	FREQ	REMARKS
WW	Admin	100	Locker Room	88			88			88				88		1	3x/wk	M, W, F
WW	Admin	101	Restroom North	42			42			42				42		2	3x/wk	M, W, F
WW	Admin	102	Restroom South	44			44			44				44		2	3x/wk	M, W, F
WW	Admin	103	Hall	102			102		24	102			24				3x/wk	M, W, F
WW	Admin	104	Entry/Reception	198			198		24	198			24		198		3x/wk	M, W, F
WW	Admin	105	Conf/Break	186			186			186	194					1	3x/wk	M, W, F
WW	Admin	106	Office	132	132					132		132					3x/wk	M, W, F
WW	Admin	107	Hall	13	13					13							3x/wk	M, W, F
WW	Admin	108	Copy	48	48					48							3x/wk	M, W, F
WW	Admin	109	Office	94	94					94		94					3x/wk	M, W, F
WW	Lab	101	East Hall	111				111		111							3x/wk	M, W, F
WW	Lab	102	Lab	247				247		247					247	1	3x/wk	M, W, F
WW	Lab	103/4	Jan/Equipment	74				74		74						1	3x/wk	M, W, F
WW	Lab	105	Restroom	30		30				30						2	3x/wk	M, W, F
WW	Lab	106	Office	120				120		120		120					3x/wk	M, W, F
WW	Lab	107	Files & Copy	123				123		123					123		3x/wk	M, W, F
WW	Lab	108	Hall	114				114		114							3x/wk	M, W, F
WW	Lab	108A	S Entry	31				31	24	31			24				3x/wk	M, W, F
WW	Lab	108B	N Entry	31				31	24	31			24				3x/wk	M, W, F
WW	Lab	109	Office	243				243		243		243					3x/wk	M, W, F
WW	Maint	105	Entry	148				148	24	148			24				3x/wk	M, W, F
WW	Maint	106	Toilet	36		36				36				36		2	3x/wk	M, W, F
			Totals	2255	287	66	660	1242	120	2255	194	589	120	210	568	12		

HR Building
Hwy 42 Ste 100

[illegible]

AREA SPECIFICATION: ENTRANCES/LOBBY/ELEVATORS**ABBREVIATION:** ENT

CLEANING TASK	CLEANING FREQUENCY									Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year		
Clean counters, cabinets & furniture	X	X								
Vacuum entrance/walkoff carpet & mats	X	X								
Empty trash/recycle containers, pick up debris around building entry		X								
Spot clean all entrance glass		X								
Clean all glass doors				X						
Spot clean chairs and sofas.				X						
Clean and polish all bright work.				X						
Clean all vertical cabinet surfaces				X						
Clean under walkoff carpet and mats				X						
Clean all glass doors & windows, interior & exterior*					X					
Remove and clean entrance inserts and subfloor						X				
Extract walk off mats						X				
*Applies to surfaces below 84"										

AREA SPECIFICATION: EXERCISE AREAS**ABBREVIATION:** EXER

CLEANING TASK	CLEANING FREQUENCY							Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year
Change out equipment cleaning cloths^	X	X						
Restock equipment spray disinfectant		X						
Wipe down all equipment w/approved cleaner		X						
Dust window sills and low ledges		X						
Spot clean exercise mats		X						
Remove and clean all black marks, spit and chalk from walls		X						
Clean glass *		X						
Clean cubbies		X						
Damp wipe/scrub all exercise mats w/approved cleaner				X				
Vacuum circulation fans				X				
Clean glass basketball backboards				X				
Dust backboard frames and scoreboard tops				X				
Damp wipe wall mats				X				
Clean cobwebs in rafter over track				X				
Sweep and damp wipe bleachers				X				
Dust video monitors (TV's)				X				
Hi								

^ Day Porter - Change cloths at the beginning and end of each shift. Wash and fold cleaning cloths

*In racquetball courts clean glass to a height of 96"

AREA SPECIFICATION: GENERAL - BASE CLEANING SPECIFICATION **ABBREVIATION:** GEN
APPLIES TO ALL AREAS, MAY BE UPGRADED IN ANOTHER PART OF THIS SPECIFICATION

CLEANING TASK	CLEANING FREQUENCY							Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	
Remove trash. Replace liners and clean container if soiled.	X	X						
Spot clean exterior trash can and lid	X	X						
Clean, sanitize & polish drinking fountains	X	X						
Spot clean walls, doors, glass, mirrors, bright work & switches of fingerprints, smudges and heel marks.	X	X						
Remove adhesive and tape from all surfaces		X						
Dust/Damp wipe counters, ledges & tables		X						
Spot clean furniture, cabinets		X						
Vacuum entrance/walkoff carpet & mats	X	X						
Clean under walkoff carpet and mats				X				
Fill floor drains with scented solution.				X				
Empty recycle bins from central collection to outside collectors				X				
Dust all low surfaces (less than 80")				X				
Dust all high surfaces (greater than 80")					X			
Clean all interior/partion glass(including display cases, pictures, doors).					X			
Clean and polish all bright work.					X			
Vacuum fabric furniture						X		
Spot clean vinyl furniture						X		
Clean plastic chair mats						X		
Extract walk off mats						X		
Vacuum and clean air diffusers and grills.						X		
Clean by extraction all fabric upholstered furniture at Recreation Center						X		
Vaccum/dust all high surfaces below corrugated ceiling deck at Library								X
Vaccum/dust all high surfaces below corrugated ceiling deck at Recreation Center, excluding pool								X
Clean by extraction all fabric upholstered furniture								X

LOCK

Area Cleaning Specification

City of Louisville

AREA SPECIFICATION: LOCKER AND SHOWER AREAS**ABBREVIATION:** LOCK

CLEANING TASK			CLEANING FREQUENCY						Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	
Clean all interior/partition glass & mirrors.		X							
Clean all cabinet & counter surfaces.	X	X							
Clean and polish all bright work.		X							
Replenish all supplies.	X	X							
Clean, sanitize & polish all surfaces of sinks, toilets & urinals.	X	X							
Damp wipe & sanitize walls and partitions next to fixtures		X							
Clean floors and matting w/ approved method		X							
Scrub shower walls and floors. Alternate each day with de-scaler and de-greaser. Use soft brush, no high pressure allowed		X							
Damp wipe benches and lockers.		X							
Dust tops of lockers		X							
Replace torn or mildewed shower curtains (City to provide)		X							
Remove graffiti				X					
Clean inside of lockers				X					
Wash/sanitize all walls, partitions & doors.					X				
Dust all vents and lighting diffusers. Damp wipe acrylic.					X				

AREA SPECIFICATION: LUNCH, BREAK AND KITCHEN AREAS

ABBREVIATION: LNCH

CLEANING TASK	CLEANING FREQUENCY									Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year		
Pick up debris from floor & tables	X	X								
Clean & sanitize all tables, counters and sinks.	X	X								
Spot clean lunchroom chairs of spills and debris	X	X								
Spot clean exterior of cabinets, appliances		X								
Replenish all supplies.	X	X								
Clean all cabinet & exterior appliance surfaces.					X					

MULTI

Area Cleaning Specification

City of Louisville

AREA SPECIFICATION: MULTI USE AREAS

ABBREVIATION: MULTI

CLEANING TASK	CLEANING FREQUENCY							Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year
Clean all cleared desk and/or table tops.		X						
Clean all tables, counters and sinks.		X						
Clean all erased marlite boards & trays w/approved cleaner		X						
Return all furniture to normal position		X						
Wipe down vertical surfaces of furniture and cabinets					X			

Multi use rooms may be scheduled for use during normal cleaning times. The Contractor will adjust the cleaning crew schedule as necessary to not interfere with events and accomplish cleaning before the next scheduled day of business.

OFF

Area Cleaning Specification

City of Louisville

AREA SPECIFICATION: OFFICE AREAS

ABBREVIATION: OFF

CLEANING TASK	CLEANING FREQUENCY							
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year
Clean all cleared desk, counters and table tops.				X				
Clean all dry erase boards and trays w/approved cleaner.				X				
Wipe down vertical surfaces of furniture and cabinets							X	

OUT

Area Cleaning Specification

City of Louisville

AREA SPECIFICATION:	OUTSIDE: STAIRS, ENTRANCES, LOADING DOCKS, WALKS, COURTYARD & PICNIC AREAS	ABBREVIATION:		OUT						
				CLEANING FREQUENCY						
CLEANING TASK		Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Empty trash containers			X							
Pick up debris			X							
Sweep concrete			X							
Clean mats			X							
Clean under walkoff carpet and mats					X					
Extract walk off mats							X			

*Trash pickup (including containers) shall extend to a radius of 20 ft from the exterior entrance of building or the nearest curb, which ever is less.

AREA SPECIFICATION: RESTROOMS**ABBREVIATION:** RR

CLEANING TASK	CLEANING FREQUENCY									Remarks
	Police	As Needed	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	
Clean all interior/partition glass & mirrors.			X							
Clean all cabinet & counter surfaces.	X		X							
Clean and polish all bright work.			X							
Replenish all supplies.	X		X							
Clean, sanitize & polish all surfaces of sinks, toilets & urinals.	X		X							
Damp wipe & sanitize walls and partitions next to fixtures			X							
Sweep, damp mop & sanitize floor.	X		X							
Spray showers with lime/soap cleaner. Damp wipe		X								
Damp wipe benches. Spot clean lockers.					X					
Scrub shower stalls		X			X					
Fill floor drains with scented solution.					X					
Dust tops of lockers					X					
Remove graffiti					X					
Wash/sanitize all walls, partitions & doors.									X	

STEAM

Area Cleaning Specification

City of Louisville

AREA SPECIFICATION: STEAM AND SAUNAS

ABBREVIATION: STEAM

CLEANING TASK	CLEANING FREQUENCY									Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year		
Wet mop floors		X								
Clean glass		X								
Steam - Sanitize walls w/approved cleaner		X								
Steam - Alternate de-scale and de-grease		X								
Sauna - clean w/approved cleaner		X								
Sauna - scrub benches and walls w/soft brush and TSP			X							

AREA SPECIFICATION: WORK AREAS**ABBREVIATION:** WORK

CLEANING TASK	CLEANING FREQUENCY							
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year
Clean all cleared desk, counters and table tops.		X						
Clean all dry erase boards and trays w/approved cleaner.				X				
Wipe down vertical surfaces of furniture and cabinets						X		

FLOOR CARE SPECIFICATION:

CARPET/High Traffic

ABBREVIATION:

CPT1

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	4x/year	2x/year	1x/year	Remarks
Pick up debris.	X	X						
Vacuum	X	X						
Spot clean spills using factory approved method	X	X						
Vacuum walk off mats.		X						
Detail vacuum edges, corners, under furniture.				X				
Deep clean using an approved extraction method.					X			

YEARLY CLEANING SCHEDULE

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X			X			*X			X

*September carpet cleaning at Recreation Center to be performed during maintenance week

FLOOR CARE SPECIFICATION:

CARPET/Medium Traffic

ABBREVIATION:

CPT2

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	4x/year	2x/year	1x/year	Remarks
Pick up debris.	X	X						
Vacuum		X						
Vacuum walk off mats.		X						
Spot clean spills using factory approved method		X						
Detail vacuum edges, corners, under furniture				X				
Deep clean using an approved extraction method.						X		

YEARLY CLEANING SCHEDULE

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X						*X

FLOOR CARE SPECIFICATION:

CARPET/ Low Traffic

ABBREVIATION:

CPT3

CLEANING TASK**CLEANING FREQUENCY**

	Police X	Daily X	3x week	Weekly	4x/year	2x/year	1x/year	Remarks
Pick up debris	X	X						
Vacuum			X					
Vacuum walk off mats.			X					
Spot clean spills using factory approved method			X					
Detail vacuum edges, corners, under furniture				X				
Deep clean using an approved extraction method.							X	

YEARLY CLEANING SCHEDULE

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X						

CON1

Floor Care Specification

City of Louisville

FLOOR CARE SPECIFICATION:

CONCRETE/High traffic

ABBREVIATION:

CON1

CLEANING TASK

CLEANING FREQUENCY

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.	X	X							
Damp mop spills/stains		X							
Sweep/dust mop.		X							
Auto scrub/damp mop		X							
Damp wipe baseboards				X					
Reseal Floor with approved sealer								X	

FLOOR CARE SPECIFICATION:

CONCRETE/Medium traffic

ABBREVIATION:

CON2

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.				X					
Damp mop spills/stains				X					
Sweep/dust mop.				X					
Auto scrub/damp mop					X				

FLOOR CARE SPECIFICATION:

CONCRETE/Low traffic

ABBREVIATION:

CON3

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.					X				
Damp mop spills/stains					X				
Sweep/dust mop.					X				
Auto scrub/damp mop								X*	

*Includes exercise mats in Police Dept basement

FLOOR CARE SPECIFICATION:

RESILIENT/All areas

ABBREVIATION:

RES

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.	X	X							
Spot clean spills & stains.	X	X							
Sweep/dust mop.		X							
Damp mop or auto scrub.		X							
Damp wipe baseboards				X					
Restore factory finish with approved product		X						X	

Cleaners and finishes used on resilient floors must be approved for the specific flooring type

FLOOR CARE SPECIFICATION:

RUBBER/All areas

ABBREVIATION:

RUB

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.	X	X							
Spot clean spills & stains.	X	X							
Sweep/dust mop.		X							
Damp mop/auto scrub.		X							
Damp wipe baseboards.				X					
Restore factory finish with approved product								X	

Cleaners and finishes used on rubber floors must be approved for the specific flooring type

SFL1

Floor Care Specification

City of Louisville

FLOOR CARE SPECIFICATION:

SPORT/Squares

ABBREVIATION:

SFL1

CLEANING TASK

CLEANING FREQUENCY

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.		X							
Spot clean spills & stains.		X							
Vacuum		X							
Damp mop w/approved cleaner				X					
Detail edges and damp wipe baseboards.				X					
Restoration Clean using approved method								X	

Do not apply excessive water to sport floors

FLOOR CARE SPECIFICATION:

SPORT/Sheet

ABBREVIATION:

SFL2

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.		X							
Spot clean spills & stains.		X							
Vacuum		X							
Damp mop w/approved cleaner		X							
Detail edges and damp wipe baseboards.				X					
Restoration Clean using approved method								X	

Do not apply excessive water to sport floors

TILE

Floor Care Specification

City of Louisville

FLOOR CARE SPECIFICATION:

TILE/Granite, Porcelain, Ceramic

ABBREVIATION:

TILE

CLEANING TASK

CLEANING FREQUENCY

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.	X	X							
Spot clean spills & stains.	X	X							
Sweep/dust mop.		X							
Damp mop/Autoscrub		X							
Damp wipe baseboards.				X					
Restoration clean using approved method								X	

****NEUTRAL DETERGENT solution must be kept clean to avoid streaks***

FLOOR CARE SPECIFICATION:

Track

ABBREVIATION:

TRK

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.	X	X							
Spot clean spills & stains*	X	X							
Sweep/dust w/clean,untreated cotton mop*		X							
Damp mop w/clean water		X							
Clean using Pulastic Mat Cleaner & rotary brush or auto scrubber*				X					
Damp wipe baseboards.				X					

*Rec Center Track is to be cleaned using approved methods as specified at <http://www.robbinsfloor.com/maintenance.html#pulastic>.

FLOOR CARE SPECIFICATION:

Turf

ABBREVIATION:

TURF

CLEANING TASK	CLEANING FREQUENCY								Remarks
	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	
Pick up debris.		X							
Spot clean spills & stains.		X							

Do not apply excessive water to sport floors

FLOOR CARE SPECIFICATION:

VCT/high traffic

ABBREVIATION:

VCT1

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.	X	X							
Spot clean spills & stains.	X	X							
Sweep/dust mop.		X							
Damp mop or auto scrub.		X							
Spray buff, damp wipe baseboards.				X					
Scrub with abrasive pad & recoat to achieve a clean & high luster finish, wipe baseboards.					X				
Strip and refinish. Dampwipe baseboards								X	

FLOOR CARE SPECIFICATION:

VCT/medium traffic

ABBREVIATION: VCT2

CLEANING TASK**CLEANING FREQUENCY**

	Police	Daily X	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.		X							
Spot clean spills & stains.			X						
Sweep/dust mop.			X						
Damp mop or auto scrub.			X						
Spray buff, damp wipe baseboards.					X				
Scrub with abrasive pad & recoat to achieve a clean & high luster finish, wipe baseboards.								X	
Strip and refinish. Dampwipe baseboards									As Necessary

FLOOR CARE SPECIFICATION:

Walk off Mats

ABBREVIATION:

WM

CLEANING TASK

	CLEANING FREQUENCY				Remarks
	Police	Daily	3x week	Weekly	Monthly
Pick up debris.	X	X			
Vacuum	X	X			
Spot clean spills using factory approved method	X	X			
Vacuum walk off mats.		X			
Clean under mats and mat well if applicable				X	
Deep clean using an approved extraction method.					X

WOOD

Floor Care Specification

City of Louisville

FLOOR CARE SPECIFICATION:

Wood

ABBREVIATION:

WOOD

CLEANING TASK

CLEANING FREQUENCY

	Police	Daily	3x week	Weekly	1 month	3 month	6 month	1 year	Remarks
Pick up debris.		X							
Spot clean spills & stains.		X							
Sweep/dust mop.		X							
Damp mop or auto scrub w/approved cleaner		X							
Detail edges and damp wipe baseboards.				X					

Do not apply excessive water to wood floors