

# REQUEST FOR PROPOSALS

## JANITORIAL CLEANING SERVICES



### **Park City Municipal Corporation**

P.O. Box 1480

Park City, UT 84060

ISSUED

Monday, April 18th

**NOTICE  
REQUEST FOR PROPOSALS**

**Janitorial Cleaning Services**

- PROPOSALS DUE:** **1:00 PM, Friday, May 6th 2016**, Public Works Department, 1053 Iron Horse Drive, Park City, UT 84060. Submittals after deadline will NOT be considered.
- PROJECT NAME:** **Janitorial Cleaning Services**
- RFP AVAILABLE:** **Monday, April 18th 2016** at Public Works Building, 1053 Iron Horse Drive, Park City or [www.parkcity.org](http://www.parkcity.org)
- MANDATORY WALK THROUGH:** **1:00 PM, Tuesday, May 3rd 2016** at Miners Hospital Community Center located at 1354 Park Avenue, Park City, UT 84060.
- PROJECT LOCATION:** Twenty-two (22) municipal buildings located throughout Park City, Utah 84060.
- PROJECT DESCRIPTION:** Qualified contractors will submit a proposal to provide: janitorial services for twenty-two (22) City municipal buildings, approximately 52,323 square feet which includes 55 restrooms, as described in Scope of Services, including on-call, emergency response and special events.
- PROJECT TERM:** The term of this agreement shall be for three (3) years, with the City's sole option to renew for an additional two (2) years.
- OWNER:** Park City Municipal Corporation  
P.O. Box 1480  
Park City, UT 84060
- QUESTIONS:** All questions must be submitted in writing before **12:00 Noon on May 5th 2016** to Project Manager **Michael Lennon – Building Maintenance Supervisor** at [mlennon@parkcity.org](mailto:mlennon@parkcity.org) or by fax 435-615-4904.

**Park City Municipal Corporation reserves the right to cancel or modify the terms of the RFP and/or the Scope of Services at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.**

# GENERAL INFORMATION

## I. Introduction

Park City Municipal Corporation is soliciting proposals for janitorial cleaning services at twenty-two (22) City municipal buildings. All municipal buildings combined include approximately 52,323 square feet including 55 restrooms.

## II. Purpose of Project

Park City is a resort community, serving both residents and visitors, and host of numerous annual special events. Park City Municipal Corporation is seeking qualified janitorial service providers to provide daily cleaning services at the twenty-two (22) City municipal buildings, as well as supplementary janitorial services during special events, when City facilities see higher than normal usage. We consider our facilities the “Jewels of the City” and take great pride in the appearance of our buildings. First impressions are important, and we expect our facilities to shine. Attention to detail, quality control, dependability and a commitment to upholding City standards are paramount.

## III. Scope of Project

A detailed Scope of Services is provided in Exhibits A, B, and C. The term of this agreement shall be for three (3) years, with the City’s sole option to renew for an additional two (2) years.

## IV. Bid Proposal Schedule

The following schedule is anticipated for awarding this project. Park City Municipal Corporation reserves the right to change any dates or deadlines related to the bid submittal process. If a change occurs, all recipients of the Janitorial Cleaning Services RFP will be notified.

|                        |  |
|------------------------|--|
| RFP advertised         | <b>Friday, April 16th 2016</b>   |
| RFP available          | <b>Monday, April 18th 2016</b> at Public Works Building, 1053 Iron Horse Drive, Park City or <a href="http://www.parkcity.org">www.parkcity.org</a>                              |
| Mandatory Walk-through | <b>1:00 PM on Tuesday, May 3rd 2016</b> at Miners Hospital Community Center located at 1354 Park Avenue, Park City, UT 84060.  |
| Proposals Due          | <b>1:00 PM, Friday, May 6th 2016</b> at Public Works Department, 1053 Iron Horse Drive, Park City, UT 84060. Submittals after deadline will NOT be considered.                   |
| Evaluation             | <b>May 6th through May 12th 2016</b>   |
| Selection Date         | It is anticipated that a decision will be made on or before <b>May 13th 2016</b> . Building Maintenance may request interviews with selected contractor(s) prior to final award. |
| City Council Approval  | Expected on or about <b>May 19th 2016</b> .  |

# BID PROPOSAL REQUIREMENTS AND CONTENT

## I. Proposal Content/Selection Criteria

Proposals will be evaluated on the criteria listed below:

- a. The variety of Scope of Services to be offered and the cost to be charged to the City.
- b. The ability of the contractor to provide all cleaning service after business hours, except when designated differently in the Scope of Service.
- c. The demonstrated professional experience of the contractor, including any prior experience with the City.
- d. The demonstrated financial responsibility and business viability of the contractor.
- e. The general attitude, ability and apparent willingness of the contractor to cooperate and fulfill the City's requirements.
- f. Overall content of proposal.
- g. Past customer service history.
- h. Acceptance of the terms contained in the Park City's Service Provider Agreement , including insurance requirements
- i. The City will supply paper products, soap and trash can liners.
- j. Estimated emergency response time(s).
- k. Ability to meet cleaning needs of facilities during Special Events.
- l. Ability of staff to pass current criminal and sex offender background checks (Minor misdemeanors are acceptable (i.e. traffic violation, etc.).

Proposals must include, but are not limited to the following:

- a. A detailed statement of the number of staff and cleaning hours the services and programs the contractor intends to provide for each building. Statements should include the type of cleaning to be provided, as well as deep cleaning services to be provided weekly, monthly, quarterly and yearly. Statement should include the ability of contractor to supply staff for special events and for any additional cleaning services outside of agreed upon hours/duties for a specific location.
- b. The cost to be charged for said services and programs, submitted on Bid Schedules via Exhibits A, B, C and D. Costs should include hourly rates for: Holidays, Special Events, Emergency (1-2 hour notice) and Additional Cleaning Services outside of agreed upon hours/duties for a specific location.
- c. A detailed list of all labor, equipment, cleaning supplies, and any overhead costs involved, such as 24-hour emergency response, communication devices, facility management software, insurance, secretarial and vehicle costs.
- d. List of guaranteed emergency response time(s) for the twenty-two (22) buildings.
- e. A detailed "Statement of Business Experience" to include the following:
  - i. The contractor's prior experience in the operation of a business that provides janitorial cleaning services.

- ii. Years of professional cleaning experience.
- iii. A detailed Financial Statement for the past two (2) years.
- iv. List of at least three (3) references from clients who have received similar services, as listed in the Scope of Services, from the contractor.
- f. Copy of the Certificate of Worker's Compensation Insurance, Park City Business License, and any other license that maybe required and certificate of liability insurance naming Park City Municipal Corporation as additional insured and with limits required in Park City's Provider Service Agreement).
- g. Any other elements that bidder would recommend, and the costs to be charged for each.

**II. Park City Municipal Corporation will agree to:**

- a. Provide a project coordinator to oversee the contract and to act as a City contact.
- b. Provide information to the selected contractor, as needed, in order for contractor to meet the obligations set forth in the RFP in a timely and satisfactory manner.
- c. Cover the cost of finger printing and criminal background checks for all contracted personnel. (Minor misdemeanors are acceptable (i.e. traffic violation, etc.).
- d. Provide notification to the contractor of the results of personnel background checks.
- e. Supply contractor with paper products, soap and trash can liners.
- f. Supply the contractor with building alarm codes, keys and room access key cards, if applicable.
- g. Supply Photo ID badges for all janitorial cleaning personnel.
- h. Provide advance notice to the contractor if the terms of this agreement have/will change (i.e. period of cleaning services, special events, etc.).
- i. Provide contractor with an email address for submitting daily reports and reporting building damage and other non-emergencies.

**III Contractor will be required to:**

- a. Attend a mandatory walk-through presentation of each city facility with the Building Maintenance Supervisor to be held on **Tuesday, May 3<sup>rd</sup> 2016 at 1:00 PM** at Miners Hospital Community Center located at 1354 Park Avenue, Park City, UT 84060.
- b. Enter into Park City's Standard Service Provider Agreement in a form approved by the City Attorney (a copy of which is attached hereto).
- c. Participate in current criminal and sex offender background checks and fingerprints for all contracted personnel.
- d. Wear ID badges while cleaning all City municipal buildings.
- e. Check-in at the front desk prior to cleaning the Police Building.
- f. Provide all cleaning services after business hours, except where designated differently in the Scope of Service.
- g. Provide an on-call 24 hour/7days-per-week phone number that Building Maintenance can call for emergencies, as well as for additional cleaning needs.
- h. Provide daily and weekly reports to the Project Supervisor of all janitorial services completed via Building Maintenance's designated email. The location and start/stop times of cleaning shall be included on the report. Daily reports should include updates on cleaning/paper

supply status of each location (example: Paper supplies are low). For weekly reports, the period starts on Monday and ends on Sunday, and reports are due Mondays by 10:00am.

- i. Be responsible for reporting any broken fixtures, building damages, leaks or other items needing attention or repair to the Building Maintenance Department. Water leaks and emergencies shall be communicated by calling the Building Maintenance On-Call phone line (435) 615-5655. All other non-urgent items should be communicated via email to Building\_Maintenance\_Mail@parkcity.org.

#### **IV. Payment Criteria Policy:**

The City reserves the right to refuse payment for services that have not been performed by the contractor. The City will request in writing a refund and/or an updated invoice with uncompleted services deducted from the original invoice.

In the event that Contractor fails to complete all of the work required within the time limits set within the Scope of Services, then for each partial or complete day which the work remains uncompleted thereafter, , the Contractor agrees to pay the City **One Hundred Dollars (\$100.00)** which the parties believe, due to the difficulty of actually assessing the damages the City will suffer in event of such a delay, is a fair estimate of the loss the City will suffer. The parties agree that the daily liquidated damages provided for herein is reasonable and fair, and is not a penalty. **TIME IS OF THE ESSENCE IN THIS AGREEMENT.**

#### **V. Subject to Change:**

Agreed upon Janitorial Cleaning Services are subject to change, which includes, but is not limited to the following conditions:

- a. Periods of service may increase/decrease by day(s) or week(s).
- b. Additional cleaning services may be required of contractor (i.e. additional areas or locations, special events, etc.).

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of contract is subject to approval by City Council.

#### **VI. Third Parties**

If Bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.

#### **VII. Park City Municipal Standard Service Provider Contract**

The successful bidder is required to enter into, and comply with, Park City's standard Service Provider Agreement in a form approved by the City Attorney, including all insurance provisions. A draft copy of that Agreement is attached to this Request for Proposal.

- It is the City's express desire to enter into a Service Provider Agreement which includes all services necessary for the project, whether or not the services are specifically outlined in the RFP.
- Signature on an offeror's proposal acknowledges that the offeror is willing to enter into the agreement if awarded the contract. Offerors are advised to read thoroughly the Sample Provider Service Agreement, as the selected offeror will be required to comply with its' requirements.
- If offeror takes exception to any term or condition set forth in this proposal and/or the Sample Provider Service Agreement and any of its Exhibits and Attachments, said exceptions must be clearly identified in the response to this RFP. **Exceptions or deviations to any of the terms and conditions must be submitted in a separate document accompanying offeror's proposal identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award process. All questions about the insurance requirements or indemnification language found in Paragraphs 7 and 8 of the sample contract must be resolved prior to submitting an SOQ.** Any questions not resolved prior to the close of the bid window will not be considered. The City shall be the sole determiner of the acceptability of any exception.
- If there is a conflict between the written and numerical amount, the written amount shall supersede.

**VIII. Submittal Delivery:**

- A. To be considered, submit **3 copies** of your Proposal, no more than 200 pages, including completed Bid Schedules for Exhibits A, B, C and D in a sealed envelope clearly marked:
- "PROPOSAL FOR JANITORIAL CLEANING SERVICES"**  
 To: Park City Municipal Corporation  
 ATTENTION: Mike Lennon, Building Maintenance Supervisor
- B. Proposals must be received at the Park City Public Works Building, 1053 Iron Horse Drive, Park City, UT 84060 no later than **1:00 PM, Friday, May 6th 2016.**
- C. If submitting by mail, submit to:
- Park City Municipal Corporation  
 ATTENTION: Mike Lennon, Building Maintenance Supervisor  
 P.O. Box 1480  
 Park City, Utah 84060
- D. Email and facsimile submittals will not be accepted.
- E. Park City assumes no responsibility for delayed or undelivered mail or express packages. Additionally, the use of a FTP site to download the SOQ/Proposal will not be considered responsive. Proposals which are not delivered to Park City by the above specified time and date will not be considered.

## **IX. Preparation of Proposals**

- A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offeror's own risk.
- B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

## **X. Qualifications/Proposal Information**

- A. Discussions with Offerors. The City reserves the right to enter into discussions with the offeror(s) determined to be reasonably susceptible of being selected for award, or to enter into exclusive discussions with the offeror whose proposal is deemed most advantageous, whichever is in the City's best interest, for the purpose of negotiation. In the event that exclusive negotiations are conducted and an agreement is not reached, the City reserves the right to enter into negotiations with the next highest ranked offeror without the need to repeat the formal solicitation process.
- B. Equal Opportunity. The City will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information. Park City's policy, subject to federal, state, and local procurement laws, is to provide reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.
- C. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the offeror.
- D. Rejection of Proposals. The City reserves the right to reject any and all proposals received for any reason and disqualify incomplete or late proposals. Proposals lacking required information will not be considered. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFQ.
- E. Scope of Services. The City reserves the right to change the nature or scope of the project generally described in the RFP without the need to repeat the formal solicitation process.
- F. City's Best Interest. The City reserves the right to take any steps deemed necessary to act in the City's best interest.



- G. GRAMA. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA § 63G-2-309, as amended.
- H. Proposal Term. Proposals shall be good for six months from submittal deadline.
- I. Reservation of Rights. Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.
- J. Local Support. Park City Municipal Corporation's policy is, subject to Federal, State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.
- K. Price may not be the sole deciding factor.

#### **XI. Confidentiality**

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the offeror that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The City is subject to the disclosure requirements of the Government Records Access and Management Act, Title 63, Chapter 2, Utah Code Annotated. The City generally considers proposals and all accompanying material to be public and subject to disclosure.

Any material considered by the offeror to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential. Under Section 63-2-309 of the Government's Records Access and Management Act, if the offeror makes a claim of confidentiality, the City, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the offeror of such determination. The offeror is entitled under the Government's Records Access and Management Act to appeal an adverse determination. The City is not obligated to notify the offeror of a request, and will not consider a claim of confidentiality, unless the offeror's claim of confidentiality is made in a timely basis and in accordance with the Government's Records Access and Management Act.

# Scope of Services – Exhibit A

## Janitorial Bid 1. Police Facility on SH 224 – 2060 Park Avenue

All cleaning to be completed five (5) days per week, Sunday through Thursday after 5:00 PM and before 10:00 PM.

### Daily Cleaning Projects:

#### **RESTROOMS/LOCKER ROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Clean and disinfect showers
- Wipe down lockers, partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS, ENTRANCE, LOBBY, STAIRS, DISPATCH AREA AND ENTRY DESK AREA:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Clean and disinfect doorknobs and water fountains
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **KITCHEN AREA:**

- Clean tables, counter tops and sink/(s)
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors

#### **ELEVATOR/(S):**

- Vacuum or sweep, mop and disinfect hard surfaced floors
- Polish stainless steel, wipe down walls and doors, and disinfect buttons

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

## **Cleaning Areas:**

APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:

- 6,000 sq. feet of hard surface flooring
- 976 sq. feet of carpeting
- 12 toilets
- 3 urinals
- 12 sinks
- 3 counter tops with sinks
- 8 mirrors
- 2 water fountains
- 1 cigarette container
- Trash removal
- Walls, windows and doors

# **Janitorial Bid 2.**

## **Transit Center – 558 Swede Alley**

All cleaning to be completed seven (7) days per week by 7:00 AM.

During Peak Season (Dec. 1<sup>st</sup> – April 1<sup>st</sup> and June 1<sup>st</sup> – Labor Day) all cleaning to be completed seven (7) days per week, twice per day. First cleaning to be completed by 7:00 AM daily. Second cleaning to be completed between 2:00 PM and 4:00 PM daily.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS, ENTRANCE AND STAIRS:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Clean and disinfect benches
- Clean and disinfect doorknobs and water fountains
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **ELEVATOR/(S):**

- Vacuum or sweep, mop and disinfect hard surfaced floors
- Polish stainless steel, wipe down walls and doors, and disinfect buttons

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 265 sq. feet of stairs and landings
- 2488 sq. feet of tile
- 280 sq. feet of the entrances
- 8 toilets
- 4 urinals

- 8 sinks
- 4 vanity tops
- 4 mirrors
- 2 drinking fountains
- Trash removal
- Walls, windows and doors

# **Janitorial Bid 3.**

## **Marsac Building – 445 Marsac Avenue**

All cleaning to be completed five (5) days per week. Cleaning to be completed after 5:00 PM Sunday through Tuesday, and after 10:00 PM Wednesday and Thursday.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS AND RAMPS**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Clean and disinfect doorknobs and water fountains
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **CONFERENCE ROOM**

- Vacuum all carpeting, including mats, if applicable
- Clean conference table
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans

#### **COUNCIL / COURT ROOM**

- Vacuum all carpeting, in and around furniture, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans

#### **ENTRANCES**

- Sweep, mop and disinfect hard surfaced floors
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **KITCHEN AREA:**

- Clean tables, counter tops and sink/(s)
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors

#### **ELEVATOR/(S):**

- Vacuum or sweep, mop and disinfect hard surfaced floors

- Polish stainless steel, wipe down walls and doors, and disinfect buttons

**ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

**Cleaning Areas:**

**APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 2,810 sq. feet hard surface flooring
- 5,357 sq. feet of carpet
- 4 water fountains
- 13 toilets
- 4 urinals
- 10 sinks
- 6 mirrors
- 5 vanity tops
- Trash removal

# Janitorial Bid 4.

## Library Center – 1255 Park Avenue

All cleaning to be completed seven (7) days per week, after 10:00 PM.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, countertops, faucets, rails, sinks, toilets, and urinals
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS, ENTRANCE AND STAIRS:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Clean and disinfect doorknobs and water fountains
- Clean entry doors interior glass and spot clean all interior glass

#### **SANTY AUDITORIUM**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop and disinfect hard surfaced floors

#### **ELEVATOR/(S):**

- Vacuum or sweep, mop and disinfect hard surfaced floors
- Polish stainless steel, wipe down walls and doors, and disinfect buttons

#### **LIBRARY – INTERIOR**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop and disinfect hard surfaced floors

#### **LIBRARY READING ROOMS – LEVEL 2**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable

#### **LIBRARY STUDY ROOMS 1 - 8 – LEVEL 2**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable



**STORYTIME ROOM – LEVEL 1**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable

**YOU CREATE LAB(S) – LEVEL 1**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable

**KID'S MOUNTAIN READING AREA – LEVEL 1**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable

**MEETING ROOMS 101, 201 AND 301 (TWO times per week, Tuesday and Friday)**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Clean and disinfect countertops and sink
- Vacuum all carpeting, including mats, if applicable

**NORTH & SOUTH CONFERENCE ROOMS (TWO times per week, Tuesday and Friday)**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable

**SANTY AUDITORIUM COMMUNITY SPACE (FOUR times per week, Fri./Sat./Sun/Wed.)**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable

**KITCHEN – 3<sup>RD</sup> FLOOR (ONE time per week, Mondays)**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop and disinfect hard surfaced floors

**ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

**Cleaning Areas:**

**APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 16,052 sq. feet of carpet
- 8,198 sq. feet of hard surface flooring
- 1,974 sq. feet of carpet (Santy Auditorium)
- 1,320 sq. feet of carpet (Meeting Rooms 101,201, and 301)
- 24 toilets
- 9 urinals
- 12 sinks
- 6 vanity tops
- 6 mirrors
- 3 drinking fountains

- Trash removal
- Walls, windows and doors

# Janitorial Bid 5.

## Farm Shed on HWY 224 – 3000 Park Avenue

Cleaning to be completed two (2) times per week, Monday and Friday, by 8:00 AM.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wash and disinfect toilet partitions and walls

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Monthly Cleaning Projects:

#### **STAINED CONCRETE FLOOR:**

- Sweep, mop and disinfect stained concrete floor only once a month.

#### **RESTROOMS:**

- Clean walls and light switches as needed
- Perform High Dusting
- Brush and clean air vents

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 900 sq. feet of floor
- 5 toilets
- 2 urinals
- 4 sinks
- 2 vanity tops
- 2 mirrors
- 1 water fountain
- Trash removal
- Walls, windows and doors

# Janitorial Bid 6.

## Miners Hospital – 1354 Park Ave.

All cleaning to be completed two (2) nights per week, Sunday and Wednesday, after 5:00 PM.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS, ENTRANCES AND STAIRS:**

- Vacuum all carpeting on first and second floors – vacuum other areas as needed
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean entry doors and glass

#### **OFFICES:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans

#### **KITCHEN AREA:**

- Clean tables, counter tops and sink/(s)
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors

#### **MEETING ROOMS:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Dust all furniture and table tops

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Weekly Cleaning Projects:

#### **RESTROOMS:**

- Scrub hard surfaces and flooring, as needed
- Wipe down and disinfect ceramic tile walls and toilet compartment partitions

**COMMON AREAS: CORRIDORS AND STAIRS:**

- Perform high dusting and low dusting (baseboards, etc.)
- Fill floor drains with water and disinfectants to prevent sewer smells.

**KITCHEN AREA:**

- Scrub hard surface flooring if necessary.

**Cleaning Areas:**

**APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 3,036 sq. feet of carpet
- 192 sq. feet carpeted stairs
- 335 sq. feet of tile floors
- 3 toilets
- 3 sinks
- 2 counter tops
- 2 vanity tops
- 3 mirrors
- 5 table tops
- Trash removal
- Walls, windows and doors

# Janitorial Bid 7.

## PC MARC – 1200 Little Kate Road

All cleaning to be completed seven (7) nights per week after 10:00 PM

### Daily Cleaning Projects:

#### **RESTROOMS / LOCKER ROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Clean and disinfect showers
- Check sauna and clean
- Wipe down toilet partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS, LOBBIES, STAIRS, OFFICES AND ENTRY DESK:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors, except aerobic room floor
- Sweep, light mop and disinfect rubber gym floor
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Wipe down lockers
- Clean and disinfect doorknobs
- Clean entry doors interior glass windows and spot clean all interior glass windows

*\*NOTE: Please do **not** clean, dust or wipe down any gym equipment (i.e. treadmills, elliptical, weights, etc.).*

#### **COMMON OFFICE AREAS – KITCHEN AREA, MEETING AREA, OFFICES AND OFFICE RESTROOM (cleaning on Sunday ONLY):**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Clean tables, counter tops and sink/(s)
- Sweep, mop and disinfect hard surfaced floors

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

## **Cleaning Areas:**

### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 5,525 sq. feet of carpet
- 2,230 sq. feet of tile
- 21 sinks
- 4 urinals
- 2 counter tops / 4 tables
- 8 vanity tops
- 19 toilets
- 16 mirrors
- Water fountains
- Trash Removal

# **Janitorial Bid 8.**

## **Parks and Golf Building – 1800 Three Kings Drive**

All cleaning to be completed three (3) nights per week, Monday, Wednesday and Friday, after 5:00 PM, from approximately November 1<sup>st</sup> to April 1<sup>st</sup>. Offices on Fridays ONLY.

All cleaning to be completed five (5) nights per week, Monday through Friday, after 5:00 PM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>. Offices on Fridays ONLY.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – BREAK ROOM AND OFFICES:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean tables and counter tops
- Clean and disinfect doorknobs
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 152 sq. feet of hard surface flooring
- 1 break room
- 4 tables
- 2 toilets
- 1 urinal
- 2 sinks
- 1 counter top
- 2 vanity tops
- 2 mirrors
- Trash removal
- Walls, windows and doors



# Janitorial Bid 9.

## Public Works Building – 1053 Iron Horse Drive

All cleaning to be completed seven (7) days per week, after 5:00 PM, from approximately November 1<sup>st</sup> to April 1<sup>st</sup>.

All cleaning to be completed five (5) days per week, after 5:00 pm, Sunday through Thursday, from approximately April 1<sup>st</sup> – November 1<sup>st</sup>.

### Daily Cleaning Projects:

#### **RESTROOMS/LOCKERS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors and lockers
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Clean and disinfect showers
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS, ENTRANCE AND STAIRS:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Clean and disinfect doorknobs and water fountains
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **COMMON OFFICE AREAS – ADMIN ENTRY DESK, OFFICES (all three levels), AND TRAINING ROOM (cleaning on Tuesday and Thursday ONLY):**

- Vacuum all carpeting, including mats, if applicable
- Sweep, mop and disinfect hard surfaced floors
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Wipe down tables and counters
- Clean and disinfect doorknobs and water fountains
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **BREAK ROOM/KITCHEN:**

- Vacuum all carpeting, including mats, if applicable
- Sweep, mop and disinfect hard surfaced floors
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Clean tables, counter tops and sink/(s)
- Clean and disinfect doorknobs

**GARAGE BREAK ROOM (20 sq. foot area, Sunday thru Thursday ONLY):**

- Sweep hard surfaced floor area
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans

**ELEVATOR/(S):**

- Vacuum or sweep, mop and disinfect hard surfaced floors
- Polish stainless steel, wipe down walls and doors, and disinfect buttons

**ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

**Monthly Cleaning Projects:**

**RESTROOMS/LOCKERS:**

- Scrub all hard surfaces and flooring
- Clean walls and light switches, as needed
- Perform high dusting, brush and clean air vents

**Cleaning Areas:**

**APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 500 sq. feet of carpeted stairs and landings
- 1,800 sq. feet of carpeted office main floor
- 2,300 sq. feet of carpeted office (Upstairs – Tech Services)
- 1,396 sq. feet of slate floor office
- 516 sq. feet of hard surface hallways
- 264 sq. feet of hard surface office (2)
- 820 sq. feet in break room with 7 tables
- 546 sq. feet of locker room
- 240 sq. feet of break room for mechanics
- 7 toilets / 2 urinals
- 5 sinks
- 4 vanity tops
- 4 mirrors
- 2 drinking fountains
- 1 cigarette container
- Trash removal
- Walls, windows and doors

# Janitorial Bid 10.

## Spiro Water Building – 1884 Three Kings Drive

Cleaning to be completed on Thursdays, starting at 7:00 AM and ending no later than 8:00 AM.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – BREAKROOM, ENTRANCE AND OFFICES:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Clean and disinfect doorknobs and water fountains
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 500 sq. feet of carpet
- 28 sq. feet of vinyl floor
- 2 toilets
- 2 sinks
- 2 vanity tops
- 2 mirrors
- 1 water fountain
- 1 cigarette container
- Trash removal
- Walls, windows and doors

# **Janitorial Bid 11.**

## **Miners Plaza Restrooms – 415 Main Street**

All cleaning to be done seven (7) days per week by 7:00 AM

During Peak Season (Dec.1<sup>st</sup> – April 1<sup>st</sup> and June 1<sup>st</sup> – Labor Day) all cleaning to be done seven (7) days per week, twice per day. First cleaning to be completed by 7:00 AM daily. Second cleaning to be completed between 2:00 PM and 4:00 PM daily.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **ADDITIONAL ITEMS:**

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 225 sq. feet of tile floor
- 4 toilets
- 2 urinals
- 4 sinks
- 2 vanity tops
- 2 mirrors
- 1 drinking fountain
- Trash removal
- Walls, windows and doors

# Janitorial Bid 12.

## Museum Restrooms – 528 Main Street

All cleaning to be done seven (7) days per week by 7:00 AM.

During Peak Season (Dec.1<sup>st</sup> – April 1<sup>st</sup> and June 1<sup>st</sup> – Labor Day) all cleaning to be done seven (7) days per week, twice per day. First cleaning to be completed by 7:00 AM daily. Second cleaning to be completed between 2:00 PM and 4:00 PM daily.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS AND STAIRS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Vacuum or sweep, mop and disinfect stairways and clean handrails
- Clean and disinfect doorknobs and water fountains (exterior fountains seasonal, six months only)
- Clean entry doors and interior glass windows

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 298 sq. feet of tile floor
- 4 toilets
- 2 urinals
- 4 sinks
- 2 vanity tops
- 2 mirrors
- 2 drinking fountains
- Trash removal
- Walls, windows and doors

# Janitorial Bid 13A.

## Recreation Center – 1400 Sullivan Road

All cleaning to be done five (5) nights per week Sunday through Thursday, after 6:00 PM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – CORRIDORS, CONCESSION AREA, ENTRANCE, AND MEETING ROOM:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean tables, counter tops and sink/(s)
- Clean and disinfect doorknobs
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 1500 sq. feet of carpet
- 800 sq. feet of vinyl floor
- 256 sq. feet of tile floors
- 2 toilets
- 2 sinks
- 2 vanity tops
- 2 mirrors
- Trash removal
- Walls, windows and doors

# **Janitorial Bid 13B.**

## **Recreation Center Restrooms – 1400 Sullivan Road**

All cleaning to be done seven (7) nights per week, by 7:00 AM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **ADDITIONAL ITEMS:**

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 405 sq. feet of public restrooms tile floors
- 8 toilets
- 4 urinals
- 8 sinks
- 2 vanity tops
- 2 mirrors
- 2 water fountains
- Trash removal
- Walls, windows and doors

# **Janitorial Bid 14.**

## **South End Park Restrooms – 1352 Park Avenue**

All cleaning to be done seven (7) nights per week, by 7:00 AM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **ADDITIONAL ITEMS:**

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 380 sq. feet of cement floor
- 6 toilets
- 2 urinals
- 4 sinks
- 2 vanity tops
- 2 mirrors
- 1 drinking fountains
- Trash removal
- Walls, windows and doors



# **Janitorial Bid 15.**

## **Middle School Restrooms – 2270 Kearns Boulevard**

All cleaning to be done three (3) days per week, Monday, Wednesday and Friday, by 7:00 AM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **ADDITIONAL ITEMS:**

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 330 sq. feet of cement floor
- 4 toilets
- 2 urinals
- 2 vanity tops
- 2 sinks
- 2 mirrors
- 2 drinking fountains
- Trash removal
- Walls, windows and doors

# Janitorial Bid 16.

## High School Restrooms – 1750 Kearns Boulevard

All cleaning to be done three (3) days per week, Monday, Wednesday and Friday, by 7:00 AM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **ADDITIONAL ITEMS:**

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 330 sq. feet of cement floor
- 2 vanity tops
- 2 sinks
- 2 mirrors
- 4 toilets
- 2 urinals
- 2 drinking fountains
- Trash removal
- Walls, windows and doors

# Janitorial Bid 17.

## Quinn's Restrooms – 300 FJ Gillmor Way

All cleaning to be done seven (7) days per week, by 7:00 AM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### Daily Cleaning Projects:

#### RESTROOMS:

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### ADDITIONAL ITEMS:

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:

- 480 sq. feet of cement floor
- 6 toilets
- 2 urinals
- 3 sinks
- 2 vanity tops
- 2 mirrors
- 4 water fountains
- Trash removal
- Walls, windows and doors

# **Janitorial Bid 18.**

## **Quinn's Maintenance Building – 425 FJ Gilmore Way**

All cleaning to be done two (2) nights per week, Monday and Wednesday, AFTER 5:00 PM.

### **Daily Cleaning Projects:**

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **INTERIOR COMMON AREAS – BREAK ROOM AND OFFICE:**

- Vacuum all carpeting, including mats, if applicable
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean tables, counter tops and sink/(s)
- Clean and disinfect doorknobs
- Clean entry doors interior glass windows and spot clean all interior glass windows

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 210 sq. feet of cement floor
- 1 break room
- 1 table
- 1 toilet
- 2 sinks
- 1 toilet
- 1 vanity tops
- 1 mirror
- Trash removal

# Janitorial Bid 19.

## Rotary Park Restrooms – Pay Day Drive

All cleaning to be done seven (7) days per week, by 7:00 AM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **ADDITIONAL ITEMS:**

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 170 sq. feet of cement floor
- 2 toilets
- 1 urinals
- 2 sinks
- 2 vanity tops
- 2 mirrors
- 1 drinking fountain
- Trash removal
- Walls, windows and doors

# Janitorial Bid 20.

## Creekside Park Restrooms – 2392 Holiday Ranch

All cleaning to be done seven (7) days per week, by 7:00 AM, from approximately April 1<sup>st</sup> to November 1<sup>st</sup>, depending on weather conditions.

### Daily Cleaning Projects:

#### **RESTROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **ADDITIONAL ITEMS:**

- Clean and disinfect water fountains (exterior fountains seasonal, six months only)
- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 288 sq. feet of cement floor
- 3 toilets
- 1 urinals
- 4 sinks
- 4 mirrors
- 2 drinking fountains
- Trash removal
- Walls, windows and doors

# Janitorial Bid 21.

## China Bridge Elevator – 350 Swede Alley

All cleaning to be done seven (7) days per week.

### Daily Cleaning Projects:

#### **ELEVATOR/(S):**

- Vacuum or sweep, mop and disinfect hard surfaced floors
- Polish stainless steel, wipe down walls and doors, and disinfect buttons

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### Cleaning Areas:

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 30 sq. feet of floor
- Trash removal
- Walls, windows and doors

# **Janitorial Bid 22.**

## **Quinn's Water Treatment Plant – 2800 Richardson Flat Road**

**Cleaning to be completed on Thursdays, starting at 8:00 AM and ending no later than 9:30 AM.**

### **Daily Cleaning Projects:**

#### **LAB**

- Vacuum or sweep, mop and disinfect hard surfaced floors

#### **UPSTAIRS BATHROOMS:**

- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Sweep, mop and disinfect hard surfaced floors
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Wash and disinfect underside of all toilets
- Restock all paper products and soap
- Wipe down partitions and walls

#### **OFFICES**

- Vacuum or sweep, mop and disinfect hard surfaced floors
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean trash cans
- Clean and disinfect water fountain

#### **ADDITIONAL ITEMS:**

- Spot cleaning
- Check and report on any maintenance issues (i.e. low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper MSDS Book

### **Cleaning Areas:**

#### **APPROXIMATE SQUARE FOOTAGE INCLUDES THE FOLLOWING:**

- 1502 sq. feet hard surface flooring
- 3 toilets
- 1 urinal
- 3 mirrors
- 3 sinks
- 2 showers
- 1 water fountain
- Trash removal (9 trash cans)



# Scope of Services – Exhibit B

## Deep Cleaning Standards All City Municipal Buildings

All cleaning to be done on a weekly, monthly, quarterly, and yearly basis as specified below on all buildings. NOTE: This should be calculated into costs submitted on Bid Schedule – Exhibit A.

### Weekly Cleaning Projects:

#### ALL AREAS:

- Edge vacuum all carpeted areas, including corners and under desks
- Clean stairway risers, ledges and dust handrails, if applicable
- Spot clean stains on all hard surfaced floors and walls
- Dust all hard surfaces, including bookshelves, cabinets, chairs, file cabinets, tables and walls
- Wipe down and disinfect doorknobs and light switches
- Clean entry doors (interior and exterior sides), including kick plates
- Clean all interior glass windows thoroughly, including window seals and ledges

#### RESTROOMS:

- Damp clean and polish partition walls and doors thoroughly
- Damp wipe partition tops
- Wipe down and disinfect ceramic tile walls, if applicable

### Monthly Cleaning Projects:

#### ALL AREAS:

- Restore finish on all non-carpeted hard surfaced floors
- Damp wipe all hard surfaces, including bookshelves, cabinets, chairs, file cabinets, tables and walls
- High dusting of picture frames, mirrors, and hanging light fixtures
- Low dusting of baseboards and window ledges
- Fill floor drains with at least one gallon of water and disinfect to prevent sewer smells
- Dust all air vents

#### KITCHEN:

- Damp wipe tops of break room appliances, including refrigerators and microwaves
- Wipe fronts of all cabinetry

### Quarterly Cleaning Projects:

#### ALL AREAS:

- Buff and high gloss finish all non-carpeted hard surfaced floors, except the Farm Shed
- Dust and clean all venetian and vertical blinds, if applicable
- Brush and clean all air vents

## **Yearly Cleaning Projects:**

### **ALL AREAS:**

- Strip and wax all non-carpeted hard surfaced floors
- Buff and high gloss finish stained concrete floor in Farm Shed ONLY (to be completed approximately between April and May)

# Scope of Services – Exhibit C

## Special Events

Park City holds the following annual special events during which City facilities see higher usage and thus need supplementary janitorial services above the usual daily tasks as identified in Scope of Services – Exhibit A. While Exhibit C lists major special events, the City does host several smaller special events throughout the year which may require supplementary janitorial services and/or additional janitorial staff presence. The City will provide advance notification to the contractor when special events are finalized, as well as the specific supplementary janitorial services required for each event. All events and event dates/times are subject to change and/or cancellation.

### Special Event Bid 1.

## SUNDANCE FILM FESTIVAL

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

#### DURATION:

- Ten (10 1/2) days – End of January of each year.
- First Thursday 3:00 PM to 10:00 PM
- All other days 8:00 AM to 10:00 PM.

#### STAFFING:

- Contractor to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

#### CLEANING LOCATIONS:

- Transit Center Restrooms
- Miner’s Plaza Restrooms
- Museum Restrooms

#### CLEANING SERVICES:

- Spot clean countertops, dispensers, faucets, sinks, toilets and urinals, as needed.
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean cans.
- Sweep, mop and disinfect hard surfaced floors, as needed.
- Restock all paper products and soap, as needed.

# **Special Event Bid 2.**

## **KIMBALL ARTS FESTIVAL**

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

**DURATION:**

- Three (3) Days – Typically the first weekend in August.
- Friday 3:00 PM to 9:00 PM
- Saturday 9:00 AM to 9:00 PM
- Sunday 9:00 AM to 7:00 PM

**STAFFING:**

- Contractor to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

**CLEANING LOCATIONS:**

- Transit Center Restrooms
- Miner’s Plaza Restrooms
- Museum Restrooms

**CLEANING SERVICES:**

- Spot clean countertops, dispensers, faucets, sinks, toilets and urinals, as needed.
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean cans.
- Sweep, mop and disinfect hard surfaced floors, as needed.
- Restock all paper products and soap, as needed.

# **Special Event Bid 3.**

## **TRIPLE CROWN TOURNAMENT**

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

### **DURATION:**

- Two (2) weeks – Tentatively July/August.
- Five (5) days per week, Tuesday through Saturday, 8:00 AM to 4:00PM.
- Mondays 4:00 PM to 8:00 PM

### **STAFFING:**

- Contractor to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

### **CLEANING LOCATIONS:**

- Middle School Restrooms
- High School Restrooms
- Quinn’s Junction Restrooms
  - First Monday of Tournament: 4:00 PM to 8:00 PM.
  - Tuesdays and Thursdays ONLY: 8:00 AM – 7:00 PM.
  - All other days/times NO additional cleaning required.

### **CLEANING SERVICES:**

- Spot clean countertops, dispensers, faucets, sinks, toilets and urinals, as needed.
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean cans.
- Sweep, mop and disinfect hard surfaced floors, as needed.
- Restock all paper products and soap, as needed.

# **Special Event Bid 4.**

## **FOURTH OF JULY CELEBRATION**

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

**DURATION:**

- One (1) day: July 4<sup>th</sup>

**STAFFING:**

- Contractor to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

**CLEANING LOCATIONS:**

- Transit Center Restrooms (10:00 AM and 1:00 PM ONLY)
- Miner’s Plaza Restrooms (10:00 AM and 1:00 PM ONLY)
- Museum Restrooms (10:00 AM and 1:00 PM ONLY)
- South End Park Restrooms (7:00 AM to 9:00 PM)
- Recreation Center Restrooms (7:00 AM to 9:00 PM)

**CLEANING SERVICES:**

- Spot clean countertops, dispensers, faucets, sinks, toilets and urinals, as needed.
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean cans.
- Sweep, mop and disinfect hard surfaced floors, as needed.
- Restock all paper products and soap, as needed.

# Special Event Bid 5.

## FIRE CRACKER TOURNAMENT

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

### DURATION:

- Three (3) Days – Early July
- 8:00 AM, 10:00 AM, 1:00 PM, 3:00 PM and 5:00 PM

### STAFFING:

- Contractor to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

### CLEANING LOCATIONS:

- Middle School Restrooms
- High School Restrooms
- Quinn's Junction Restrooms

### CLEANING SERVICES:

- Spot clean countertops, dispensers, faucets, sinks, toilets and urinals, as needed.
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean cans.
- Sweep, mop and disinfect hard surfaced floors, as needed.
- Restock all paper products and soap, as needed.

# Special Event Bid 6.

## AUTUMN ALOFT FESTIVAL

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

### DURATION:

- One Day – Mid-September
- Typically Saturday
- 7:00 AM to 10:00 AM

### STAFFING:

- Contractor to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

### CLEANING LOCATIONS:

- Middle School Restrooms
- High School Restrooms

### CLEANING SERVICES:

- Spot clean countertops, dispensers, faucets, sinks, toilets and urinals, as needed.
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean cans.
- Sweep, mop and disinfect hard surfaced floors, as needed.
- Restock all paper products and soap, as needed.



# Special Event Bid 7.

## PARK SILLY SUNDAY MARKET

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

### DURATION:

- Sundays, Mid-June through Mid-September
- 11:00 AM

### STAFFING:

- Contractor to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

### CLEANING LOCATIONS:

- Miner's Plaza Restrooms (10:00 AM and 1:00 PM ONLY)
- Museum Restrooms (10:00 AM and 1:00 PM ONLY)

### CLEANING SERVICES:

- Spot clean countertops, dispensers, faucets, sinks, toilets and urinals, as needed.
- Empty all trash cans and dispose of in dumpster, replace liners and spot clean cans.
- Sweep, mop and disinfect hard surfaced floors, as needed.
- Restock all paper products and soap, as needed.

# Bid Schedule – Exhibit A

**Bid schedule must be completed in entirety.**

|  | <u>Daily \$</u> | <u>Monthly \$</u> | <u>Yearly \$</u> |
|--|-----------------|-------------------|------------------|
| 1. Police Facility                     | _____           | _____             | _____            |
| 2. Transit Center                      | _____           | _____             | _____            |
| 3. Marsac Building                     | _____           | _____             | _____            |
| 4. Library Center                      | _____           | _____             | _____            |
| 5. Farm Shed                           | _____           | _____             | _____            |
| 6. Miners Hospital<br>Community Center | _____           | _____             | _____            |
| 7. PC MARC                             | _____           | _____             | _____            |
| 8. Parks & Golf Building               | _____           | _____             | _____            |
| 9. Public Works Building               | _____           | _____             | _____            |
| 10. Spiro Water Building               | _____           | _____             | _____            |
| 11. Miners Plaza Restrooms             | _____           | _____             | _____            |
| 12. Museum Restrooms                   | _____           | _____             | _____            |
| 13. Recreation Center                  | _____           | _____             | _____            |
| 14. South End Park<br>Restrooms        | _____           | _____             | _____            |
| 15. Middle School Restrooms            | _____           | _____             | _____            |
| 16. High School Restrooms              | _____           | _____             | _____            |
| 17. Quinn’s Restrooms                  | _____           | _____             | _____            |
| 18. Quinn’s Maintenance<br>Building    | _____           | _____             | _____            |
| 19. Rotary Park Restrooms              | _____           | _____             | _____            |
| 20. Creekside Park Restrooms           | _____           | _____             | _____            |
| 21. China Bridge Elevators             | _____           | _____             | _____            |
| 22. Quinn’s Water Treatment            | _____           | _____             | _____            |
| <b>Total Bid</b>                       | <b>_____</b>    | <b>_____</b>      | <b>_____</b>     |

# Bid Schedule – Exhibit C Special Events

**Bid schedule must be completed in entirety.**

**Please list total cost for each event.**

- |                               |          |
|-------------------------------|----------|
| 1. Sundance Film Festival     | \$ _____ |
| 2. Kimball Arts Festival      | \$ _____ |
| 3. Triple Crown Tournament    | \$ _____ |
| 4. Fourth of July Celebration | \$ _____ |
| 5. Fire Cracker Tournament    | \$ _____ |
| 6. Autumn Aloft Festival      | \$ _____ |
| 7. Park Silly Sunday Market   | \$ _____ |

Please specify hourly rate for:

- Additional Special Events with advance notice \$ \_\_\_\_\_ hour

# Bid Schedule – Exhibit D

## Hourly Rates

**Bid schedule must be completed in entirety.**

Please specify hourly rate for:

- Emergency Calls \$ \_\_\_\_\_
- Non-Holiday, Normal Business Hours \$ \_\_\_\_\_
- After-Hours \$ \_\_\_\_\_
- Holidays \$ \_\_\_\_\_

Please specify cost for:

- Quick Clean of a Facility, replacement of supplies/paper products \$ \_\_\_\_\_
- Replacement of supplies/paper products ONLY \$ \_\_\_\_\_

**Emergency Response Time:**

Please specify your guaranteed response time to emergency cleaning requests. Locations of all twenty-two (22) City facilities should be taken into account. If your guaranteed response time is different for various locations, please list the individual response times on a separate sheet:

- Emergency Response Time \_\_\_\_\_
  - Comments \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Contractor Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**PARK CITY MUNICIPAL CORPORATION  
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into in duplicate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation, (“City”), and \_\_\_\_\_, a Utah corporation (“Service Provider”).

WITNESSETH:

WHEREAS, the City desires to have certain services and tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient City resources are not available to provide such services; and

WHEREAS, the Service Provider represents that the Service Provider is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

**1. SCOPE OF SERVICES.**

The Service Provider shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Service Provider responsibilities throughout this Agreement and as set forth in the “Scope of Services” attached hereto as “Exhibit A” and incorporated herein (the “Project”). The total fee for the Project shall not exceed \_\_\_\_\_ Dollars.

In the event that Contractor fails to complete all of the work required within the time limits set within the Scope of Services, then for each partial or complete day which the work remains uncompleted thereafter, , the Contractor agrees to pay the City One Hundred Dollars (\$100.00) which the parties believe, due to the difficulty of actually assessing the damages the City will suffer in event of such a delay, is a fair estimate of the loss the City will suffer. The parties agree that the daily liquidated damages provided for herein is reasonable and fair, and is not a penalty. TIME IS OF THE ESSENCE IN THIS AGREEMENT.

**2. TERM.**

The term of this Agreement shall commence on the date of execution on this Agreement and shall terminate on \_\_\_\_\_ or earlier, unless extended by mutual written agreement of the Parties.

**3. COMPENSATION AND METHOD OF PAYMENT.**

- A. Payments for services provided hereunder shall be made monthly following the performance of such services.
- B. No payment shall be made for any service rendered by the Service Provider except for services identified and set forth in this Agreement.
- C. For all “extra” work the City requires, the City shall pay the Service Provider for work performed under this Agreement according to the schedule attached hereto as “Exhibit B,” or if none is attached, as subsequently agreed to by both parties in writing.
- D. The Service Provider shall submit to the City Manager or his designee on forms approved by the City Manager, an invoice for services rendered during the pay period. The City shall make payment to the Service Provider within thirty (30) days thereafter. Requests for more rapid payment will be considered if a discount is offered for early payment. Interest shall accrue at a rate of six percent (6%) per annum for services remaining unpaid for sixty (60) days or more.
- E. The Service Provider reserves the right to suspend or terminate work and this Agreement if any unpaid account exceeds sixty (60) days.

**4. RECORDS AND INSPECTIONS.**

- A. The Service Provider shall maintain books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement, including (but not limited to) that which is necessary to sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement, and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement.
- B. The Service Provider shall retain all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement for six (6) years after expiration of the Agreement.
- C. The Service Provider shall, at such times and in such form as the City may require, make available for examination by the City, its authorized representatives, the State Auditor, or other governmental officials authorized by law to monitor this Agreement all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement. The Service Provider shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City may, at its discretion, conduct an

audit at its expense, using its own or outside auditors, of the Service Provider's activities, which relate directly or indirectly to this Agreement.

**5. INDEPENDENT CONTRACTOR RELATIONSHIP.**

- A. The parties intend that an independent Service Provider/City relationship will be created by this Agreement. No agent, employee, or representative of the Service Provider shall be deemed to be an employee, agent, or representative of the City for any purpose, and the employees of the Service Provider are not entitled to any of the benefits the City provides for its employees. The Service Provider will be solely and entirely responsible for its acts and for the acts of its agents, employees, subcontractors or representatives during the performance of this Agreement.
- B. In the performance of the services herein contemplated the Service Provider is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the City and shall be subject to the City's general rights of inspection and review to secure the satisfactory completion thereof.

**6. SERVICE PROVIDER EMPLOYEE/AGENTS.**

The City may at its sole discretion require the Service Provider to remove an employee(s), agent(s), or representative(s) from employment on this Project. The Service Provider may, however, employ that (those) individuals(s) on other non-City related projects.

**7. HOLD HARMLESS INDEMNIFICATION.**

- A. The Service Provider shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Service Provider's defective performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Service Provider; and provided further, that nothing herein shall require the Service Provider to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Service Provider expressly agrees that the indemnification provided herein constitutes the Service Provider's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Service Provider claims or recovers compensation from the City for a loss or injury that Service Provider would be obligated to indemnify the City for under this

Agreement. This limited waiver has been mutually negotiated by the parties, and is expressly made effective only for the purposes of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.

- B. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

## 8. **INSURANCE.**

The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees, or subcontractors. The Service Provider shall provide a Certificate of Insurance evidencing:

- A. General Liability insurance written on an occurrence basis with limits no less than two million dollars (\$2,000,000) combined single limit per occurrence and four million dollars (\$4,000,000) aggregate for personal injury, bodily injury and property damage.

The Service Provider shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63G-7-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.

- B. Automobile Liability insurance with limits no less than two million dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage.
- C. Professional Liability (Errors and Omissions) insurance written on claims made basis with annual limits no less than one million dollars (\$1,000,000) combined single limit per occurrence.
- D. Workers Compensation insurance limits written as follows:  
Bodily Injury by Accident \$500,000 each accident;  
Bodily Injury by Disease \$500,000 each employee, \$500,000 policy limit
- E. The City shall be named as an additional insured on general liability and auto liability insurance policies, as respect to work performed by or on behalf of the Service Provider and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. The Certificate of insurance shall warrant that, should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. The City reserves the right to request certified copies of any required policies.



- F. The Service Provider's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**9. TREATMENT OF ASSETS.**

Title to all property furnished by the City shall remain in the name of the City and the City shall become the owner of the work product and other documents, if any, prepared by the Service Provider pursuant to this Agreement (contingent on City's performance hereunder).

**10. COMPLIANCE WITH LAWS.**

- A. The Service Provider, in the performance of this Agreement, shall comply with all applicable federal, state, and local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.
- B. Unless otherwise exempt, the Service Provider is required to have a valid Park City Business License.
- C. The Service Provider specifically agrees to pay any applicable fees or charges which may be due on account of this Agreement.
- D. If this Agreement is entered into for the physical performance of services within Utah the Service Provider shall register and participate in E-Verify, or equivalent program. The Service Provider agrees to verify employment eligibility through E-Verify, or equivalent program, for each new employee that is employed within Utah, unless exempted by Utah Code Ann. § 63G-12-302.

**11. NONDISCRIMINATION.**

- A. The City is an equal opportunity employer.
- B. In the performance of this Agreement, the Service Provider will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The Service Provider shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The

Service Provider shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

- C. The Service Provider will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
- D. If any assignment or subcontracting has been authorized by the City, said assignment or subcontract shall include appropriate safeguards against discrimination. The Service Provider shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

**12. ASSIGNMENTS/SUBCONTRACTING.**

- A. The Service Provider shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the City, and it is further agreed that said consent must be sought in writing by the Service Provider not less than thirty (30) days prior to the date of any proposed assignment. The City reserves the right to reject without cause any such assignment.
- B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and property bidding procedures where applicable as set forth in local, state or federal statutes, ordinance and guidelines.
- C. Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the City.
- D. Each subcontractor that physically performs services within Utah shall submit an affidavit to the Service Provider stating that the subcontractor has used E-Verify, or equivalent program, to verify the employment status of each new employee, unless exempted by Utah Code Ann. § 63G-12-302.

**13. CHANGES.**

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

**14. PROHIBITED INTEREST.**

No member, officer, or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

**15. MODIFICATIONS TO TASKS AND MISCELLANEOUS PROVISIONS.**

- A. All work proposed by the Service Provider is based on current government ordinances and fees in effect as of the date of this Agreement.
- B. Any changes to current government ordinances and fees which affect the scope or cost of the services proposed may be billed as an “extra” pursuant to Paragraph 3(C), or deleted from the scope, at the option of the City.
- C. The City shall make provision for access to the property and/or project and adjacent properties, if necessary for performing the services herein.

**16. TERMINATION.**

- A. Either party may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days written notice to the other party. The Service Provider shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Service Provider shall promptly submit a termination claim to the City. If the Service Provider has any property in its possession belonging to the City, the Service Provider will account for the same, and dispose of it in a manner directed by the City.
- B. If the Service Provider fails to perform in the manner called for in this Agreement, or if the Service Provider fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within three (3) days written notice thereof, the City may immediately terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the Service Provider setting forth the manner in which the Service Provider is in default. The Service Provider will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

**17. NOTICE.**

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

**18. ATTORNEYS FEES AND COSTS.**

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney’s fees and other costs incurred in that action or proceeding.

**19. JURISDICTION AND VENUE.**

- A. This Agreement has been and shall be construed as having been made and delivered within the state of Utah, and it is agreed by each party

hereto that this Agreement shall be governed by laws of the state of Utah, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement, or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Summit County, Utah.

**20. SEVERABILITY.**

A. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the state of Utah, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform in such statutory provisions.

**21. ENTIRE AGREEMENT.**

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

**PARK CITY MUNICIPAL CORPORATION**  
445 Marsac Avenue  
Post Office Box 1480  
Park City, UT 84060-1480

-----  
Diane Foster, City Manager

Attest:

-----  
City Recorder's Office

Approved as to form:

-----  
City Attorney's Office

**SERVICE PROVIDER NAME**

Address:  
Address:  
City, State, Zip:

Tax ID#: \_\_\_\_\_  
PC Business License# BL\_\_\_\_\_

-----  
Signature

-----  
Printed name

Title

STATE OF UTAH            )  
                                  ) ss.  
COUNTY OF SUMMIT    )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me \_\_\_\_\_, whose identity is personally known to me/or proved to me on the basis of satisfactory evidence and who by me duly sworn/affirmed, did say that he/she is the \_\_\_\_\_ (*title or office*) of \_\_\_\_\_ Corporation by Authority of its Bylaws/Resolution of the Board of Directors, and acknowledged that he/she signed it voluntarily for its stated purpose as \_\_\_\_\_ (*title*) for \_\_\_\_\_, a \_\_\_\_\_ corporation.

-----  
Notary Public

**EXHIBIT “A”**

**SCOPE OF SERVICES**

**EXHIBIT “B”**

PAYMENT SCHEDULE FOR “EXTRA” WORK